University 102
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.

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 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/

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