CLASSROOM INFORMATION: BEATTIE LT

EQUIPMENT

Projector	Lectern	Staff card access-controlled safe
• 2 data projectors • 2 screens for projector output	• Classroom PC with mouse, keyboard and optical drive • Crestron control panel • Laptop and HDMI input panel • Document camera • Pull-out trays on sides of the lectern	• 1 lapel mic with rechargeable body pack • Network cable • HDMI and USB-C cables
Available on request	1 rechargeable handheld microphone Ask Classroom Support Services to provide the handheld microphone. 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.	

LIGHTING

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

LECTERN HEIGHT

To adjust the lectern height as needed, hold down the **Λ** or **V** button on the left-hand side of the lectern (above the left-hand pull-out tray).

DATA PROJECTOR

Note: *Projector positions are indicated as if you're facing the audience.*

1. SETTING UP THE SCREENS

Use the **Screen Left** and **Screen Right** dials near the light switches to set the screens at the required height.

2. OPERATING THE PROJECTORS

- **Switch projectors on:** On the lectern Crestron control panel's start screen, tap **Start**.
- **Switch projectors off:** On the lectern Crestron control panel, tap **System OFF** then tap **Yes**.

> **Note:** Projectors may take a minute to warm up before you can use them. If they've recently been switched off, wait a few minutes before switching them on.

3. SELECTING INPUTS

Use the lectern Crestron control panel to select inputs for the left and right projectors:

Projector	Instructions
Left	Use the controls in the **Left Projector** side of the control panel: • **Classroom PC:** Tap **Venue PC**. • **HDMI or USB-C laptop / device:** Connect your laptop or HDMI/USB-C device to the lectern's HDMI or USB-C cable, then tap **HDMI / USB-C**. • **Document camera:** Open the document camera (instructions below) then tap **Document Camera**. (Note: If you want to preview the document camera output first, tap **Preview**.)
Right	Use the controls in the **Right Projector** side of the control panel: • **Classroom PC:** Tap **Venue PC**. • **HDMI or USB-C laptop / device:** Connect your laptop or HDMI/USB-C device to the lectern's HDMI or USB-C cable, then tap **HDMI / USB-C**. **Document camera:** Open the document camera (instructions below) then tap **Document Camera**. (Note: If you want to preview the document camera output first, tap **Preview**.)

4. USING THE CLASSROOM PC

The classroom PC is built into the lectern and is accessible by using the classroom PC control panel on the right-hand side of the lectern. Press the **Λ** button to open the screen. To access the keyboard and mouse, pull out the tray next to the built-in optical drive. In case of emergency, press the **X** button to stop the movement. When you're done, press the **V** button to close the screen, and manually push the keyboard and mouse tray back into the lectern.

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 on the right-hand side of the lectern.
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. CONNECTING YOUR LAPTOP TO THE DATA PROJECTORS

Laptop **** Note:*** *Cables are located in the safe.*	**HDMI-enabled laptops:** Connect the HDMI cable from the lectern to your laptop's HDMI port. **USB-C enabled laptops:** Connect the USB C cable from the lectern to your laptop's USB-C port. 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.
Internet / network access	• To use the wired network, connect the network cable from your laptop LAN socket to the **NETWORK** port on the right hand side of the lectern. • To use the wireless network, connect your laptop to UCT's *eduroam* WiFi service*. * Visit *www.icts.uct.ac.za/wireless-at-UCT* for instructions.

6. 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. Basic instructions for these features are provided below. Advanced functionality includes freezing an image, hiding or emphasising parts of your images, recording video and saving these captures to external storage. Consult the information later in this instruction set to learn how to use the advanced functionality.

1. Set the switch on the right-hand side of the document camera to **RGB**.
2. Turn the document camera on by pressing the ⏻ button on the document camera control panel. The power light turns solid green.
3. Place your display item (document or object) on the document camera display surface.
4. Adjust the document camera as required:
   - Move the camera head as needed.
   - To brighten your display item, press the **LAMP** button on the document camera control panel. Adjust the brightness using the and buttons.
   - To adjust image quality or size, either press the **AF** button once, or use the and buttons on the document camera control panel to zoom.
5. When you've finished using the document camera, switch the light off then press the ⏻ button to turn the document camera off. Leave the camera head as is.

MICROPHONE

This classroom is equipped with a hearing loop – which enhances audio quality for hearing-impaired audience members. To ensure that the hearing loop functions correctly, please use a microphone when conducting your lecture.

This classroom contains a lapel microphone, but you can also use a handheld microphone at the same time:

Lapel mic *For lecturers / presenters*	1. Take the lapel mic with its body pack out of the holder in 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:** When you switch the mic on, if the light on the body pack is red or amber, the battery is low or in error. In this case, use the phone on the teaching wall to request classroom support.
Handheld mic *(on request)* *Roaming mic for audience members*	When the CSS consultant brings the handheld mic, ask for a quick overview of how to operate it.

AUDIO LEVELS

Classroom PC / laptop / other connected device	Lapel and handheld microphones
• Use the computer / device's built-in volume controls. OR • On the right-hand side of the lectern Crestron control panel, use the **Volume** and **Mute** controls.	• **Adjust volume:** On the lectern Crestron control panel, tap **Audio Controls**, then use the **Voicelift** controls. • **Mute / Unmute:** Use the **Mic Mute** button in the bottom-left corner of the lectern Crestron control panel.

RECORDING THE LECTURE

Ensure you schedule your lecture recordings through your Amathuba site. For more information on this process, please visit https://cilt.uct.ac.za/support-and-services-teaching-video/lecture-recording. For your lecture in this classroom:

- To record your voice clearly, use a microphone.
- 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 by visiting https://classrooms.uct.ac.za, searching for *BEATTIELT*, then viewing the **Lecture Recording** section.

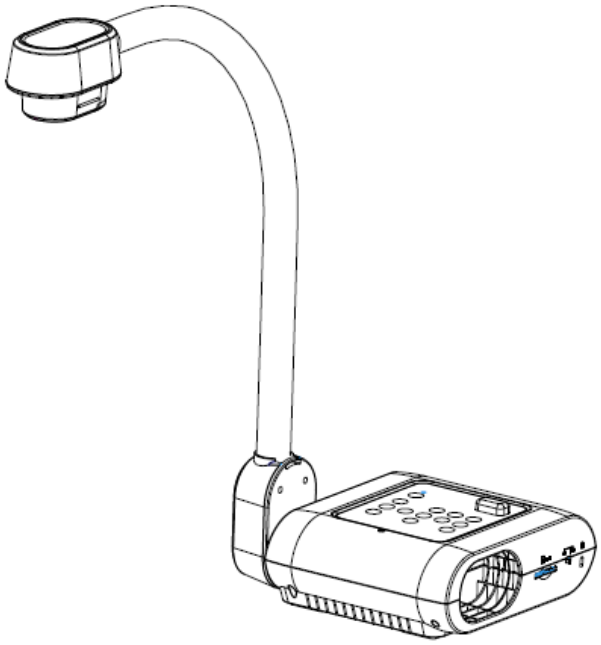
PACKING UP

1. If your class is the last before Meridian or at the end of the day, turn off the data projectors, and document camera. Also close the classroom PC screen, keyboard and mouse.
2. If you've used the classroom PC, log off by clicking the ***Start button*** > ***Log off***.
3. Remove all devices you've plugged into the lectern, such as your flash drive or laptop.
4. Check the lapel mic body pack light. If it's amber, use the classroom phone to report a battery error.
5. Put the lapel mic (with its body pack) back into the safe on the charging station. Also put all cables back into the safe. Then lock the safe.
6. Store the chalk and the chalk duster in the holder on the wall (i.e. not on the lectern).
7. If you've used a handheld mic, a CSS consultant will collect it after your lecture.
8. Roll up both projector screens.

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

1. If a list of UCT departments is not visible, tap **People**.
2. Tap the relevant service:
   - **Campus Protection** for safety and security issues, and other emergencies
   - **Classroom Support** for classroom support
   - **P & S Maintenance** for maintenance issues
3. You can take the call over the built-in speaker, or pick up the handset to take the call privately.
4. Hang up the phone to end the call.

DOCUMENT CAMERA USER INSTRUCTIONS



AVER F17 (SOFTWARE INSTRUCTIONS)

(LAST UPDATED: 3RD FEBRUARY 2016)

Table of contents

Control the document camera 6

Set up your display 6

Basic setup 6

Advanced display settings 6

Manipulate your image 7

Manipulate your image 7

Hide parts of your image 7

Emphasise parts of your image 7

Annotate your image 7

Draw something new 7

Capture, view and copy images and video 8

What kind of media do I need to bring? 8

1. Set up your storage media 8

2. Capture images 8

3. View images 8

4. Show images side by side 8

5. Record video 9

6. Save images and video onto your own media 9

Packing up 9

Control the document camera

1. On the lectern Crestron control panel, select **PC** for the projector(s) that need to show the document camera output.
2. **Basic operations:** Use the buttons on the document camera control panel.
3. **Advanced features:** Open **Sphere 2** on classroom PC desktop.

Set up your display

Basic setup

1. Set the switch on the right hand side of the document camera to **RGB**.
2. Turn the document camera on. The power light turns solid green.
3. Place your item on the display surface.
4. Adjust the document camera as required:

Position	Move the camera head as needed
Brightness	Use the and buttons
Light	Press the **LAMP** button
Focus	Press to autofocus
Zoom	Use the and buttons

Advanced display settings

Adjust your contrast, white balance, exposure and other display elements:

1. Click **Camera Control**.
2. Click **Image adjustment** to access the image settings.
3. Adjust the settings as required.

Manipulate your image

Manipulate your image

1. Click **Camera Control**.
2. Click each icon to adjust your display image as required – e.g. freeze, rotate 90^{O}, zoom.

Hide parts of your image

1. Click **Presentation Tools**.
2. Click **Visor**.
3. Drag the visor to move or resize it.
4. Click **Menu** to adjust visor transparency.

Emphasise parts of your image

1. Click **Presentation Tools**.
2. Click **Spotlight**.
3. Drag the spotlight to move or resize it.
4. Click **Menu** to adjust the spotlight shape and transparency.

Annotate your image

1. Click **Annotation Tools**.
2. Use the **Pen**, **Highlighter**, **Line**, **Text** and **Shapes** tools to add annotations to your image. Annotation tools can be customised further.
3. Use the **Eraser** to erase an annotation, or **Clear all** to remove all annotations.
4. To save your drawing, see the *Capture images* section below.

Draw something new

1. Click the **Whiteboard** tab near the top of the screen.
2. Use the tools provided to draw.
3. To save your drawing, see the *Capture images* section below.

Capture, view and copy images and video

What kind of media do I need to bring?

You can capture images and videos using the document camera. If you don't need to keep these captures, don't bring any media. If you do need to keep them:

- Bring a flash drive with enough free storage space.

Caution

If you don't bring your own media, captures will be deleted after your class and cannot be recovered later on.

1. Set up your storage media

1. Plug your flash drive into an available USB port connected to the classroom PC.

2. Capture images

1. Click **Capture**.
2. Select relevant capture type:
    - Standard quality snapshot
    - High definition snapshot
    - Section of your image
    - Series of images at custom-defined intervals

3. View images

1. On the classroom PC, open **Documents – Aver – Media Library – Picture**.
2. Double-click each image to open it.

4. Show images side by side

1. Click the **Side by Side** tab near the top of screen.
2. Click **Media Library**.
3. Drag up to six captured images from left panel into right hand section of screen.

5. Record video

1. Click **Record**.
2. Click **Mute** if you don't want to record sounds.
3. Click **Record**.
4. Use the recording controls to **Pause** or **Stop** recording.

6. Save images and video onto your own media

1. On the classroom PC, open **Documents – Aver – Media Library**.
2. Copy **Picture** and **Video** folders to your flash drive*.

*This method copies *all* captures. Alternatively, copy only the individual items you need. Everything else will be deleted when you log out of the classroom PC.

Packing up

1. Turn the document camera off.
2. Remove your flash drive and pack away your display items.
3. Leave the camera head as is (i.e. do not stow it away).

Support

For assistance, use the phone on the teaching wall to contact classroom support.