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 projector.
   The following sources are available in this room:
   - Computer
   - Laptop
   - Web Conferencing

Projector On:
   The LCD projector will power on after selecting a source.
   Please allow 90 seconds for projector to warm up.

Projector Screen:
   The projector screen will automatically be lowered after selecting a source. You may manually control the screens by pressing the “Display” button after a source is selected.
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

*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

**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:

Web Conferencing:

Use a Web Conferencing application to conduct online lectures, collaborate with remote users, and share and receive presentation content.

WATCH VIDEO INSTRUCTIONS

1. Select **Web Conferencing** on the Touch Panel
2. Log in to the lectern computer and open a web conferencing application. Cisco WebEx, Blackboard Collaborate, Adobe Connect, and Skype are installed on the computer.
   *You and your remote audience must have an account with any of these applications.*
3. Initiate a video call from the web conferencing application
4. **Computer** is the default source displayed on the projector screen. **Presenter Camera** is the default camera view.
   *Your remote audience will see a view of you at the lectern. You can switch to audience view in some classrooms by using the camera controls on the touch panel.*
5. To share a presentation on the lectern computer with your remote audience, screen sharing on the application must be initiated.
   *If the Computer source is not displaying on the screen, select a camera view from the touch panel.
6. To display content from another device, such as a document camera or your laptop, select the source to share on the touch panel.
   *Audio will not play from your laptop.
   *The **Document Camera** and **Laptop** sources will replace the camera source you were displaying.
   *If screen sharing was initiated, **Document Camera** and **Laptop** will be displayed as the secondary source to the remote audience. Stop screen sharing in order to send the source as the main view.*
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 screen

Display Controls:

Select the **Display** button to access the controls page for the projector display, projector screen, and preset lighting scenes

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