

# CLASSROOM INFORMATION: MENZIES 11

## EQUIPMENT

Projector	Desk	Available on request
<ul style="list-style-type: none"><li>2 data projectors</li><li>2 screens for projector output</li></ul> <p><b>*Note:</b> Screens show the same output.</p>	<ul style="list-style-type: none"><li>Classroom PC with mouse, keyboard, optical drive, and USB ports</li><li>Kramer control panel</li><li>Network cable</li><li>Laptop / HDMI input panel</li><li>Power sockets</li></ul>	<ul style="list-style-type: none"><li>Portable document camera</li></ul> <p>Ask Classroom Support Services to provide a portable document camera. Email the request to <a href="mailto:icts-css@uct.ac.za">icts-css@uct.ac.za</a> before class, or if you're already in the classroom, use the phone on the teaching wall to contact them (option 2).</p>

## LIGHTING

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

**Caution:** To prevent damage to the blinds, please close windows before rolling down blinds.

## DATA PROJECTOR

### 1. SETTING UP THE SCREENS

Use the **Screen** dials on the teaching wall to set the screens at the required height.

### 2. OPERATING THE PROJECTORS

Use the buttons on the desk Kramer control panel to turn the projectors on/off.

**Note:** The 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

The projectors can display one of these inputs. Note that the same input is shown on both screens.

Input	Instructions
<b>Classroom PC</b>	In the <b>SOURCES</b> section of the Kramer control panel, press <b>PC</b> .
<b>HDMI laptop* / other HDMI device</b>  <i>*Note: VGA laptops are not supported in this classroom. Only HDMI-enabled laptops can be projected.</i>	<p>Connect the HDMI cable from the desk to your laptop / HDMI device, then in the <b>SOURCES</b> section of the Kramer control panel, press <b>LAPTOP</b>.</p> <p>If the projection screen doesn't display your laptop screen output:</p> <ol style="list-style-type: none"><li>Look for a <b>Function</b> (F1, F2, etc.) key on your laptop keyboard that represents the monitor display.</li><li>Hold the <b>Fn</b> key and press the relevant monitor display key.</li></ol> <p><b>Internet / network access</b></p> <ul style="list-style-type: none"><li>To use the wired network, connect the network cable from the desk to your laptop LAN socket.</li><li>To use the wireless network, connect your laptop to UCT's eduroam wi-fi service*.</li></ul> <p>* See <a href="http://www.icts.uct.ac.za/wireless-at-UCT">www.icts.uct.ac.za/wireless-at-UCT</a> for detailed instructions.</p>
<b>Document camera</b>	<ol style="list-style-type: none"><li>Ask Classroom Support Services to provide a portable document camera. Email the request to <a href="mailto:icts-css@uct.ac.za">icts-css@uct.ac.za</a> before class, or if you're already in the classroom, use the phone on the teaching wall to contact them (option 2).</li><li>The CSS consultant will connect a portable document camera to the projector.</li></ol>

## 4. USING THE CLASSROOM PC

The classroom PC is built into the desk.

<b>Logging into the PC</b>	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). <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 &gt; 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>	You can play CDs or DVDs using the classroom PC's built-in optical drive. The drive is located under the desk surface.
<b>Using a USB flash drive</b>	To access content from your own USB flash drive, plug your flash drive into one of the <b>USB</b> ports under the desk surface.

**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. 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.

When the CSS consultant sets up the portable document camera, ask for a quick overview of how to operate the device.

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## AUDIO LEVELS

Use the **PC** dial on the lectern, or the built-in volume control on the classroom PC / your laptop.

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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:

- 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> – MENZ11.

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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.
2. 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 by clicking the **Start button > Log off**.
4. Leave all cables in their original positions on the desk.
5. Store the chalk and the chalk duster in the holder on the wall (i.e. not the desk).
6. Roll up the blinds and projector screen.
7. If you've used a document camera, a CSS consultant will collect the device after your lecture.

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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.