

Equipment Instructions

Projectors & Projection Screens:

Use the remote control to activate the overhead projectors. Point the remote at each of the projection screens and press the yellow "Power" button. Sensors located behind the screen will activate the projectors. Be patient -- the image will take several seconds to appear on the screen. "Zoom" and "Focus" buttons are also located on the remote control. It is critically important that the **PROJECTORS ARE TURNED OFF** at the end of the session. Laser pointers are available by request. Contact Jason Kruse at jkruse@northwestern.edu or 1-2171.

Switching Screen Displays:

Three buttons are located on the console underneath the podium. They are labeled "CPU", "LAPTOP", and "RACK." Pressing the CPU button will display images from the classroom's computer. Pressing the LAPTOP button will display images from the laptop computer connection. Pressing the RACK button will display images from either the VCR or DVD players. It is **NOT** possible to display two different images from two different sources on the two different screens simultaneously.

The Classroom Computer:

Leave the classroom computer logged onto its account at all times. **DO NOT TURN IT OFF** after you have finished using it. Virus scan software must run on this PC overnight, and can't do so if you have logged out.

Volume Control:

A master volume control for the classroom's speaker system is located on top of the podium.

Lighting Controls:

Dimmer switches for the classroom's lighting system are located by the door and also between the two projector screens.

Laptop Connection:

There is a laptop connection located on top of the podium.

VCR and DVD Players:

The cabinet located next to the podium contains both the VCR and DVD players. Inside the cabinet, choose either the "VIDEO" or "DVD" button. Also, make sure that the cabinet button is engaged underneath the podium. Connections from the cabinet to the podium, and to the electrical outlet should be connected already. If you find they are disconnected, you must first connect the cabinet to the podium. An Extron connection and electrical outlet are located on the side of the podium. Connect the Extron cable into the 3 Extron jacks (yellow to yellow, white to white, red to red). Also connect the cabinet's power cable into the electrical outlet.

Telephone:

The classroom is equipped with a campus phone. Outside calls can be made if you first input a long-distance code. The room's phone number is 491-4346. **Need assistance? Call 7-1080 or 1-7656.**