Baldwin Auditorium

Call **7-ROOM (7-7666)** for immediate assistance
with Smart Classroom equipment or to report a problem. There is a telephone in the podium.

If you have not been trained on the use of this equipment, please call **7-ROOM (7-7666)** to schedule a one-on-one training. You can also request a training session at the following web page. http://database.at.northwestern.edu/p/SCTrainingReqs/ChicagoSCTrainingReq1.cfm

Although we try to be flexible, three days notice is required for scheduled training sessions.

**Quick Reference**

**To turn the system on**
- If the touchpanels are dark, touch both screens to wake them up.
- Once awake, touch either screen to start the system.

**To turn on the projector**
- From either screen, press the “*Select Source*” (local computer, laptop, DVD or VCR) button to turn on the projector.

**To adjust the volume**
- From the main screen on the right touchpanel, press the “*Volume Controls*” button.
- “*Program Volume*” adjusts the volume for the local computer, laptop, DVD or VHS tape. “*Microphone Volume*” adjusts volume for the lectern and wireless microphone.

**Please turn the system off when you are done**
- From the main screen on the right touchpanel, press the “*System Off*” button.
- Confirm your selection by pressing “*Yes*”, and the system will begin its power-down cycle. **Please Note:** It must complete this cycle before the system can be restarted.

**Tips and suggestions**

It is best to run a laptop using the power adaptor. You may have to use the “Fn” and one of the “F” keys (ie. F7 or F8) to send the image from your laptop to the projector. You will display the best image when your laptop is set to 1024 x 768 display resolution.

**Hours of Support:**
Monday through Friday – 8 AM to 4:30 PM.