Locate the Remote Control
To wake up the video conferencing unit, press the red *Power On* button

Initiate Call

Recent Calls
1. Press the green *Call* button to display recent calls
2. Navigate using the arrow buttons
3. Dial the selected number using the green *Call* button or the *Select/Enter* button

Manually Enter Number
1. Begin typing number using the keypad to display the call dialog box
2. After entering the IP Address, press the green *Call* button to dial

Contacts List
1. Press the *Contacts* button to display the contacts list
2. Select *My Contacts*
3. Navigate to the contact using the arrow buttons
4. Press the green *Call* button to dial

End Call
To end call, press the red *End Call* button
Connect a Source:

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. Press the **Presentation Toggle** button on the remote control
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

Controls

**Volume Control:**
- Use the **Volume** control buttons to adjust call volume

**Camera Position Control:**
- Use **Direction Pad** to change camera position

Wireless Internet Connection for Laptops
Contact GW Division of IT for wireless network support
(202) 994-4948 or it.gwu.edu
6 Shut Down

Shut Down:

1. To place unit into standby mode hold down red Power On button until dialog box appears.
2. Select Standby Now

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