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)

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

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

**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.

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

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

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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
2 Select a Source:

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.

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