**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 projector.
   - The following sources are available in this room:
     - **Computer**
     - **Laptop**
     - **DVD/Blu-ray Player**
     - **VCR Player**
     - **Document Camera**

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

4. **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 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:

**DVD/Blu-ray Player*:**

1. Power on the DVD/Blu-ray player
2. Select **DVD/Blu-ray** on the Touch Panel
3. Insert the DVD/Blu-Ray into the player
4. Control the player using the Touch Panel controls
   (Play, Rewind, Fast Forward, Pause, Stop, etc.)

**VCR Player*:**

1. Power on the VCR player
2. Select **VCR** on the Touch Panel
3. Select a screen to project the image (left, right or both)
4. Insert the VHS tape into the player
5. Control the player using the Touch Panel controls
   (Play, Rewind, Fast Forward, Pause, Stop...)

*Blu-ray is available in select rooms

**Document Camera:***

**Document Camera (Ceiling):**

1. Locate the document camera in the classroom ceiling
2. Lift the flip-up shelf on the side of the lectern until you hear a click
3. Select **Document Camera** on the Touch Panel
4. Place the material you would like to project onto the shelf
5. Adjust the zoom and focus level using the Touch Panel controls
6. When you are finished using the document camera, lower the flip-up shelf by squeezing the levers on the sides

**Document Camera (Drawer or Cart):**

1. Locate the document camera in the classroom
2. Plug one end of the Video cable into the “DOC CAM” port on the lectern faceplate and the other end into the “VGA Out” on the document camera
3. Plug power cable into the power outlet
4. Power on the Document Camera
5. Select **Document Camera** on the Touch Panel

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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 projector

Display Controls:

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

Shut Down

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

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