Quick Guide

Classroom Technology

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:

   - Laptop
   - DVD/VCR
   - 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.

Your guide to the equipment in this classroom

GW Academic Technologies
THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC
2 Select a Source:

**LAPTOP**

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

**DVD/VCR**

DVD/VCR:

1. Locate the DVD/VCR wall mount (shown in picture)
2. Pull down the DVD/VCR player
3. Power on the DVD/VCR player
4. Press DVD/VCR on the Control Panel
5. Insert the DVD or VHS tape into the player
6. Video playback is controlled on the device or remote control (Play, Rewind, Fast Forward, Pause, Stop...)

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

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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

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

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