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 Microphones**
- The lectern and wireless microphones can be used at any time.
- The lectern mic can be muted and unmuted by pressing the **Mute Lecture Mic** button which is accessible on most touch screen pages.
- The volume for the lectern mic and the wireless microphones can be accessed by pressing the **Blank** hard button and selecting **Audio Utilities** button.

**For Video and Audio Sources**
- Select the Video source you wish to use with the hard buttons on the right hand side.
- To adjust the volume use the **Volume UP and DOWN** hard buttons on the left 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).*

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

**To Reset the Audio System:**

The audio system has default values programmed so that within a few button presses the audio system can be restored.

1. Select the Audio Reset button from most touch screen pages or from the **Blank** hard button menu.
2. Confirm that you wish to reset the microphones to default levels by pressing **Yes, continue**.
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 PC 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 PC 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.

To Display a DVD:
1. Follow the instructions from “To Display from the Computer Workstation”
2. Load DVD into the computer.

To Use your Laptop Computer in the Classroom:
1. Connect the laptop’s VGA output and audio ports to the laptop cable which is stored in the lectern’s cable well.
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 from the hard buttons page.

Please Power Down the Projector Before You Leave the Room

System Shutdown:
Using the Touch Panel, press the POWER hard button, and then press YES.