

# CLASSROOM INFORMATION: SMIT PENTOW

## EQUIPMENT

Projector	Equipment cabinet	Front wall
<ul style="list-style-type: none"><li>1 data projector</li><li>1 fixed screen for projector output</li></ul>	<ul style="list-style-type: none"><li>Classroom PC with wireless keyboard and mouse (No monitor. Projector screen acts as the monitor.)</li><li>DVD-VCR player</li><li>Data projector remote</li></ul>	<ul style="list-style-type: none"><li>VGA and audio cables</li><li>HDMI cable</li><li>Network cable</li></ul>

## LIGHTING

Use the light switches at the front of the room – near the board – to adjust the lighting as needed.

## DATA PROJECTOR

### 1. SETTING UP THE PROJECTOR

- On the data projector remote (in the equipment cabinet), press the **Power** button once to turn the projector on. (The projector may take one minute to warm up before you can use it.)
- Select the source you would like to display on the projector:
  - Classroom PC or VGA laptop:** Press the **Computer** button.
  - DVD-VCR player or HDMI laptop:** Press the **Video** button.

### 2. CONNECTING THE DISPLAY SOURCE

Depending on which option you selected in the previous step, follow the relevant instructions below:

Input	Instructions
Classroom PC	<p>Log on to the PC using the following details for a local login:</p> <ul style="list-style-type: none"><li><b>Username:</b> user</li><li><b>Password:</b> (leave blank)</li></ul> <p>You can use the internet, or play CDs or DVDs using the classroom PC's built-in optical drive.</p> <p>You can also access content from your own USB flash drive by plugging your flash drive into one of the USB ports on the PC. However, do not save any files onto the classroom PC because your data could be lost when the PC reboots. Save all files to your own USB flash drive.</p>
Laptop	<p><b>HDMI-enabled laptops:</b></p> <p>Connect the HDMI cable from the front wall to your laptop's HDMI port.</p> <p><b>VGA laptops:</b></p> <ol style="list-style-type: none"><li>Connect the VGA cable from the front wall to your laptop's VGA port.</li><li>Connect the audio cable from the front wall to your laptop's audio socket.</li></ol> <p>If the projection screen doesn't display your laptop screen output:</p> <ol style="list-style-type: none"><li>Look for a Function (F1, F2, etc.) key on your laptop keyboard that represents the monitor display.</li><li>Hold the Fn 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 front wall to your laptop's LAN socket.</li><li>To use the wireless network, connect your laptop to UCT's <i>eduroam</i> Wi-Fi service*.</li></ul> <p>* See <a href="https://icts.uct.ac.za/services-internet-and-networking/wireless">https://icts.uct.ac.za/services-internet-and-networking/wireless</a>.</p>
DVD / VCR	<ol style="list-style-type: none"><li>Put your DVD or video tape into the DVD-VCR player in the equipment cabinet.</li><li>To play, pause, or navigate, use the controls on the DVD-VCR player.</li></ol>

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## AUDIO LEVELS

To change the volume of presentations from the classroom PC or your laptop, use the computer's built-in volume control.

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## PACKING UP

1. If you've used the projector, turn it off by pressing the remote's **Power** button twice.
2. If you've used the classroom PC:
  - a. Remove any USB flash drives you may have used.
  - b. Remove any CD or DVD you may have used.
  - c. Shut down the PC by clicking the **Start button > Shut down**.
3. If you've used your own laptop, unplug it.
4. If you've used the DVD-VCR player, remove any CD or DVD you may have used.
5. Return any items you've used to the equipment cabinet and close the cabinet
6. Turn the lights off.

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

Phone classroom support on 021 650 4500 (option 2), or send an email to [icts-css@uct.ac.za](mailto:icts-css@uct.ac.za).