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 projector.
   The following sources are available in this room:

   - **Computer**
   - **Laptop**
   - **Document Camera**
   - **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.

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

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
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.*

Web Conferencing Continued:

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.*
2 Select a Source:

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
### 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

### 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