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
- Wireless Presentation
- Video Conferencing

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

Projector Screen:
This classroom features a mounted projector screen. Please do not write on the screen, white boards are installed for your convenience.
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

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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

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

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.
2 Select a Source:

Video Conferencing

Use Video Conferencing if both audiences are using a video conferencing system that uses an IP address to establish the call.

1. Select Video Conferencing on the Touch Panel
2. Connect to a remote audience:
   a. To call your remote audience, use one of the following options:
      • Select Keypad to enter the connecting IP Address for the remote location and press the green Call button, OR
      • Select Directory to choose a frequently dialed number from the list and press the green Call button
      • If your conference requires a meeting/conference number to connect, after the call has been established, select Dialer to return to the dialer screen and then select Dial Tones
   b. To receive a call from a remote audience, ensure Video Conferencing is selected from the touch panel home screen and accept the incoming call

Video Conferencing Continued:

3. To turn on the lectern mic, press the Push button on the lectern mic. To disable the lectern mic, press the Push button once again.
4. Once connected, the touch panel will display the source screen. Select the camera preset or adjust the framing, zoom, and focus of the camera, if needed, by using the controls on the right side of the touch panel.
   Some classrooms have tracking-enabled cameras that can be disabled by pressing Disable Tracking.
5. To display content from the lectern computer, your laptop, or a document camera, select the source to share on the touch panel. To stop sharing the source, select the Stop Presenting icon.
   • If the other side would like to share content, they must select the presentation source from their control panel.
6. To conference in an additional audience, press the Dialer button to return to the dialer screen and add a call by following the instructions in Step 2.

Video Conferencing Controls
• Select Self View to turn off the preview of your camera.
• Select Mic Privacy to mute your mic for the other side.
• Select Disable Tracking to prevent cameras from toggling between camera views.
### 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