CLASSROOM INFORMATION: GSH 4

EQUIPMENT

Projector	Lectern	Key-locked safe
• 1 data projector • 1 screen for projector output	• Classroom PC with mouse, keyboard, optical drive, and USB port • HDMI cable (for laptop input) • Kramer control panel	• Amplifier • Lapel microphone * Key available from HSF classroom support. See details at the end of this document.

LIGHTING

Turn the lights on or off using the switches at the entrance.

DATA PROJECTOR

1. SETTING UP THE SCREEN

Manually pull the screen down to the required height.

2. OPERATING THE PROJECTOR

On the lectern Kramer control panel, use the **POWER ON** and **POWER OFF** buttons to turn the projector on/off.

> **Note:** The 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.

3. SELECTING AN INPUT

The projector can display one of these inputs:

Classroom PC	Unless you've connected a laptop, the data projector displays the PC's output by default. See the **USING THE CLASSROOM PC** section below for instructions on how to use the PC.
Laptop ** Note: Only HDMI laptops can be projected. VGA laptops are not supported in this classroom.*	1. Connect the HDMIcable from the lectern to your laptop's HDMI port. 2. The data projector will automatically display the laptop's output. 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. To use the wireless network, connect your laptop to UCT's *eduroam* WiFi service*. * For instructions, visit https://icts.uct.ac.za/services-internet-and-networking/wireless

Accessing 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.
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 PC.
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.	

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: When you switch the mic on, if the battery is low, request classroom support.

AUDIO LEVELS

To adjust the volume of the classroom PC, use the **Master** dial on the amplifier in the safe. To adjust your laptop's volume, use the laptop's built-in volume control, or use the **Aux 1** dial on the amplifier (ensuring that the **Master** dial is at least 50% first).

PACKING UP

1. If your class is the last before Meridian or at the end of the day, turn the data projector off using the remote.
2. From the classroom PC, remove your flash drive and remove any CDs / DVDs you've used in the optical drive.
3. If you've used the classroom PC, log out by clicking the **Start button** > **Log off**.
4. Return all items to the safe.
5. Lock the cabinet and return the key to the Health Sciences Classroom Support consultant.
6. Store the chalk and the chalk duster in the tray on the board, or elsewhere in the room (i.e. not the lectern).
7. Roll up the projector screen.
8. Turn off the lights.

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

Send an email to hsf-cs@uct.ac.za, or for immediate assistance, phone the relevant HSF classroom support consultant listed on the **Important Numbers** poster in the room. Alternatively, find the details on the ICTS website:

- go to https://icts.uct.ac.za and search for "Classroom support"
  or
- visit https://icts.uct.ac.za/services-teaching-learning/classroom-technology-support