Kresge 4-430
Resident Computer 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 the Resident Computer

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 Mac OS X or Windows** from the **Boot Picker** window.

If you do not see the computer displayed on the projector screen, make sure **Projector Mute** is NOT selected.

Returning to the Boot Picker

**From Mac OS X**

1. **Select the Apple icon** in the upper left hand corner of the Mac desktop.
2. **Select Log Out...** and **click Logout.**

**From Windows**

*Double-click the Logout to Boot Picker icon on the desktop.*

After a brief restart, you will be returned to the **Boot Picker** window. A new source may be selected from there.

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 AV equipment.
2. **Select Laptop** from the **Sources** options.
3. **Connect** the **DVI, Mini-Display Port,** or **VGA** pull-out cable to the appropriate port on your laptop.
4. **Select Laptop DVI, Laptop Display Port,** or **Laptop VGA** 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.

Logging Out and Shutting Down the System

Logging out decreases the setup time for the next classroom user.
1. Follow the instructions above to return to the **Boot Picker** window.
2. **Select Shutdown System** in the upper right hand corner of the touch screen.

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/](http://www.it.northwestern.edu/education/classrooms/)

For Immediate Support, Call **847-467-ROOM (7666)**
Kresge 4-430
Laptop Projector Usage Instructions

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If you have not been trained on this equipment, please call 847-467-ROOM to schedule a technology orientation.

Starting the System, Sources, and Microphones

1. If the touch screen is dark, press it once to display the touch screen image.
2. Once you see the screen image, press the screen again. This will power up the projectors and all A/V equipment.

Sources: A/V sources that can be selected/controlled via the touch panel include Laptop, Document Camera, DVD, VHS, and Auxiliary Inputs. Laptop is selected as the default source on startup.

Microphone: There is one lapel microphone, which is muted at startup and whose volume may be controlled at the top of the touch panel.

Connecting Your Laptop

1. Select Laptop from the Sources options on the left of the touch screen.
2. Connect the podium VGA pull-out cable to the VGA port on your laptop. If your laptop requires a VGA adapter, connect it to the podium VGA cable first and then to your laptop.
3. Connect the audio mini plug to your laptop’s headphone jack if audio content is necessary.

If you do not see your laptop displayed on the projector screen, make sure Projector Mute is NOT selected.

NOTE: You must provide any VGA adapters that may be required for your laptop. NUIT does not provide adapters.

Volume & Projector Controls

Use the Program Volume buttons to adjust output volume of all sources (Laptop, DVD, VHS, etc.).
Use the Mute button to mute and restore projector sound.
Use the Projector Mute button to stop and start projection of your laptop screen.

Laptop Display Help

If you do not see your laptop display on the projector screen:

1. Make sure you have selected Laptop as your source.
2. Make sure Mute Picture is NOT selected.
3. Press the Laptop Help button on the touch panel.
4. Select PC Help OR Mac Help.
5. Follow the instructions on the screen.

If you are still having trouble, call 847-467-ROOM (7666) for assistance.

Support
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