Lunt 107

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.

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**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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