Your guide to the equipment in this classroom
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
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
2 Select a Source:

Video Conferencing:

1. Select **VTC** on the lower left portion of the Touch Panel
2. Enter the connecting IP Address for the remote location and press the Dial icon from the Main tab.

3. Select a camera preset or adjust the framing, zoom, direction, and focus of the camera, if needed, by using the control on the Camera tab.

4. Select a source to be displayed from the Presentation tab after ensuring the device is connected to either the wall plate or floor plate. To stop sharing the source, select the Stop Presenting icon.
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

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.