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, DVD/VHS, and a Microphone; and 4) Rear Equipment Rack housing the Blu-ray and Wireless Microphones.

**To Activate System:**

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

**For Video and Audio Sources**

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

**For Audio Only Sources**

3. Select the **Blank** hard button on the right hand side, and 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 shutdown the system properly (Explained below; see System Shutdown)*

**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.

**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.

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For immediate assistance, please call ext. 8-4ITS
Hours of Operation: M-F 7.30am-10pm  Sat 8am-5pm  Sun Closed
**Please note that support hours are subject to change without formal posting.**
**Adjusting Volume:**

To adjust the volume, use the **Volume UP/DOWN** hard buttons on the left side.

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**To Use Your Laptop Computer:**

1. Connect the laptop’s **VGA** output and **audio** port to the **Laptop** and **Audio** cable in the **Cable Box**.
2. On the **Touch Panel**, press the **Laptop** hard 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** hard button and press the location on the diagram your laptop is plugged into.

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**To Project a DVD or VHS Video:**

2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see **DVD** or **VCR** you may need to re-select DVD/VCR.

*Note:* The DVD/VHS is located in the left cabinet of the Podium.

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**To Project a Blu-ray Video:**

2. Insert your Tape or Disc, and press play via the Touch Panel.
3. If you do not see the **Blu-ray**, you may need to re-select DVD/VCR.

*Note:* The Blu-ray player is located in the AV Closet, please request access through the Helpdesk at x8-4487.

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**Using the Audio Only System:**

1. Optional Step: If using a video source, select your video source as described above prior to continuing.
2. Prepare your audio source (insert CD, connect iPod/MP3 player).
4. Select which Audio source you wish to listen to. *Note: this will over-ride any previous audio selection.
5. If you do not hear your new audio source, please check your connections/media, and re-select Audio Only – your Audio Source.

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**Please Power Down the Projector Before You Leave the Room**

**System Complete Shutdown:**

Using the Touch Panel, press the **POWER** hard button, and then press **YES, Complete Shutdown**.
This will power off the monitors and the speakers.

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