CLASSROOM INFORMATION: CRIMINOLOGY SEMINAR ROOM

EQUIPMENT

- 1 data projector
- 1 screen for projector output
- Classroom PC
- VGA and audio cables

LIGHTING

Use the light switches near the door to adjust the lighting as needed.

DATA PROJECTOR

1. CONNECTING THE DISPLAY SOURCE

You can display one of the following sources on the data projector:

Input	Instructions
Classroom PC	1. Ensure that the HDMI cable from the wall is plugged into the back of the classroom PC. 2. Use the classroom PC as needed. No login is needed, and the PC is connected to the internet. You can play CDs or DVDs using the classroom PC's built-in optical drive. You can also access content from your own USB flash drive by plugging your flash drive into one of the USB ports on the PC. 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.
Laptop	**HDMI-enabled laptops:** 1. At the back of the classroom PC, find the black HDMI cable plugged in to the bottom corner port. 2. Pull this cable out and plug it into your laptop's HDMI port. **VGA laptops:** 1. Connect the VGA cable from the desk to your laptop's VGA port. 2. Connect the audio cable from the desk to your laptop's audio socket. **Internet / network access:** To use the wireless network, connect your laptop to UCT's eduroam Wi-Fi service. See https://icts.uct.ac.za/services-internet-and-networking/wireless for details.

2. SETTING UP THE PROJECTOR

1. Manually pull down the projector screen at the front of the room.
2. Find the projector remote on the desk next to the PC, then press the power button once. The projector will take about a minute to warm up before it's ready for use.
3. Select the source you'd like to display:
   - **Classroom PC:** Make sure the HDMI cable is plugged into the back of the classroom PC, then on the projector remote, press **Video**.
   - **Your HDMI laptop:** Make sure you've connected your laptop (see *HDMI-enabled laptops* instructions above), then on the projector remote, press **Video***.
   - **Your VGA laptop:** Make sure you've connected your laptop (see *VGA laptops* instructions above), then on the projector remote, press **Computer***.

   * 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.

AUDIO LEVELS

To change the volume of presentations from the classroom PC or your laptop, use the computer's built-in volume control.

PACKING UP

1. If you've used the HDMI cable, remove it from your laptop and plug it into the bottom corner port at the back of the classroom PC.
2. If you've used the projector, press the power button twice to switch if off.
3. If you've used the classroom PC:
    a. Remove any USB flash drives you may have used.
    b. Remove any CD or DVD you may have used.
    c. Shut down the PC by clicking the **Start button > Shut down**.
4. If you've used your own laptop, unplug it.
5. Turn the lights off.

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

Phone classroom support on 021 650 4500 (option 2), or send an email to icts-css@uct.ac.za.