CLASSROOM INFORMATION: RW JAMES 3B

EQUIPMENT

Projector	Lectern	Available on request
1 data projector 1 screen for projector output	- Data projector remote - Amplifier - Laptop / HDMI input cable - Laptop VGA cable with audio cable - Network cable - Lapel mic with body pack	Portable document camera Ask Classroom Support Services to provide a portable document camera. Email the request to icts-css@uct.ac.za before class, or if you're already in the classroom, phone 021 650 4500 (option 2).

LIGHTING

Use the light switches near the doors 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 SCREEN

Use the retractable screen's dial on the teaching wall to set the screen at the required height.

2. OPERATING THE PROJECTOR

Take the data projector remote out of the safe. Press the **Power** button once to turn the projector on, and twice to turn the projector off.

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. SELECTING AN INPUT

The projector can display one of these inputs:

Input	Instructions
HDMI laptop / device	**HDMI-enabled laptops:** - Take the HDMI cable out of the safe. - Connect the HDMI cable from your laptop HDMI port to the **HDMI** port below the safe on the teaching wall. **Non-HDMI-enabled laptops:** - Take the VGA and audio cables out of the safe. - Connect the VGA cable from your laptop VGA port to the **VGA** port below the safe on the teaching wall. - Connect the audio cable from your laptop audio socket to the **AUDIO IN** port below the safe on the teaching wall. If the projection screen doesn't display your laptop screen output: - Look for a **Function** (F1, F2, etc.) key on your laptop keyboard that represents the monitor display. - Hold the **Fn** key and press the relevant monitor display key. **Internet / network access** - To use the wired network, take the network cable out of the safe. Then connect the cable from your laptop LAN socket to the **NETWORK** port below the safe on the teaching wall. - To use the wireless network, connect your laptop to UCT's eduroam WiFi service*. *See www.icts.uct.ac.za/wireless-at-UCT for detailed instructions.

Input	Instructions
Document camera	A document camera acts as a writing surface – similar to writing on an overhead projector slide. It can also project existing documents, images, and objects. **Request a portable document camera:** Ask Classroom Support Services to provide a portable document camera. Email the request to icts-css@uct.ac.za before class, or if you're already in the classroom, call them on 021 650 4500 (option 2). **How to use the document camera:** When the CSS consultant sets up the portable document camera, ask for a quick overview of how to operate the device.

MICROPHONE

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 **Power** switch on the body pack. A light on the body pack will indicate whether the mic is on or off.

Note: If the mic battery level is low, a warning light flashes on the body pack. In this case, seek assistance from Classroom Support Services.

AUDIO LEVELS

To adjust the volume of your laptop, use the built-in volume control, or alternatively use the **AUX2** dial on the amplifier in the safe. To adjust the lapel mic volume, use the **MIC1** dial on the amplifier in the safe.

PACKING UP

1. If your class is the last before Meridian or at the end of the day, turn off the data projector if you've used it.
2. Unplug your laptop.
3. Check the lapel mic body pack light. If it's flashing, contact Classroom Support Services to report a low battery.
4. Turn off the lapel mic, then put the body pack and cables back into the safe.
5. Put all cables back in the safe and lock the safe.
6. Store the chalk and the chalk duster on a desk or the railing under the chalkboard.
7. Roll up the projector screen and the blinds.
8. If you've used a document camera, a CSS consultant will collect the device after your lecture.
9. Turn off the lights.

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.