Operating Instructions for Electronic Multi-Purpose Room: Lewis Towers Regents Hall

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 Blu-ray and Wireless Microphones.

To Activate System:
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
Select the Video source you wish to use with the hard buttons on the right hand side.

For Audio Only Sources
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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Adjusting Volume:
To adjust the volume, use the Volume UP/DOWN hard buttons on the left side.

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.

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 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.

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.

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.