Classroom Technology
QUICK GUIDE

1 Start
Locate the Touch Panel on the lectern
(If the screen is black, firmly touch the screen to activate)

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

- Computer
- Laptop

LCD Screen On:
The LCD screen will power on after selecting a source.
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

**Laptop:**

1. Make sure your laptop is turned off
2. Connect the Video cable located on the lectern or at the wall plate 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

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

If you need assistance, please contact the AT Solutions Center at (202) 994-7900 or by dialing “0” from your classroom phone.

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

Volume Control:

- Use the Volume controls to adjust source volume
- Use the Sound On/Mute controls to mute volume

4 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. Select System On/Off from the Touch Panel
3. Select YES on the confirmation screen to shut 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