CLASSROOM INFORMATION: AADIL MOERAT (CONFERENCE ROOM 3)

EQUIPMENT

Projector	Lectern	Classroom safe*
• 1 data projector • 1 screen for projector output	• Classroom PC with mouse, keyboard, optical drive, and USB ports • VGA cable (for laptop input)	*Contact HSF Classroom Support for safe key* • DVD-VCR player • Amplifier • Data projector remote

LIGHTING

Use the light switches next to the door to adjust the front and back lighting as needed.

DATA PROJECTOR

1. SETTING UP THE SCREEN

Pull the projector screen down manually to the required height.

2. OPERATING THE PROJECTOR

Press the data projector remote's **Power** button to turn the projector on / off.

> **Note:** The projector takes 1 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 AN INPUT

The projector can display one of these inputs:

Input	Instructions
Classroom PC	1. As long as you don't connect your laptop to the VGA cable on the lectern, the classroom PC is projected to the screen by default. 2. Use the PC as needed. There is no login required. However, do not save any files onto the classroom PC because your data could be lost when the PC reboots. Save all files to your own USB flash drive or cloud storage.
DVD / VCR	1. Do not connect your laptop to the projector. 2. On the data projector remote, select **Video**. 3. Operate the DVD-VCR player via its remote, or the controls on the DVD-VCR unit in the safe.
VGA laptop* ** HDMI laptops are not supported in this classroom.*	1. Ensure that the DVD-VCR player is off or in standby mode. 2. Connect your laptop to the projector using the VGA cable on the lectern. 3. For audio, connect the audio cable from the safe to your laptop's headphone socket. 4. To use the wireless network, connect your laptop to UCT's *eduroam* WiFi service*. If the projection screen doesn't display your laptop screen output: 1. Look for a Function / Fn (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. * For instructions, visit https://icts.uct.ac.za/services-internet-and-networking/wireless.

AUDIO LEVELS

Use the **Aux 1** dial on the amplifier in the safe. Alternatively, when using your laptop or the classroom PC, use the built-in volume control.

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:

- To record your voice clearly, use the lapel mic.
- 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 – *Aadil Moerat (conference room 3)*.

PACKING UP

1. If you used the classroom PC, remove your flash drive and/or CD or DVD. If you logged into any of your own services or accounts, log out.
2. Leave the classroom PC on.
3. If your class is the last before Meridian or at the end of the day, turn off the data projector and the DVD-VCR player.
4. Unplug your laptop.
5. Put all items back in the safe and lock the safe.
6. Return the safe key to the relevant classroom support consultant.
7. Roll up the projector screen.
8. Turn off the lights.

NEED HELP? *(Telephonic support hours: 7.30 AM to 4PM, Monday to Friday)*

Phone Health Sciences classroom support on 021 406 6662, or send an email to hsf-cs@uct.ac.za.