Call 7-ROOM (7-7666) for immediate assistance
with Smart Classroom equipment or to report a problem. There is a telephone on the wall in the A/V closet.

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.

Quick Reference

To turn the system on
If the touchpanel is dark, touch the screen to wake it up.
Once awake, select laptop or video location, or DVD/VHS and this will turn on the projector.

To adjust the volume
Press the “Vol UP” or “Vol Down” buttons on the outside edge of the touchpanel to adjust the volume for the laptop, DVD or VHS tape.

Please turn the system off when you are done
Press the “System Power” button on the outside edge of the touchpanel. Or, press “Utility” in the top left corner of the screen, then press “System shutdown”.
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.