

CLASSROOM INFORMATION: HIDDINGH COMMERCE LT

EQUIPMENT

Projector	Lectern
<ul style="list-style-type: none">• 1 data projector• 1 screen for projector output	<ul style="list-style-type: none">• Classroom PC with mouse, keyboard and optical drive• Kramer button panel• Audio volume control dial• HDMI cable for laptop input• Network cable• Pull-out tray on right-hand side of the lectern

LIGHTING

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

DATA PROJECTOR

1. SETTING UP THE SCREEN

Use the dial next to the green board to set the screen at the required height.

2. OPERATING THE PROJECTOR

Use the **POWER ON / POWER OFF** buttons on the lectern Kramer button panel to turn the projector on or 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

By default, the classroom PC is projected. When you connect your laptop using the HDMI cable, the projector switches to your laptop.

4. USING THE CLASSROOM PC

The classroom PC is built into the lectern.

Logging into the PC	<p>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).</p> <ol style="list-style-type: none">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	<p>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.</p>
Using a USB flash drive	<p>To access content from your own USB flash drive, plug your flash drive into one of the USB ports on the left-hand side of the lectern.</p>
<p>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.</p>	

5. CONNECTING YOUR LAPTOP TO THE DATA PROJECTORS

HDMI-enabled laptop* * Note that VGA-enabled laptops are not supported in this venue.	HDMI-enabled laptops: Connect the HDMI cable from the lectern to your laptop's HDMI port. If the projection screen doesn't display your laptop screen output: <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	To use the wired network, connect the network cable from the lectern to your laptop LAN socket. To use the wireless network, connect your laptop to UCT's <i>eduroam</i> WiFi service*. * For instructions, visit https://icts.uct.ac.za/services-internet-and-networking/wireless .

AUDIO LEVELS

Use the **PC** dial on the lectern to adjust the audio level of the classroom PC or the laptop you have connected. You can also use the PC / laptop's built-in volume control.

PACKING UP

1. If your class is the last before Meridian or at the end of the day, turn off the data projector.
2. If you've used the classroom PC, log out 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. Store the chalk and the chalk duster on the rail under the green board (i.e. not the lectern).
5. Turn off the room lights if there are no more lectures in the venue after yours.

NEED HELP?

Contact Moeneeb Dalwai for assistance, either via email (Moeneeb.Dalwai@uct.ac.za), or by phoning 021 650 7155.