

Classroom Technology QUICK GUIDE



Your guide to the equipment in this classroom



THE GEORGE
WASHINGTON
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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 screen.
The following sources are available in this room:



Computer



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

*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 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.

Web Conferencing:

1. Select **Computer** on the Touch Panel
2. Log in to the computer and open a web conferencing application, such as Cisco WebEx
3. Initiate a video call from the web conferencing application. Select **Call Using Computer** for the audio connection on WebEx to use the built-in web conferencing system in the room.
4. Initiate screen sharing in the web conferencing application to share a presentation from the computer with your remote audience

3 Controls

Volume Control:



- Use the **Volume** controls to adjust source volume



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

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

