1. **Start**
   
   Locate the Control Panel on the Wall

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

   - **Computer**
   - **Laptop**
   - **Aux Video**
   - **Document Camera**
   - **VGA**

3. **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.

4. **Projector Screen:**
   
   Use the handle at the bottom of the projector screen to lower screen.
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 one end of the Video cable to the “Computer In” input on the **Laptop** faceplate (shown in picture)
3. Connect the other end of the video cable to the video port on your laptop
4. Select **Laptop** on the Control Panel
5. Power on the laptop
6. If image does not display, adjust display settings on your laptop

*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
2 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

**Document Camera:** (Upon Request)

1. Connect one end of the Video cable to the “Computer In” input on the **VGA** faceplate (shown in picture)
2. Connect the other end of the video cable to the “VGA Out” port in the back of the document camera
3. Connect the power cable and turn document camera on
4. Press **VGA** on the Control Panel
3 Controls

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

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

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. 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