

# CLASSROOM INFORMATION: ALEX 1D

## EQUIPMENT

Projector	Lectern
<ul style="list-style-type: none"><li>• 1 data projector</li><li>• 1 overhead projector</li><li>• 1 screen for projector output</li></ul>	<ul style="list-style-type: none"><li>• DVD-VCR player with remote</li><li>• Data projector remote</li><li>• VGA cable</li><li>• Audio cable</li><li>• Amplifier</li></ul>

## LIGHTING

Use the light switches next to the door to adjust the lighting as needed. One light switch controls lighting for each quarter of the room.

## DATA PROJECTOR

### 1. SETTING UP THE SCREEN

Pull the projector screen down manually to the required height.

### 2. OPERATING THE PROJECTOR

Press the data projector remote's **Power** button to turn the projector on / off.

**Note:** The projector takes 1 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:

Input	Instructions
DVD / VCR	<ol style="list-style-type: none"><li>1. Do not connect your laptop to the projector.</li><li>2. On the data projector remote, select <b>Video</b>.</li><li>3. Operate the DVD-VCR player via its remote, or the controls on the DVD-VCR unit in the safe.</li></ol>
Laptop	<ol style="list-style-type: none"><li>1. Ensure that the DVD-VCR player is off or in standby mode.</li><li>2. On the data projector remote, select <b>RGB / Computer</b>.</li><li>3. Connect your laptop to the projector.</li></ol> <p><i>* Note: Only VGA laptops can be projected. HDMI laptops are not supported in this classroom.</i></p>

### 4. CONNECTING YOUR LAPTOP TO THE DATA PROJECTOR

<b>Visual input</b>	<ol style="list-style-type: none"><li>1. Connect the VGA cable to your laptop's VGA output connector socket.</li><li>2. Connect the other end of the cable to the <b>VGA</b> socket on the wall next to the screen.</li></ol> <p>If the projection screen doesn't display your laptop screen output:</p> <ol style="list-style-type: none"><li>1. Look for a <b>Function / Fn</b> (F1, F2, etc.) key on your laptop keyboard that represents the monitor display.</li><li>2. Hold the <b>Fn</b> key and press the relevant monitor display key.</li></ol>
<b>Audio input</b>	Connect the loose end of the audio cable (in the safe) to your laptop's earphone jack.
<b>Internet / network access</b>	To use the wireless network, connect your laptop to UCT's <i>eduroam</i> WiFi service*.  * Visit <a href="http://www.icts.uct.ac.za/wireless-at-UCT">www.icts.uct.ac.za/wireless-at-UCT</a> for instructions.

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## AUDIO LEVELS

Use the Master dial on the amplifier in the safe. Alternatively, when using your laptop, use the laptop's built-in volume control.

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## PACKING UP

1. If your class is the last before Meridian or at the end of the day, turn off the data projector and the DVD-VCR player.
2. Unplug your laptop.
3. Put all items back in the safe and lock the safe.
4. Roll up the projector screen.
5. Turn off the lights.

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## 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](mailto:icts-css@uct.ac.za).