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:

- **Laptop**
- **Video Conferencing**

**LCD Screen On:**
The LCD screen will power on after selecting a source.
2 Select a Source:

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

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
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.
3 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

4 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