

CLASSROOM INFORMATION: GSH 5

EQUIPMENT

Projector	Lectern	Locked* lectern cabinet
<ul style="list-style-type: none">1 data projector1 screen for projector output	<ul style="list-style-type: none">Classroom PC with mouse, keyboard, optical drive, and USB portsInput panel for VGA, HDMI, and network cables	<ul style="list-style-type: none">Data projector remoteVGA cableHDMI cableNetwork cable <p>* Key available from HSF classroom support. See details at the end of this document.</p>

LIGHTING

Turn the lights on or off using the switches at the entrance. Each switch controls one section of the room's lighting.

DATA PROJECTOR

1. SETTING UP THE SCREEN

Find the white box on the teaching wall - next to the white board. Use these controls to set the screen at the required height.

2. OPERATING THE PROJECTOR

On the projector remote (available inside the cabinet), use the **POWER** button 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. USING THE CLASSROOM PC

The classroom PC is built into the lectern. Unless you've connected a laptop, the data projector displays the PC's output by default.

Accessing the PC	The classroom PC is already connected to the UCT network, which allows you to access the Internet. Turn the PC on and use it as needed. There's no login required. When you've finished using the PC, click Start button > Shut down.
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.	

4. CONNECTING YOUR LAPTOP TO THE PROJECTOR

Connect your laptop	<p>HDMI-enabled laptops:</p> <ol style="list-style-type: none">1. Get the HDMI cable from the cabinet.2. Connect it from your laptop's HDMI port to the HDMI port on the lectern.3. The data projector will automatically display the laptop's output. <p>Non-HDMI-enabled laptops:</p> <ol style="list-style-type: none">1. Get the VGA cable from the cabinet.2. Connect the VGA cable from the lectern VGA port to your laptop's VGA port.3. The data projector will automatically display the laptop's output. <p>If the projection screen doesn't display your laptop screen output:</p> <ol style="list-style-type: none">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	<p>To use the wired network, connect the network cable from your laptop LAN socket to the NETWORK port on the lectern.</p> <p>To use the wireless network, connect your laptop to UCT's <i>eduroam</i> WiFi service*.</p> <p>* Visit www.icts.uct.ac.za/wireless-at-UCT for instructions.</p>

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 (if you've logged into your network account), then shut it down by clicking the **Start button > Shut down**.
4. Return all items taken from the cabinet – including the projector remote and all cables.
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>