University 101

Laptop Podium Usage Instructions

Call 847-467-ROOM (7666) for immediate support.
If you have not been trained on this equipment, please call 847-467-ROOM to schedule a technology orientation.

Starting the System and Selecting a Source

1. If the touch screen is dark, press it once to display the touch screen image. Once you see the screen image, press the screen again. This will power up the projectors and all A/V equipment.
2. Laptop is the default Source selected at start up.
If you do not see the Source displayed on the projector screen, make sure Projector Mute is NOT selected.

Starting the System and Connecting Your Laptop

1. If the touch screen is dark, press it once to display the touch screen image. Once you see the screen image, press the screen again. This will power up the projectors and all A/V equipment.
2. Select Laptop from the Sources options.
3. Connect the DVI, Mini-Display Port, VGA or HDMI pull-out cable to the appropriate port on your laptop (or HDMI enabled device).
4. Select DVI, Display Port, VGA, or HDMI on the Laptop Controls screen.
5. Connect the audio mini plug to your laptop’s headphone for audio content.
If you do not see your laptop displayed on the projector screen, make sure Projector Mute is NOT selected.

Volume Control

1. In the upper left corner of the touch panel are the Program Volume buttons.
2. The Program Volume buttons control the volume output of all of Sources listed (Laptop, Document Camera, DVD, Auxiliary Video).
3. The audio mini plug coming out from the podium must be plugged into your laptop’s headphone jack for laptop audio content to be heard.
4. You can adjust the Program Volume levels using the up or down arrows.
5. The Program Volume can also be muted by pressing the Mute button.

Shutting Down the System

Shutting down the system decreases the setup time for the next classroom user.
1. Select Shutdown System in the upper right hand corner of the touch screen.
2. Select Yes - Shutdown System.

Support
Room Scheduling: Office of the Registrar (847-491-5234)
Non A/V-related room issues: Facilities Management (847-491-5201)
More information: www.it.northwestern.edu/education/classrooms/

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