

CLASSROOM INFORMATION: ALEX LT 1B

EQUIPMENT

Projector	Lectern	Staff card access-controlled safe
<ul style="list-style-type: none"> 1 data projector 1 screen for projector output 	<ul style="list-style-type: none"> Classroom PC with mouse, keyboard, optical drive and 4 USB input ports Kramer control panel Volume control dials Network cable Laptop / HDMI input cable Power sockets 2 pull-out trays on the side of the lectern 	<ul style="list-style-type: none"> 1 lapel mic with rechargeable body pack
Portable document camera available on request	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 light switches on the teaching wall to adjust the lighting as needed.

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 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 INPUTS

The projector can display one of these inputs:

Input	Instructions
Classroom PC	<ul style="list-style-type: none"> The classroom PC is projected by default.
HDMI laptop / other HDMI device * Note: Only HDMI laptops can be projected. VGA laptops are not supported in this classroom.	Connect your laptop <ul style="list-style-type: none"> Connect the HDMI cable from the lectern to your laptop / HDMI device. If the projection screen doesn't display your laptop screen output: <ol style="list-style-type: none"> Look for a Function (F1, F2, etc.) key on your laptop keyboard that represents the monitor display. Hold the Fn key and press the relevant monitor display key. Internet / network access <ul style="list-style-type: none"> 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 <i>eduroam</i> wi-fi service*. <p>* Visit www.icts.uct.ac.za/wireless-at-UCT for instructions.</p>
Document camera (on request)	<ol style="list-style-type: none"> 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). 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	<p>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).</p> <ol style="list-style-type: none">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	<p>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.</p>
Using a USB flash drive	<p>To access content from your own USB flash drive, plug your flash drive into one of the USB ports on the right-hand side of the lectern.</p>

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 – and can 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.

MICROPHONE

1. Take the lapel mic with its body pack out of the safe.
2. Clip the lapel mic onto your clothing at chest level.
3. Put the body pack into your pocket or clip onto your belt.
4. Switch the mic on using the **On/Off** switch on the body pack.

Note: If the light on the body pack is red or amber, the battery is low or in error. Use the other mic in the safe. Use the phone near the safe to request classroom support.

AUDIO LEVELS

Use the **PC** dial on the lectern to adjust the audio level of the classroom PC or the laptop / other device you have connected. Use the **MIC** dial to adjust the audio level of the lapel mic.

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> – Alex1B.
- Visuals on the classroom PC / your connected laptop will be recorded - even if you don't show those visuals via the data projector.

PACKING UP

1. If your class is the last before Meridian or at the end of the day, turn off the data projector.
2. If you've used the classroom PC, log off by clicking the **Start button > Log off** then stow the keyboard tray under the desk surface. Also remove your flash drive and any CDs / DVDs you've used in the optical drive.
3. Leave all cables in their original positions on the lectern.
4. Check the lapel mic body pack light. If it's red or green, plug the body pack in to charge in the safe. If it's amber, use the classroom phone to report a battery error.
5. Turn off the lapel mic, then put the body pack and cables back into the safe, and lock the safe.
6. Store the chalk and the chalk duster in the holder on the wall (i.e. not the lectern).
7. Roll up the blinds and projector screen.
8. If you've used a document camera, a CSS consultant will collect the device after your lecture.

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

Send an email to icts-css@uct.ac.za, or for immediate assistance, pick up the phone near the safe.

Select the relevant option from the list:

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