**Classroom Technology QUICK GUIDE**

Your guide to the equipment in this classroom

---

1. **Start**
   - Locate the Touch Panel on the lectern
     (If the screen is black, firmly touch the screen to activate)

2. **Select a Source**
   - Select the source that you would like to display on the LCD.
   - The following sources are available in this room:
     - Computer
     - Laptop
     - Wireless Presentation

3. **LCD Screen On:**
   - The LCD screen will power on after selecting a source.
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

*Your GW NetID is the portion of your GW email address that precedes the “@” symbol.

**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

**Wireless Internet Connection for Laptops**

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

If you need assistance, please contact the AT Solutions Center at (202) 994-7900 or by dialing “0” from your classroom phone.
2 Select a Source:

**Wireless Presentation:**

The **Wireless Presentation** feature allows instructors to present content from Apple devices onto the classroom display.*

**WATCH VIDEO INSTRUCTIONS**

1. Select **Wireless Presentation** on the Touch Panel
2. On your iOS device, swipe up from the bottom of your screen to access Control Center
   a. Ensure **Bluetooth** and **Wi-Fi** are on
   b. Press **Airplay**
   c. Select your classroom location from the list and turn on **Mirroring**
3. On your MacBook laptop
   a. Ensure **Bluetooth** and **Wi-Fi** are on
   b. Click the **AirPlay** icon in the menu bar
   c. Select your classroom location from the list under **Connect To AirPlay Display**. Note that the icon is blue when your MacBook is connected.

**Wireless Presentation Continued:**

4. Enter the passcode displayed on the lectern touch panel or classroom display
5. When your device's image displays on the lectern touch panel, press **Share Video** to project the image. In some rooms, the lectern touch panel will not preview the Apple device and the image will be displayed automatically to the classroom display.

*Wireless Presentation is not supported by GW Lecture Capture and Web Conferencing.
3 Controls

Volume Control:

- Use the **Volume** controls to adjust source volume
- Use the **Sound On/Mute** controls to mute volume

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