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 Display Monitor:
Touch the touch panel screen to power on the LCD monitor.
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 “O” 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
- Use the **Speech Volume** controls to adjust microphone volume (available in select rooms)

Blank Screen:

The **Blank Screen** button will prevent the source from displaying to the projector

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