**Tech M113 (LR4)**

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**.

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

**From Windows**

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

**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 Computer** from the **Sources** options.
3. **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.
4. **Connect** the **audio mini plug** to your laptop’s headphone jack 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**.
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)