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 touchpanel is dark, touch the screen to wake it up.
Once awake, touch the screen again to start the system.

To turn on the projectors
From the main screen, press “Podium laptop, Document camera, DVD” or the “VCR” button then “VP1” (large screen) or “VP2” (small screen) to turn on the indicated projector.

To adjust the volume
From the main screen, the “Program” up and down arrows adjusts the volume for the local computer, laptop, DVD or VHS tape. The “Speech” up and down arrows adjusts the volume for the lectern and wireless microphones.

Please turn the system off when you are done
From the main screen, press the “System Off” button.
Confirm your selection by pressing “Shutdown Room Now”, 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.