# VENUE INSTRUCTIONS: MAFEJE ROOM

## EQUIPMENT

| | |
|---|---|
| **Display** | • 1 data projector<br>• 1 screen for projector output |
| **Cabinet** | *The cabinet is located in the front corner of the room.*<br><br>• A tablet control panel (located on top of the cabinet)<br>• Data projector remote<br><br>**\* Note:** If the projector remote is not in the room, please contact Elizabeth Laing (Room 144 \| x4319) or Denise Benjamin (Room 141 \| x2187). |
| **Laptop and HDMI input panel** | *The panel is located under the window, on the wall opposite the entrance.*<br><br>• *VGA port*<br>• *Audio port*<br>• *HDMI port* |
| **Other equipment** | • Audience-facing video conferencing camera (directly under the front screen)<br>• Screen-facing video conferencing camera (located at the back of the room)<br>• Ceiling-mounted audience microphone (located in the middle of room)<br>• Speakers (located on the front wall) |

## LIGHTING

Use the light switches near the entrance to adjust the lighting as needed. If you are using the projector, close the windows and blinds.

## USING THE VIDEO CONFERENCING EQUIPMENT

OPTION 1: USE THE ROOM'S EQUIPMENT (no laptop needed)

*\* Note: To use the room's equipment, please ensure that you have successfully booked "Hybrid Equipment Mafeje Room" (BremnermafejeConferenceroom@mscloudtestuctac.onmicrosoft.com) - via Outlook. Note that this recipient must be ADDED to your existing booking of the physical "Bremner Mafeje Room" (bremnermafejeroom@uct.ac.za).*

1. Use **PROJECTOR SCREEN** dial on the front left wall to set the screen height as required.
2. Use the remote's **Power** button to switch the projector on.
   **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. If the tablet on top of the cabinet is off, tap the screen to turn it on.
4. The tablet displays the room's meeting schedule. On your meeting, tap **Join** .
5. The meeting is displayed on the projector screen.
6. Proceed with your meeting:
   • If anyone in the meeting shares their screen or content, it will be displayed on the projector screen.
   • To adjust the video conference equipment:

| Camera | By default, the audience-facing camera is added to your meeting. To switch between the room cameras: |
|--------|---------------------------------------------------------------------------------------------------|
|        | 1. Inside the cabinet at the front of the room, locate the black box in the top right-hand corner. |
|        | 2. Above that box, locate a silver tube. |
|        | 3. Slide that tube to select which camera to use: |
|        |     o Slide to the right to select the screen-facing camera. |
|        |     o Slide to the left to select the  audience-facing camera. |
| Audio | Use the controls on the tablet to adjust the room speakers' volume or mute / unmute the room microphones. |

7. When your meeting is finished, on the tablet, tap the **Leave** icon.

OPTION 2: USE YOUR OWN LAPTOP**\***

*\* Note that this option simply projects your laptop's display to the projector screen and your laptop's audio to the room's speakers. It does not allow you to include the room's video conferencing cameras and microphones in your meeting.*

1. Use **PROJECTOR SCREEN** dial on the front left wall to set the screen height as required.
2. Use the remote's **Power** button to switch the projector on.
   **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. Plug your laptop into the relevant cable running from the laptop and HDMI input panel:
   - **HDMI laptop:** Plug in the HDMI cable.
   - **VGA laptop:** Plug in the VGA cable, then on the projector remote, press **Computer**.

   If the projection screen doesn't display your laptop screen output, look for a **Function** / **Fn** (F1, F2, etc.) key on your laptop keyboard that represents the monitor display. Hold this key and press the relevant monitor display key.

4. Proceed with your meeting.

## PACKING UP

1. If you've used the projector, turn it off by pressing the remote's **Power** button twice.
2. Return projector remote to the network cabinet.
3. Use **PROJECTOR SCREEN** dial on the front left wall to roll up the projector screen.
4. If you've connected any of the cables to your laptop, disconnect them and leave them where you found them.
5. Turn off the room's air conditioner and lights before you leave.

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

If the projector remote or any cables are missing, please contact Elizabeth Laing (Room 144 | x4319) or Denise Benjamin (Room 141 | x2187).

For all other assistance, send an email to icts-css@uct.ac.za, or for immediate help, call 021 650 4500, then select option 2.