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:

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

- **Projector Screen:**
Projector screen will automatically lower when LCD projector powers on, or use control switch located on the classroom wall.
2 Select a Source:

PC:
1. Select PC 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 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

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

Web Conferencing:

1. Select **PC** or **Laptop** on the Touch Panel
2. Launch a third-party application, such as WebEx, Blackboard Collaborate, Skype, etc. Note: the camera appears as **AV Bridge** on the laptop.
3. Adjust the framing, zoom, direction, and focus of the camera, if needed, by using the controls on the Touch Panel.

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 **DOC CAM** 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 **DOC CAM** on the Touch Panel
3 Controls

Volume Control:

- Use the **Program Volume** controls located on the far right to adjust source volume
- Use the **Sound On/Off** controls to mute volume
- Use the **Speech Volume** controls located on the far left to adjust microphone volume

4 Shut Down

Shut Down:

1. Select **Off** from the Touch Panel
2. Select **YES** on the confirmation screen to shut down
3. Log off the computer by double clicking on the **Log Off** icon on the computer’s desktop

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.