CLASSROOM INFORMATION: AC JORDAN 1C

EQUIPMENT

Projector	Lectern	Available on request
1 data projector 1 screen for projector output	- Classroom PC with mouse, keyboard, optical drive, and USB ports - Kramer control panel - Network cable - Laptop / HDMI input panel - Power sockets - Pull-out trays on sides of the lectern	• Portable document camera Ask Classroom Support Services to provide a portable document camera. Email the request to icts-css@uct.ac.za before class, or if you're already in the classroom, use the phone on the teaching wall to contact them (option 2).

LIGHTING

Use the blind controls and the light switches on the teaching wall to adjust the lighting as needed.

Caution: To prevent damage to the blinds, please close windows before rolling down blinds.

DATA PROJECTOR

1. SETTING UP THE SCREEN

Use the **Screen Centre** dial on the teaching wall to set the screen at the required height.

2. OPERATING THE PROJECTOR

Use the buttons on the lectern Kramer control panel to turn the projector on/off.

Note: The projector may take a minute to warm up before you can use it. If it's recently been switched off, wait a few minutes before switching it on.

3. SELECTING INPUTS

The projector can display one of these inputs:

Input	Instructions
Classroom PC	The classroom PC is projected by default.
HDMI laptop* / other HDMI device **Note:* *VGA laptops are not supported in this classroom. Only HDMI-enabled laptops can be projected.*	Connect the HDMI cable from the lectern to your laptop / HDMI device. If the projection screen doesn't display your laptop screen output: 1. Look for a Function (F1, F2, etc.) key on your laptop keyboard that represents the monitor display. 2. Hold the Fn key and press the relevant monitor display key. **Internet / network access** • To use the wired network, connect the network cable from the lectern to your laptop LAN socket. • To use the wireless network, connect your laptop to UCT's eduroam wi-fi service*. * See www.icts.uct.ac.za/wireless-at-UCT for detailed instructions.
Document camera	1. Ask Classroom Support Services to provide a portable document camera. Email the request to icts-css@uct.ac.za before class, or if you're already in the classroom, use the phone on the teaching wall to contact them (option 2). 2. The CSS consultant will connect a portable document camera to the projector.

4. USING THE CLASSROOM PC

The classroom PC is built into the lectern. Access the keyboard by pulling out the tray under the desk surface.

Logging into the PC	The classroom PC is already connected to the UCT network, which allows you to access the internet and your network drives (e.g. G: drive). 1. At the login screen, log in using your UCT username and password. 2. When you've finished using the PC, click the **Start button** > **Log off**. This will log you out so that others can't access your UCT network account.
Using a CD / DVD	You can play CDs or DVDs using the classroom PC's built-in optical drive. The drive is located on the right-hand side of the lectern – next to the keyboard.
Using a USB flash drive	To access content from your own USB flash drive, plug your flash drive into one of the **USB** ports.
Caution: Do not save any files onto the classroom PC because your data will be lost when the PC reboots. Save all files to your own USB flash drive, cloud storage, or a network drive.	

5. USING THE DOCUMENT CAMERA

The document camera acts as a writing surface – similar to writing on an overhead projector slide. It can also project existing documents, images and objects.

When the CSS consultant sets up the portable document camera, ask for a quick overview of how to operate the device.

AUDIO LEVELS

Use the built-in volume control on the classroom PC / your laptop.

RECORDING THE LECTURE (OPTIONAL)

Ensure you schedule your lecture recordings through your Vula site. For more information on this process, please visit http://www.cilt.uct.ac.za/cilt/lecture-recording. For your lecture in this classroom:

- Any media projected through the classroom data projectors will be recorded. If you're using a blackboard or whiteboard, please keep within the camera's field of view.
- See the field of view at https://ictsapps.uct.ac.za/classroom – *Jordan 1C*.

PACKING UP

1. If your class is the last before Meridian or at the end of the day, turn off the data projector.
2. Remove your flash drive and remove any CDs / DVDs you've used in the optical drive.
3. If you've used the classroom PC, log out by clicking the **Start button** > **Log off** then stow the keyboard tray under the desk surface.
4. Leave all cables in their original positions on the lectern.
5. Store the chalk and the chalk duster in the holder on the wall (i.e. not the lectern).
6. Roll up the blinds and projector screen.
7. If you've used a document camera, a CSS consultant will collect the device after your lecture.

NEED HELP? *(Telephonic support hours: 7.30 AM to 6PM, Monday to Friday)*

Send an email to icts-css@uct.ac.za, or for immediate assistance, use the phone on the teaching wall:

1. Pick up the handset.
   - Press **1** if you have an emergency
   - Press **2** for classroom support
   - Press **3** for maintenance issues (Properties & Services)
   - Press **4** for Campus Protection Services
2. To dial, press the **√** symbol on the keypad.
3. Hang up the phone to end the call.