Laptop Projector 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, 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
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/

For Immediate Support, Call 847-467-ROOM (7666)