Classroom Technology
QUICK GUIDE

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
- Web Conferencing
- Wireless Presentation

LCD Screen On:
The LCD screen will power on after selecting a source.
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 or by dialing “0” from your classroom phone.

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:

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:**

1. Select **Wireless Presentation** on the Touch Panel
2. Insert the Barco dongle into your USB port
3. Open the ClickShare folder on your computer desktop.
4. Run the ClickShare program
   a. To connect your MacBook laptop, run the **ClickShare_for_MacOSX** program
   b. To connect your Windows laptop, run the **ClickShare_for_Windows** program
5. Once the program has run and you get an alert stating the program is **Ready to Share**, click the button on the dongle. The circle will glow red while you are sharing your screen.
**Controls**

**Volume Control:**

- Use the **Volume** controls to adjust source volume
- Use the **Sound On/Mute** controls to mute volume

**Display Controls:**

Select the **Display** button to access the controls page for the projector display, projector screen, and preset lighting scenes

The **Blank Screen** button will prevent the source from displaying to the screen

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**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](http://acadtech.gwu.edu/equipment)

To view the list of equipment and software in this room: [acadtech.gwu.edu/classrooms-labs](http://acadtech.gwu.edu/classrooms-labs)