# Classroom Technology
# QUICK GUIDE

Your guide to the equipment in this classroom

**GW** Academic Technologies

**THE GEORGE WASHINGTON UNIVERSITY**

WASHINGTON, DC

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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 projector. The following sources are available in this room:

**Computer**

**Laptop**

**DVD/Blu-ray**

**Document Camera**

**Web Conferencing**

**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.

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## 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.

### 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

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## ② Select a Source:

### DVD/Blu-ray Player*:

1. Power on the DVD/Blu-ray player
2. Select **DVD/Blu-ray** on the Touch Panel
3. Insert the DVD/Blu-Ray into the player
4. Control the player using the Touch Panel controls

   (Play, Rewind, Fast Forward, Pause, Stop, etc.)

### Document Camera:

#### Document Camera (Ceiling):

1. Locate the document camera in the classroom ceiling
2. Lift the flip-up shelf on the side of the lectern until you hear a click
3. Select **Document Camera** on the Touch Panel
4. Place the material you would like to project onto the shelf
5. Adjust the zoom and focus level using the Touch Panel controls
6. When you are finished using the document camera, lower the flip-up shelf by squeezing the levers on the sides

#### Document Camera (Drawer or Cart):

1. Locate the document camera in the classroom
2. Plug one end of the Video cable into the "DOC CAM" port on the lectern faceplate and the other end into the "VGA Out" on the document camera
3. Plug power cable into the power outlet
4. Power on the Document Camera
5. Select **Document Camera** on the Touch Panel

*Blu-ray is available in select rooms

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## ② Select a Source:

### Web Conferencing:

Use a Web Conferencing application to conduct online lectures, collaborate with remote users, and share and receive presentation content.

🎥 WATCH VIDEO INSTRUCTIONS

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*

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## **2** Select a Source:

### Wireless Presentation:

The **Wireless Presentation** feature allows instructors to present content from Apple devices onto the classroom display.*

📹 WATCH VIDEO INSTRUCTIONS

1. Select **Wireless Presentation** on the Touch Panel
2. On your iOS device, swipe up from the bottom of your screen to access Control Center
   a. Ensure **Bluetooth** ❋ and **Wi-Fi** 📶 are on
   b. Press **Airplay** ⬆️
   c. Select your classroom location from the list and turn on **Mirroring**
3. On your MacBook laptop
   a. Ensure **Bluetooth** ❋ and **Wi-Fi** 📶 are on
   b. Click the **AirPlay** icon ⬆️ in the menu bar
   c. Select your classroom location from the list under **Connect To AirPlay Display**. Note that the icon is blue when your MacBook is connected.

**Wireless Presentation Continued:**

4. Enter the passcode displayed on the lectern touch panel or classroom display

Enter your passcode

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5. When your device's image displays on the lectern touch panel, press **Share Video** to project the image. In some rooms, the lectern touch panel will not preview the Apple device and the image will be displayed automatically to the classroom display.
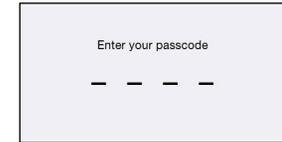
*Wireless Presentation is not supported by GW Lecture Capture and Web Conferencing.

## 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

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