Classroom Technology
QUICK GUIDE

1 Start

Projector Screen:
Manually lower the screen using the handle at the bottom of the screen

Projector On:
Pointing the remote towards the projector, press the red On button.

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

- Laptop
- DVD/VCR Player
2 Select a Source:

**Laptop:**
1. Make sure your laptop is turned off before any connections are made
2. Connect the Video cable located on the media desk to the Video port on your laptop
3. Power on the laptop
4. Pointing the projector remote at the projector, press **Input2**
5. If image does not display, adjust display settings on your laptop

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

**DVD/VCR Player:**
1. Press the **Power** button on the DVD/VCR Player
2. Pointing the projector remote at the projector, press **Input3** on the projector remote
3. To play DVD, press the **DVD** button on the player
4. Press the **Eject** button on the DVD side of the player to open the disc tray. Place disc on tray and press **Eject** button again to close disc tray
5. After the disc loads, press **Play** on the player or DVD/VCR remote
6. If chapter selection is desired, use the DVD/DVR remote to select desired chapter
7. To play VHS tape, press the **Video** button on the player and insert the VHS tape into the slot
8. After the tape loads, press **Play** on the player or DVD/VCR remote
9. To eject the VHS tape, press the **Eject** button on the VCR side of the player

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

**Volume Control:**

The volume is controlled through the portable speakers located on the media desk.

1. To turn on the portable speakers, turn the **Volume** knob in the front of the unit clockwise.
2. To use speakers for laptop input, plug the audio cable into the audio port on the laptop. Play your desired audio from the laptop and adjust the volume controls on the speakers.
3. To use speakers for DVD/VCR combo unit, adjust the volume controls on the speakers.

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### Shut Down

**Shut Down:**

1. Log off the computer by double clicking on the **Log Off** icon on the computer's desktop.
2. Select **Exit** 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

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