

# CLASSROOM INFORMATION: LESLIE COMMERCE 2A

## EQUIPMENT

Projector	Lectern
<ul style="list-style-type: none"><li>• 2 data projectors</li><li>• 2 screens for projector output</li></ul>	<ul style="list-style-type: none"><li>• Classroom PC with mouse, keyboard, and optical drive</li><li>• Crestron control panel</li><li>• Laptop and HDMI input panel</li><li>• Audio volume control dials</li><li>• Document camera</li><li>• Pull-out trays on sides of the lectern</li><li>• Cable drawer on the right side of the lectern (containing VGA, HDMI, audio, and network cables)</li></ul>

## LIGHTING

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

## LECTERN HEIGHT

To adjust the lectern height as needed, hold down the **Λ** or **V** button on the left-hand side of the lectern.

## DATA PROJECTOR

Projector positions are indicated as if you're facing the teaching wall.

### 1. SETTING UP THE SCREENS

Use the **Screen Left** and **Screen Right** dials near the light switches to set the screens at the required height.

### 2. OPERATING THE PROJECTORS

- **Left projector:** On the lectern Crestron control panel, press the top row **POWER** button to turn the projector on/off.
- **Right projector:** On the lectern Crestron control panel, press the bottom row **POWER** button to turn the projector on/off.

**Note:** Projectors may take a minute to warm up before you can use them. If they've recently been switched off, wait a few minutes before switching them on.

### 3. SELECTING INPUTS

Use the lectern Crestron control panel to select inputs for the left and right projectors:

Input	Instructions
Classroom PC	<ul style="list-style-type: none"><li>• <b>Left projector:</b> Press the top row <b>PC</b> button.</li><li>• <b>Right projector:</b> Press the bottom row <b>PC</b> button.</li></ul>
Laptop	<ul style="list-style-type: none"><li>• <b>Left projector:</b> Connect your laptop to the lectern's input panel (instructions below), then press the top row <b>LAPTOP</b> button.</li><li>• <b>Right projector:</b> Connect your laptop to the lectern's input panel (instructions below), then press the bottom row <b>LAPTOP</b> button.</li></ul>
Document camera	<ul style="list-style-type: none"><li>• <b>Left projector:</b> Open the document camera (instructions below) then press the top row <b>DOC CAMERA</b> button.</li><li>• <b>Right projector:</b> Open the document camera (instructions below), then press the bottom row <b>DOC CAMERA</b> button.</li></ul>
HDMI laptop / device	<ul style="list-style-type: none"><li>• <b>Left projector:</b> Connect your laptop / HDMI device to the lectern's input panel (instructions below), then press the top row <b>HDMI</b> button.</li><li>• <b>Right projector:</b> Connect your laptop / HDMI device to the lectern's input panel (instructions below), then press the bottom row <b>HDMI</b> button.</li></ul>

#### 4. USING THE CLASSROOM PC

The classroom PC is built into the lectern and is accessible by using the classroom PC control panel on the right-hand side of the lectern. Press the **Λ** button to open the screen. To access the keyboard and mouse, pull out the tray next to the built-in optical drive. In case of emergency, press the **X** button to stop the movement. When you're done, press the **V** button to close the screen, and manually push the keyboard and mouse tray back into the lectern.

<b>Logging into the PC</b>	<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"><li>1. At the login screen, log in using your UCT username and password.</li><li>2. When you've finished using the PC, click the <b>Start button</b> &gt; <b>Log off</b>. This will log you out so that others can't access your UCT network account.</li></ol>
<b>Using a CD / DVD</b>	<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>
<b>Using a USB flash drive</b>	<p>To access content from your own USB flash drive, plug your flash drive into one of the <b>USB</b> ports on the right-hand side of the lectern.</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.

#### 5. CONNECTING YOUR LAPTOP TO THE DATA PROJECTORS

<b>Laptop</b>	<p><b>HDMI-enabled laptops:</b></p> <p>Connect the HDMI cable from the lectern to your laptop's HDMI port.</p> <p><b>Non-HDMI-enabled laptops:</b></p> <ol style="list-style-type: none"><li>1. Connect the VGA cable from the lectern to your laptop's VGA port.</li><li>2. If you want your laptop's sound to be projected, connect the audio cable from the lectern to your laptop's audio socket.</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>Internet / network access</b>	<p>To use the wired network, connect the network cable from your laptop LAN socket to the <b>NETWORK</b> port on the right-hand side of the lectern.</p> <p>To use the wireless network, connect your laptop to UCT's <i>eduroam</i> WiFi service*.</p> <p>* Visit <a href="http://www.icts.uct.ac.za/wireless-at-UCT">www.icts.uct.ac.za/wireless-at-UCT</a> for instructions.</p>

#### 6. USING THE DOCUMENT CAMERA

The document camera acts as a writing surface - similar to writing on an overhead projector slide. It can also project existing documents, images, and objects.

**Caution:** Do not write on the document camera surface. Please use overhead slides or paper instead.

1. Open the document camera by pressing the **Λ** button on the document camera control panel (on the left-hand side of the lectern).
2. Place your display item (document or object) on the document camera display surface.
3. Adjust the document camera as required:
  - To brighten your display item, press the  button on the document camera control panel to turn the light on.
  - To zoom in or out of your display item, use the **Λ** or **V** buttons on the document camera control panel. Press the relevant button once to move the document camera head. When the head reaches the required height, press the **X** button once.
4. When you've finished using the document camera, switch the light off then press the **V** button to close the document camera.

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## AUDIO LEVELS

Use the **PC** dial on the lectern to adjust the audio level of the classroom PC or the laptop / other device you have connected.

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## RECORDING THE LECTURE (OPTIONAL)

Ensure you schedule your lecture recordings through your Vula site. For more information on this process, please visit <http://www.cilt.uct.ac.za/cilt/lecture-recording>. For your lecture in this classroom:

- To record your voice clearly, use the lapel mic.
- Any media projected through the classroom data projectors will be recorded. If you're using a blackboard or whiteboard, please keep within the camera's field of view. See the field of view at <https://ictsapps.uct.ac.za/classroom> – LC2A.

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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 projectors. Also, close the classroom PC screen, keyboard and mouse, and close the document camera.
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. Put the cables back into the cable drawer and close the cable drawer.
5. Store the chalk and the chalk duster in the holder on the wall (i.e. not the lectern).
6. Roll up the projector screens.

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## NEED HELP? (Telephonic support hours: 7.30 AM to 6PM, Monday to Friday)

Send an email to [icts-css@uct.ac.za](mailto:icts-css@uct.ac.za), or for immediate assistance, use the phone on the teaching wall:

1. If a list of UCT departments is not visible, tap **People**.
2. Tap the relevant service:
  - **Campus Protection** for safety and security issues, and other emergencies
  - **Classroom Support** for classroom support
  - **P & S Maintenance** for maintenance issues
3. You can take the call over the built-in speaker, or pick up the handset to take the call privately.
4. Hang up the phone to end the call.