

CLASSROOM INFORMATION: MENZIES 13

EQUIPMENT

Projectors	<ul style="list-style-type: none">• 1 data projector with screen for projector output• 1 overhead projector with screen for projector output	Staff card access-controlled safe	<ul style="list-style-type: none">• Data projector remote• VGA cable• Audio cable• HDMI cable
Input and control panel (next to board)	<ul style="list-style-type: none">• Projector control button		

LIGHTING

To adjust the lighting as needed, use the light switches at the door.

DATA PROJECTOR

1. SETTING UP THE SCREENS

Use the screen dial in the front corner of the room (near the window) to set the data projector screen height.

2. OPERATING THE DATA PROJECTOR

Use the **POWER** button on the projector remote to turn the projector on/off.

Note: 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. CONNECTING YOUR LAPTOP TO THE DATA PROJECTOR

Laptop	<p>HDMI-enabled laptops:</p> <p>Connect the HDMI cable from the input panel to your laptop's HDMI port.</p> <p>Non-HDMI-enabled laptops:</p> <ol style="list-style-type: none">1. Connect the VGA cable from the input panel to your laptop's VGA port.2. If you want your laptop's sound to be projected, connect the audio cable from the input panel to your laptop's audio socket. <p>If the projection screen doesn't display your laptop screen output:</p> <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	<p>To use the wireless network, connect your laptop to UCT's <i>eduroam</i> WiFi service*.</p> <p>* Visit www.icts.uct.ac.za/wireless-at-UCT for instructions.</p>

AUDIO LEVELS:

To adjust the volume, use the built-in volume control on your laptop.

PACKING UP

1. If your class is the last before Meridian / at the end of the day, turn off the projectors and the lights.
2. Store the chalk and the chalk duster near the board or on a separate table (i.e. not the front desk).

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

Send an email to icts-css@uct.ac.za, or for immediate assistance, phone 021 650 4500* and select option 2.