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

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**
Press and hold the power button on the Extron wall plate (next to screen controls) for 1 second.

**To select source**
Press button representing specified source. For computer, connect VGA cable (you must supply the VGA cable) to laptop and to wall input plate close to floor.
Select VCR to view VCR or DVD (remotes are in the credenza).

**To adjust the volume**
Turn round knob on Extron wall plate to desired level.

**Please turn the system off when you are done**
Press power button on wall plate until green LED begins flashing.
Disconnect all cables.

**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.