CLASSROOM INFORMATION: EM303

EQUIPMENT

Projector	Staff card access-controlled safe
• 1 data projector • 1 screen for projector output	• Data projector remote • HDMI cable • Network cable

LIGHTING

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

DATA PROJECTOR

1. SETTING UP THE SCREEN AND OPERATING THE PROJECTOR

Use the **Screen** switch on the teaching wall to bring screen down to the required height. Then, on the data projector remote, press the **Power** button to turn the projector on.

> **Note:** 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.

2. CONNECTING YOUR LAPTOP TO THE PROJECTOR

Laptop* *Note: This venue does not support VGA-enabled laptops.*	Connect the HDMI cable from your laptop's HDMI port to the HDMI input port on the teaching wall. 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 point on the teaching wall, next to the safe at ground level. 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.

AUDIO LEVELS

To adjust the volume, use the built-in volume control on your laptop. Alternatively, use the Master dial on the amplifier in the safe.

PACKING UP

1. If your class is the last before Meridian / at the end of the day, turn off the data projector.
2. Roll up the projector screen.
3. Return the data projector remote, HDMI cable, and network cable to the safe, and lock the safe.

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, phone 021 650 4500* and select option 2.