Classroom Technology

QUICK GUIDE

Your guide to the equipment in this classroom

1 Start

Locate the Control Panel on the Wall

Select a Source

Select the source that you would like to display on the projector. The following sources are available in this room:

- **PC**: Computer
- **LAPTOP**: Laptop
- **AUX VIDEO**: Aux Video

Projector On:
To turn projector on, press **Proj. On/Off** on the Control Panel. The green light will indicate the projector is on. Please allow 90 seconds for projector to warm up.

Projector Screen:
The projector screen will automatically be lowered/raised after pressing the **Proj. On/Off** button.
2 Select a Source:

**Computer:**

1. Select **Computer** on the Touch Panel
2. Login to the classroom computer using your **GW NetID** and **password**
3. To use a flash drive, insert it into the USB port located on the monitor
4. To play a DVD, insert it into the optical drive on the PC and use the PC to control the player

*Your GW NetID is the portion of your GW email address that precedes the "@" symbol.

**Laptop:**

1. Make sure your laptop is turned off
2. Connect the Video cable located on the lectern to the Video port on your laptop
3. Select **Laptop** on the Touch Panel
4. Power on the laptop
5. If your laptop image does not display on the projector, adjust display settings on your laptop

To reserve Mac display adaptors for use in this room: acadtech.gwu.edu/equipment

If you need assistance, please contact the AT Solutions Center at (202) 994-7900

Wireless Internet Connection for Laptops
Contact GW Division of IT for wireless network support (202) 994-4948 or it.gwu.edu
Select a Source:

**Aux Video:**

1. Connect the audio and video cables from auxiliary device to the Aux Video input on the faceplate (shown in picture)
2. Press **Aux Video** on the Control Panel
3. Operate auxiliary device as needed
### Controls

**Volume Control:**
Volume control is available on the Control Panel

![Volume Control](image)

**Blank Screen:**
To temporarily blank the projection, press the **Display Mute** button on the Control Panel. The **Display Mute** button will blink to indicate the screen is blank. Press button again to view image.

### Shut Down

When you are finished using the system, please follow these steps to prolong the life of the equipment and reduce classroom downtime.

**Shut Down:**

1. Log off the computer by double clicking on the **Log Off** icon on the computer’s desktop
2. To turn projector off, press **Proj. On/Off** on the Control Panel. The red light will indicate the projector is shutting down.

**To reserve additional classroom technology equipment:**
acadtech.gwu.edu/equipment

**To view the list of equipment and software in this room:**
acadtech.gwu.edu/classrooms-labs