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 Log out**.

#### 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 A/V 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/)

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