Your guide to the equipment in this classroom

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
- Whiteboard Capture
- Wireless Presentation

Projector On:
The LCD projector will power on after selecting a source. Please allow 90 seconds for projector to warm up.

Projector Screen:
The projector screen will automatically be lowered after selecting a source. You may manually control the screens by pressing the “Display” button after a source is selected.
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.

- **Wireless Internet Connection for Laptops**
  Contact GW Division of IT for wireless network support (202) 994-4948 or it.gwu.edu
Select a Source:

Whiteboard Capture:

The **Whiteboard Capture** feature displays the content from the whiteboard on the display screen or personal devices.

1. Select **Computer** or **Laptop** on the Touch Panel, depending on which device you will use to broadcast Whiteboard Capture.
2. On the computer or your laptop, visit [kaptivo.live](http://kaptivo.live) and enter any name and the Kaptivo ID, which can be found on the Kaptivo device above the whiteboard.
3. Press the button with the video icon ( ▶️ ).

To learn how to share the video link with students or download slides after a session, visit [go.gwu.edu/WhiteboardCapture](http://go.gwu.edu/WhiteboardCapture).
2 Select a Source:

Wireless Presentation:

Visit go.gwu.edu/WirelessPres for detailed instructions.

Connect

Laptop

Windows
1. Open the Crestron AirMedia program.
2. If prompted, enter the IP Address (just the digits following “http://”) located on the display screen in the lower left corner. Click CONNECT.
3. Enter the four-digit code shown on the display screen in the lower left corner. Click OK.

MacOS
1. Open the Crestron AirMedia program.
2. If prompted, enter the IP Address (just the digits following “http://”) located on the display screen in the lower left corner. Click CONNECT.
3. Enter the four-digit code shown on the display screen in the lower left corner. Click OK.

Mobile Device
1. Open the Crestron AirMedia app.
2. Type the IP Address (just the digits following “http://”) located in the bottom left corner of the screen into the URL field. Tap the Present with AirMedia button.
3. Enter the four-digit Code shown on the display screen in the lower left corner if prompted. Click OK.

Download Application
- Windows Laptop: visit go.gwu.edu/WindowsDownload.
- MacOS Computer: visit go.gwu.edu/MacDownload.
- Android phone: Search for Crestron AirMedia in the Google Play Store or visit go.gwu.edu/AndroidDownload.
- iOS (iPhone/iPad): Search for Crestron AirMedia in the App Store or visit go.gwu.edu/iOSDownload.
### 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

### 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/classroom-search