CLASSROOM INFORMATION: NEUROSCIENCE LT

EQUIPMENT

Projector	Lectern	Staff card access-controlled safe
• Data projector • Screen for projector output	• Classroom PC with mouse, keyboard and optical drive • Crestron control panel • Laptop and HDMI input panel • Audio volume control dials • Document camera • Pull-out trays on sides of the lectern	• 1 lapel mic with rechargeable body pack • 2 handheld microphones • VGA cable • HDMI cable • Audio cable • Network cable • AVer streaming camera remote control

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 (above the left-hand pull-out tray).

DATA PROJECTOR

1. SETTING UP THE SCREEN

Use the **Screen Centre** controls on the teaching wall to set the screen at the required height.

2. OPERATING THE PROJECTOR

On lectern Crestron panel, press top row **Power** button 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. SELECTING AN INPUT

Use the lectern Crestron control panel to select inputs for the projector:

Input	Instructions
Classroom PC	Press the top row **PC** button. (Note: If you do not select any other input, the PC is projected by default.)
HDMI or VGA laptop	Connect your laptop to the lectern's input panel (see section 5 below), then press the top row **LAPTOP** button.
Document camera	Open the document camera (see section 6 below) then press the top row **DOC CAMERA** button.
Stream from laptop / mobile device	Connect your laptop / device to the WePresent system (see section 7 below), then press the top row **Wireless** button.
Video conferencing	Press the top row **PC** button, then conduct your video conference (see section 8 below). The classroom cameras will be used to provide visuals for your conference.

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.

Logging into the PC	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). 1. At the login screen, log in using your UCT username and password. 2. When you've finished using the PC, click the **Start button** > **Log off**. This will log you out so that others can't access your UCT network account.
Using a CD / DVD	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.
Using a USB flash drive	To access content from your own USB flash drive, plug your flash drive into one of the **USB** ports 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, cloud storage, or a network drive.	

5. CONNECTING YOUR LAPTOP TO THE DATA PROJECTOR

Laptop	**HDMI-enabled laptops:** Connect the HDMI cable from the lectern to your laptop's HDMI port. **Non-HDMI-enabled laptops:** 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. If the projection screen doesn't display your laptop screen output: 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	For wired internet access, use the network cable to connect your laptop to the **NETWORK** port on the right-hand side of the lectern. To use the wireless network, connect your laptop to UCT's *eduroam* WiFi service*. * Visit www.icts.uct.ac.za/wireless-at-UCT for instructions.

6. USING THE DOCUMENT CAMERA

The document camera acts as a projection surface and can project existing documents, images and objects. Basic instructions for these features are provided below. Advanced functionality includes freezing an image, adding annotations to your images, recording video and saving these captures to external storage. Consult the information later in this instruction set to learn how to use the advanced functionality.

1. Turn the document camera on by pressing the ⏻ button on the document camera control panel (on the left-hand side of the lectern). The power light turns solid blue.
2. Place your display item (document or object) on the document camera display surface.
3. Adjust the document camera as required:
    - Move the camera head as needed.
    - To brighten your display item, press the **LAMP** button on the document camera control panel to turn the light on.
    - To adjust image quality or size, either press the **AUTO FOCUS** button once, or turn the dial on the document camera control panel to zoom as needed.
4. When you've finished using the document camera, switch the light off (if you've used it), then press the ⏻ button to turn the document camera off. Leave the camera head as is.

7. STREAMING FROM A WIRELESS DEVICE

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

1. Visit the MirrorOp product page at https://www.barco.com/en/product/mirrorop. Do not click the blue **Download now** link at the top of the page, but instead scroll down slightly until you see the list of supported operating systems.
2. Tap / click the link for your device to download the application.
3. Install then run the downloaded application.
4. On the MirrorOp app's start screen, enter the **IP** address which is displaying on the classroom projector screen (for example, *137.158.25.178*).
5. On the app's **Passcode** screen, enter the **Code** which is displaying on the classroom projector screen.
6. On the app's screen, select the option to broadcast your device screen to the projector:
   - **Windows:** Press ▶ **Play**.
   - **Android and iOS:** On the menu screen, select an app to project to the screen. If the app is not displayed, tap **+** to add it. Alternatively, to display your screen, tap 🔲 then on the next screen, Press ▶ **Play**.

     Note: If you are presented with a warning about the risk of sharing your screen, accept the risk and proceed.
7. Your device is broadcast to the projector and should be visible on the classroom projector screen.

When you have finished, go back to the MirrorOp app and press ☐ **Stop** to stop broadcasting from your device.

8. VIDEO CONFERENCING USING THE CLASSROOM CAMERAS

1. On the classroom PC, start your video conference using your selected application (e.g. Microsoft Teams or Zoom).
2. The classroom streaming camera (**CAM520**) will be shown as your camera by default. If you'd like to switch to the audience-facing camera, in your video conference call, hover your mouse over the camera window then click the **...** icon and select **Switch camera**. Repeat this process to switch back to the main streaming camera.
3. When your video conference is complete, simply end the call.

MICROPHONE

Lapel mic	1. Take the lapel mic with its body pack out of the safe. 2. Clip the lapel mic onto your clothing at chest level. 3. Put the body pack into your pocket or clip onto your belt. 4. Switch the mic on using the On/Off switch on the body pack. **Note:** When you switch the mic on, if the light on the body pack is red or amber, the battery is low or in error. In this case, use the phone on the teaching wall to request classroom support.
Handheld microphones	1. Take one or both handheld mics out of the safe. 2. Flip the power switch on or off as needed. **Note:** If the battery indicator on the mic indicates low battery, use the phone on the teaching wall to request classroom support.

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.
To adjust the audio levels of microphones, use the **MIC1** dial for the lapel mic and the **MIC2** dial for the handheld mics.

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 projector 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 – *Neuroscience LT*.

PACKING UP

1. If your class is the last before Meridian or at the end of the day, turn off the data projector and the document camera. Also close the classroom PC screen, keyboard, and mouse.
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. Check the lapel mic body pack light. If it is red or green, plug the body pack in to charge in the safe. If it's amber, use the classroom phone to report a battery error.
5. Put the lapel mic, body pack, and cables back into the safe and lock the safe. If you've used a handheld mic, put this back into the safe as well.
6. Roll up the projector screen.

NEED HELP? *(Telephonic support hours: 7.30 AM to 4PM, Monday to Friday)*

Send an email to hsf-cs@uct.ac.za, or for immediate assistance, use the phone on the teaching wall:

1. Pick up the handset.
   - Press 1 if you have an emergency
   - Press 2 for classroom support
   - Press 3 for maintenance issues (Properties & Services)
   - Press 4 for Campus Protection Services
2. To dial, press the **√** symbol on the keypad.
3. Hang up the phone to end the call.

DOCUMENT CAMERA

USER INSTRUCTIONS
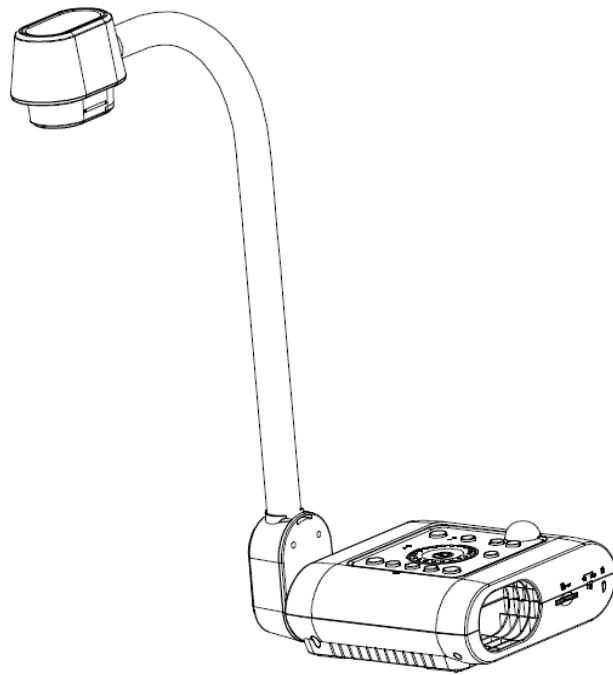
AVER F50 (SOFTWARE INSTRUCTIONS)

(LAST UPDATED: 3RD FEBRUARY 2016)

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Control the document camera

1. On the lectern Crestron control panel, select **PC** for the projector(s) that need to show the document camera output.

2. **Basic operations:** Use the buttons on the document camera control panel.

3. **Advanced features:** Open **Sphere 2** on classroom PC desktop.

Set up your display

Basic setup

1. Set the switch on the right hand side of the document camera to **RGB**.

2. Turn the document camera on. The power light turns solid green.

3. Place your item on the display surface.

4. Adjust the document camera as required:

Position	Move the camera head as needed
Brightness	Use the and buttons
Light	Press the **LAMP** button
Focus	Press **AUTO FOCUS** to autofocus
Zoom	Turn the dial left or right to zoom

Advanced display settings

Adjust your contrast, white balance, exposure and other display elements:

1. Click **Camera Control**.

2. Click **Image adjustment** to access the image settings.

3. Adjust the settings as required.

Manipulate your image

Manipulate your image

1. Click **Camera Control**.
2. Click each icon to adjust your display image as required – e.g. freeze, rotate 90°, zoom.

Hide parts of your image

1. Click **Presentation Tools**.
2. Click **Visor**.
3. Drag the visor to move or resize it.
4. Click **Menu** to adjust visor transparency.

Emphasise parts of your image

1. Click **Presentation Tools**.
2. Click **Spotlight**.
3. Drag the spotlight to move or resize it.
4. Click **Menu** to adjust the spotlight shape and transparency.

Annotate your image

1. Click **Annotation Tools**.
2. Use the **Pen**, **Highlighter**, **Line**, **Text** and **Shapes** tools to add annotations to your image. Annotation tools can be customised further.
3. Use the **Eraser** to erase an annotation, or **Clear all** to remove all annotations.
4. To save your drawing, see the *Capture images* section below.

Draw something new

1. Click the **Whiteboard** tab near the top of the screen.
2. Use the tools provided to draw.
3. To save your drawing, see the *Capture images* section below.

Capture, view and copy images and video

What kind of media do I need to bring?

You can capture images and videos using the document camera. If you don't need to keep these captures, don't bring any media. If you do need to keep them:

- Bring a flash drive with enough free storage space.

 Caution

If you don't bring your own media, captures will be deleted after your class and cannot be recovered later on.

1. Set up your storage media

1. Plug your flash drive into an available USB port connected to the classroom PC.

2. Capture images

1. Click **Capture**.
2. Select relevant capture type:
    - Standard quality snapshot
    - High definition snapshot
    - Section of your image
    - Series of images at custom-defined intervals

3. View images

1. On the classroom PC, open **Documents – Aver – Media Library – Picture**.
2. Double-click each image to open it.

4. Show images side by side

1. Click the **Side by Side** tab near the top of screen.

2. Click **Media Library**.

3. Drag up to six captured images from left panel into right hand section of screen.

5. Record video

1. Click **Record**.

2. Click **Mute** if you don't want to record sounds.

3. Click **Record**.

4. Use the recording controls to **Pause** or **Stop** recording.

6. Save images and video onto your own media

1. On the classroom PC, open **Documents – Aver – Media Library**.
2. Copy **Picture** and **Video** folders to your flash drive*.

Note

*This method copies *all* captures. Alternatively, copy only the individual items you need. Everything else will be deleted when you log out of the classroom PC.

Packing up

1. Turn the document camera off.

2. Remove your flash drive and pack away your display items.

3. Leave the camera head as is (i.e. do not stow it away).

Support

For assistance, use the phone on the teaching wall to contact classroom support.