Quick Guide
Classroom Technology

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
- Laptop
- 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

   **To reserve Mac display adaptors for use in this room:**
   acadtech.gwu.edu/equipment

   *Your GW NetID is the portion of your GW email address that precedes the “@” symbol.

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

   If you need assistance, please contact the AT Solutions Center at (202) 994-7900 or by dialing “0” from your classroom phone.
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. Use the Search field to type in the IP Address (just the digits following “http://”) located on the display screen in the lower left corner. Click CONNECT.
3. Follow the on-screen prompts to use AirPlay ( in the menu bar).
4. Enter the four-digit Code shown on the display screen in the lower left corner.

Mobile Device

Windows
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.
   • If you are using an iOS device, follow the on-screen instructions to use AirPlay (Screen Mirroring).
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

### 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