The Electronic Multi-Purpose Room (MPR) consists of four basic units: 1) **Data Projector(s)** 2) **Computer and Monitor** 3) **Podium** which has the Computer, Touch Panel, and a Microphone; and 4) **Rear Equipment Rack** housing the Wireless Microphones.

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**To Activate System:**

Locate the **Touch Panel** and press the darkened screen. It should light up and you will see **Loyola University Chicago**.

**For Microphone Use**

1. Press the Loyola Logo Screen, you will see **System is Starting Up** along the bottom; after which the microphone system will be activated and ready for your use.
2. The Podium Microphone mute can be toggled by pressing the **Mic Mute** button on the left hand side.

**For Video and Audio Sources**

Select the Video source you wish to use with the source buttons on the right hand side.

**For Audio Only Sources**

2. Select the **Misc.** button on the right hand side, and press **Advanced Controls** then select the audio source you wish to use from the popup. (Please note - There are no touch panel controls for audio only devices if you wish advanced training please contact the helpdesk@luc.edu at x8-4ITS).

Please note – If the system is not powered down properly you may have to shut down the system properly (Explained below; see **System Shutdown**)

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**To Project an Image from the Computer Workstation:**

1. Turn on the computer and monitor, if not already on, as you normally would.
2. Press the **COMP** button on the Touch Panel.
3. If you do not see the computer image (you may have to wait for Projector to warm up ~1 min): After waiting a minute, press **COMP** one more time to see if this brings it up.
Adjusting Volume:

1. To adjust the room program volume press Program UP/DOWN buttons on the left side.

To Login to a Workstation:

1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard
2. Type your Username and Password and click the blue arrow button.

To Display a DVD:

1. Follow the instructions from “To Display from the Computer Workstation”
2. Load DVD into the computer
3. Play via Windows Media Player

To Use your Laptop Computer in the Classroom:

1. Connect the laptop’s VGA output and audio ports to the Podium Laptop Cables, which can be found on the podium workspace.

   Podium Laptop Cables

2. On the Touch Panel, press the Laptop button.
3. If you don’t see the laptop’s image on the screen, toggle the laptop’s Function LCD/CRT (Display) button and re-select Laptop source button.

Please Power Down the Projector Before You Leave the Room

System Shutdown:

1. Using the Touch Panel, press the POWER button, and then press YES.
2. To continue to use the system with Microphones or an audio source only select Audio Only Mode