

CLASSROOM INFORMATION: MOOT COURT

EQUIPMENT

Projector	<ul style="list-style-type: none">• 1 data projector with screen for projector output
Lectern	<ul style="list-style-type: none">• Classroom PC (with monitor, mouse, keyboard, optical drive, USB ports)• HDMI, VGA, audio cables on top of the lectern• Crestron control panel
Teleconferencing	<ul style="list-style-type: none">• 2 teleconferencing cameras (one showing the presenter and one showing the audience)

LIGHTING

To adjust the lighting as needed, use the light switches next to the equipment cabinet at the front door.

DATA PROJECTOR

1. SETTING UP THE SCREEN AND SWITCHING ON THE DATA PROJECTOR

Touch the lectern Crestron control panel to wake up the device. This switches on the data projector and brings the screen down automatically.

Note: 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.

2. SELECTING AN INPUT FOR THE PROJECTOR

Use the lectern Crestron control panel to select an input for the projector.

Important: The Crestron control panel is not as sensitive as a smartphone or tablet. When tapping buttons, please press down on the button for two seconds until the button colour changes.

Input	Instructions
Classroom PC	This is selected by default. However, if you've switched to a different input and you want to return to the PC, press PODIUM PC .
HDMI-enabled laptop / another HDMI-enabled device	Connect your laptop / device to the lectern's input panel (see <i>Connecting your laptop</i> below), then press LAPTOP HDMI .
Non-HDMI-enabled laptop	Connect your laptop to the lectern's input panel (see <i>Connecting your laptop</i> below), then press LAPTOP VGA .
Android, iOS, Chromebook, Windows, or Mac device via wireless connection	Press WE PRESENT , then follow the <i>wePresent instructions</i> below.

3. USING THE CLASSROOM PC

The classroom PC is built into the lectern and is connected to the internet. No login is required.

- The PC includes a touch screen monitor, along with the standard mouse and keyboard.
- You can play CDs or DVDs using the built-in optical drive on the right-hand side of the lectern.
- You can access content from your own USB flash drive or external hard drive by plugging it in to the USB port on the right-hand side of the lectern.

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 or online storage.

4. CONNECTING YOUR LAPTOP TO THE DATA PROJECTOR

Laptop	<p>HDMI-enabled laptops:</p> <p>Connect the HDMI cable from the lectern 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 lectern to your laptop's VGA port.2. If you want your laptop's sound to be projected, connect the audio cable from the lectern 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</p>

5. USING WEPRESENT

wePresent allows you to wirelessly display content from your Android, iOS, Chromebook, Windows, or Mac device to the data projector.

1. For mobile devices, visit your app store, then search for and install **MirrorOp Presenter** by **Barco NV**. For Windows, Mac, and Chromebook computers, go to <https://www.barco.com/en/product/mirrorop> then scroll down slightly and select your operating system and install the application.
2. Run the downloaded application:

Windows / Mac / Chromebook	<ol style="list-style-type: none">1. On the MirrorOp app's start screen, enter the IP address which is displaying on the classroom projector screen (for example, <i>137.158.25.178</i>).2. On the application's Passcode screen, enter the Code which is displaying on the classroom projector screen.3. On the app's screen, select the option to broadcast your device screen to the projector, then click  Play.4. If you are presented with a warning about the risk of sharing your screen, accept the risk and proceed.5. Your device is broadcast to the projector and should be visible on the classroom projector screen.6. When you have finished, go back to the MirrorOp app and press  Stop to stop broadcasting from your computer.
Android	<ol style="list-style-type: none">1. On the start screen, select the app to project. You can project the gallery or the device's camera. However, to project the device's screen, select the screen mirroring option (the icon which includes the  Play icon).2. On the screen mirroring page, tap  Play.3. In the text box on the next page, enter the IP address which is displaying on the classroom projector screen (for example, <i>137.158.25.178</i>).4. On the next page, enter the Code which is displaying on the classroom projector screen.5. If you are presented with a warning about the risk of sharing your screen, accept the risk and proceed.6. On the screen mirroring page, tap  Menu.7. Then on your device, choose an app to display.8. When you have finished, tap  Menu, select the MirrorOp screen mirroring app, then tap  Stop.
iOS (e.g. iPad or iPhone)	<ol style="list-style-type: none">1. On the start screen, select an app to project. Or If the app is not displayed, tap + to add it.2. Once the app is open, tap  Play to project to screen.3. In the text box on the next page, enter the IP address which is displaying on the classroom projector screen (for example, <i>137.158.25.178</i>).4. On the next page, enter the Code which is displaying on the classroom projector screen.5. If you are presented with a warning about the risk of sharing your screen, accept the risk and proceed.6. When you have finished, tap  Stop.

VIDEO CONFERENCING USING THE CLASSROOM CAMERAS

Using the classroom PC

1. Start your video conference on the classroom PC (using Microsoft Teams, Zoom, or another service).
2. By default, the classroom cameras will be displayed in a smaller window on your screen.
3. On the Crestron control panel, press **Camera Select**.
4. Adjust the cameras as needed. You can zoom in or out, adjust the direction of the cameras, or stop the cameras from broadcasting to the conference.
5. The cameras will run until you press **Stop** on the Crestron control panel, or until your video conference is finished.

Using a laptop

1. Start your video conference on your laptop (using Microsoft Teams, Zoom, or another service).
2. On the Crestron control panel, press **Camera Select**.
3. On your video conference interface, access **Device Settings**. (The name and icon will vary depending on the application you're using.)
4. In the camera settings section, select which classroom cameras you want to use for the conference.
5. The selected cameras will be displayed in a smaller window on your screen.
6. On the Crestron control panel, adjust the cameras as needed. You can zoom in or out, adjust the direction of the cameras, or stop the cameras from broadcasting to the conference.
7. The cameras will run until you press **Stop** on the Crestron control panel, or until your video conference is finished.

MICROPHONE

Microphones are built into the presenter's desk and the front two rows of desks. These are always on.

If you'd like an earpiece microphone or a handheld microphone, please book this in advance with Classroom Support Services. Help contact details are provided at the end of these instructions.

AUDIO LEVELS

To adjust the volume, use the built-in volume control on your laptop or the classroom PC. Alternatively, use the **Volume Control** slider on the Crestron control panel.

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>. To record your voice clearly, ensure you speak near the microphones built into the room. Alternatively, use the earpiece or handheld microphone obtained via Classroom Support Services.

PACKING UP

1. If your class is the last before Meridian or at the end of the day, on the Crestron control panel, press **Shut down system**. On the next screen, select **Yes**. The projector shuts down and the projector screen rolls up.
2. If you've used the classroom PC, click the **Start button > Power > Shut down**.
3. If you've used the earpiece or handheld microphone, return it to Classroom Support Services.
4. Turn off the lights when you leave the room.

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

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