

# Library B183 Smart Classroom Usage Instructions

(If you have not been trained on the use of this equipment, please call **7-ROOM** and press **2** to schedule training. Three days notice required.)

## Equipment Available in Lib B183 Podium:

- Dell Optiplex PC with Windows XP Professional
  - DVD-ROM
  - 250MB Zip Drive
  - 3.5" Floppy Drive
- LCD projector with native 1024x768 resolution
- VHS Video cassette recorder
- Wireless mouse for PC (in podium drawer)
- Touch screen control
- Mono sound
- Telephone (on wall next to podium)
- Wireless Lavalier Microphone

## Equipment Access (KEYS)

In order to access and use the audio-visual equipment, you must have a **KEY**. Podium keys are available from the following source:

### FOR REGULAR AND ONE-TIME USAGE

Please see the Student Consultant on duty for access to podium.

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## Contents

Please refer to the pages provided in the podium drawer for instructions in the following:

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## Software Installation Requests

The resident computers are configured to disallow software installations by anyone except IT support staff. Allowing us to install all software helps ensure reliable computer performance and keeps us familiar with all of the applications in use, should there be a need to troubleshoot a problem.

If you need additional software installed in the Smart Classroom in which you are scheduled, please submit an online software installation request at:

<http://database.at.northwestern.edu/p/SoftwareRequest/SoftwareRequest1.cfm>

Although we try to be flexible, **we require at least one business week advance notice for all software installations.**

**SMART CLASSROOM PHONE SUPPORT:  
7-ROOM (7-7666)**

This number is for emergency classroom support, training requests,  
and general information. Press 1 for emergencies and 2 for training and information.

**If you need immediate assistance, please use the phone located  
on the wall to call 7-ROOM.**

## Lib B183 Podium Procedures

(Instructions match diagram below)

### START UP PROCEDURES

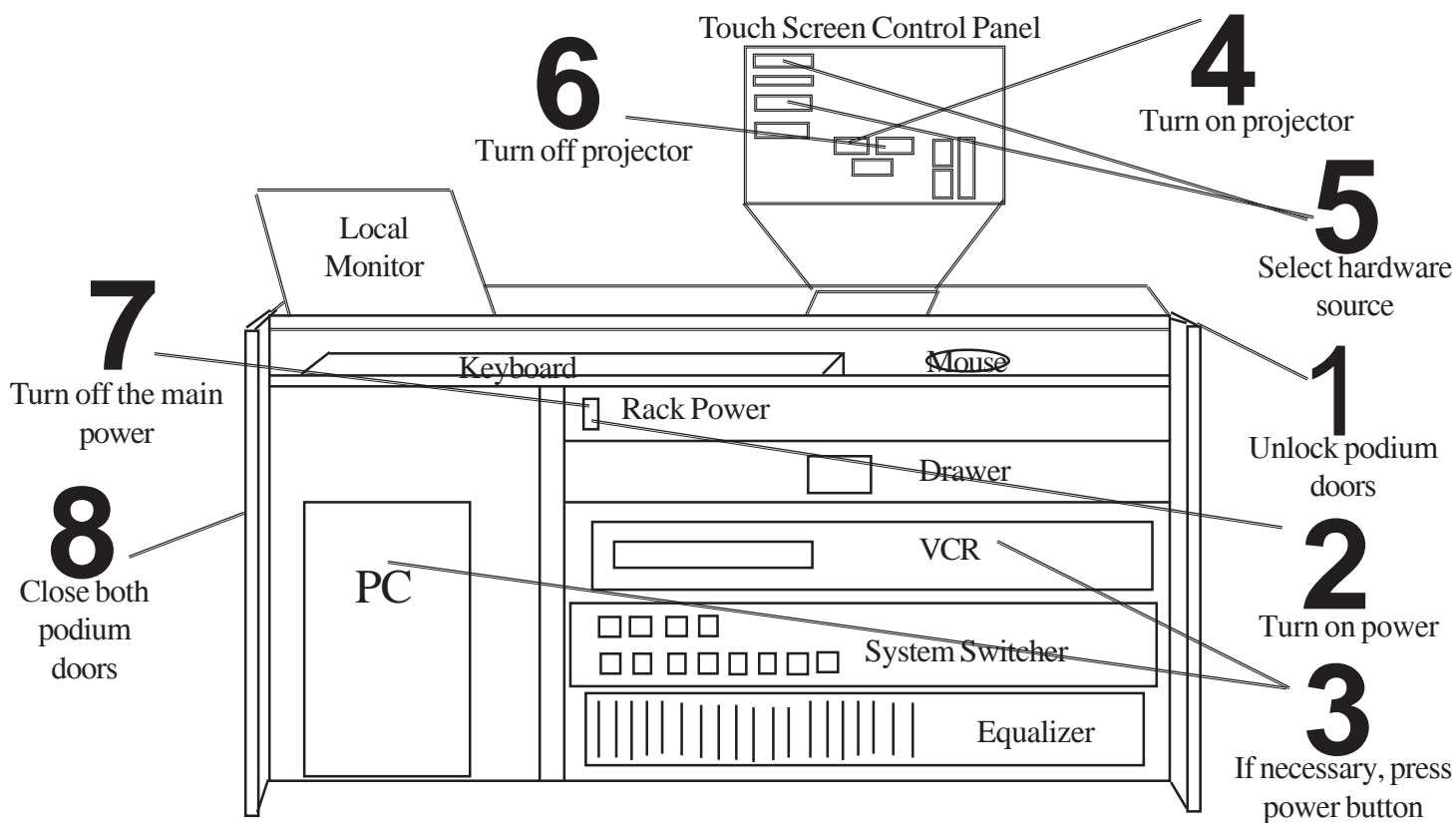
**NOTE:** Turn on lights and lower screen if needed; switches are located on the wall next to podium.

- 1 Unlock and open podium doors with key.
- 2 Turn on power. (Move rocker switch to the UP position)
- 3 Before you proceed wait 30 seconds. If podium equipment you plan to use does not turn on, simply press the power button of that piece of hardware.
- 4 Turn on the projector at the Touch Screen.
- 5 From the touch screen, choose the hardware source you want projected to the screen.

### SHUTDOWN PROCEDURES

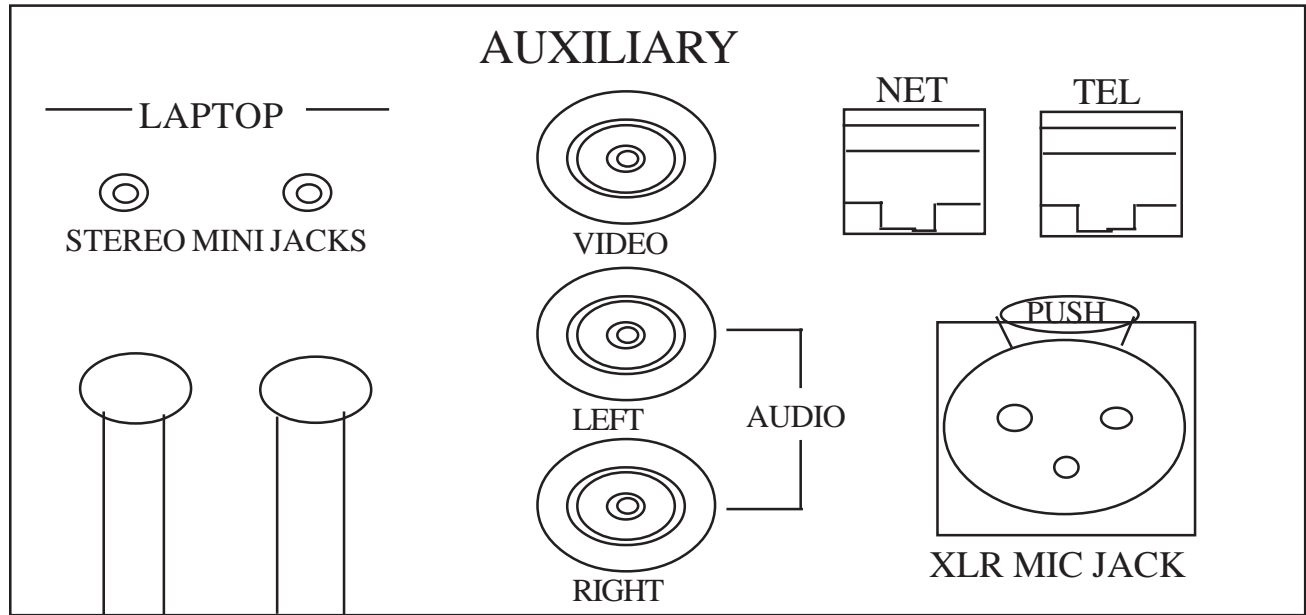
**NOTE:** Please Do Not turn off the computers. Also, remove your computer disk, zip disk, CD or video tape.

- 6 Turn off the projector at the touch panel.
- 7 Turn off the main power. (Move rocker switch to CENTER position.)
- 8 Close both podium doors (doors will lock automatically.)



**Note:** If any problems occur, please refer to the next page for emergency classroom support.

# Procedures for B183 Laptop Projector Connection



## PROCEDURES

- 1. Use AC power adapter:** It is best to run your laptop using the AC power adapter; the display image may not show using a battery. The power outlet is located on the side of the podium.
- 2. Connect pull out cable to computer.** If using a Macintosh G3 or more recent model, use the PC pull out cable and press the PC laptop button. (You may need the video adapter that came with your Macintosh laptop.)
- 3. Toggle display to send to the projector.** On a PC, this is usually done by pressing and holding the **Fn** button, plus one of the **F** keys (**F7** or **F8**). On a Mac, go to **Apple Menu>Control Panels>Monitors**. Select the **Arrange** button. Drag and drop one of the monitor icons onto the other.
- 4. Reset resolution setting:** You will have the best image when your computer is set to the recommended resolution of 1024x768. You may also have to toggle your laptop between the projector and laptop screen.

### PC

Select **Start>Settings>Control Panels >Display>Settings**

- We recommend you record the current settings on your laptop before making changes
- Set display resolution to 1024x768.
- Select OK

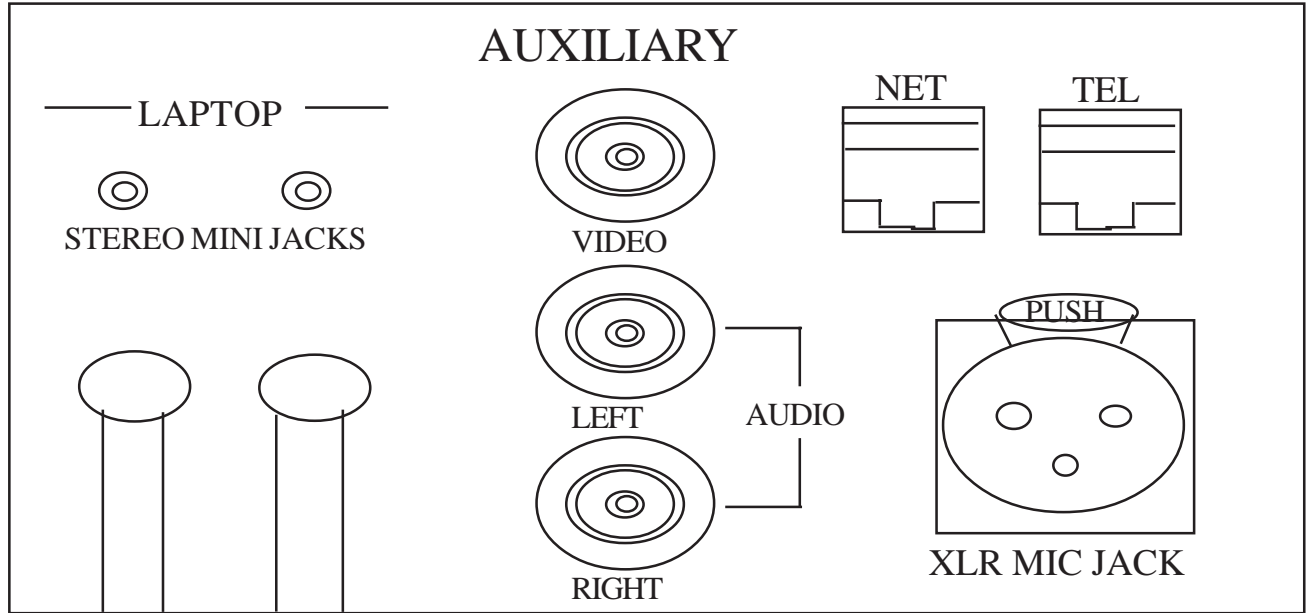
### MAC

Select **System Preferences>Displays**

- We recommend you record the current settings on your laptop before making changes
- Under Resolutions: Set display resolution to 1024x768.
- Exit out of System Preferences

- 5. Remember to reset the settings on your computer when you are done.**

# Procedures for B183 Laptop Network Connection



If your laptop has not previously worked on a network or if your laptop uses Windows NT or 2000, please contact your Network Administrator before continuing. You might not have the correct settings, network card, or software.

## PROCEDURES

**1. Connect Laptop Computer** to the network with a computer data cable. If you do not have your own cable, one is supplied in the podium drawer.

### 2. Network Settings

#### PC (based on WIN98/2000/XP)

Select **Start>Settings>Control Panel**  
 Select **Network>TCP/IP**  
 Select **Properties>IP**

\*We recommend you record the current settings on your laptop before making changes.

Select **Obtain IP address automatically from IP window.**

Select **OK** for network window.

Restart computer.

#### MAC (based on OS X)

Select **System Preferences>Network>**

\*We recommend you record the current settings on your laptop before making changes.

Select **Show>Built-In Ethernet**

Under **Configure IPv4>Using DHCP**

Exit **System Preferences**

**3. Remember to reset the settings on your laptop computer when you are done.**