

CLASSROOM INFORMATION: SNAPE DO2

EQUIPMENT

Projectors	<ul style="list-style-type: none">• 4 data projectors• 4 screens for projector output
Lectern	<ul style="list-style-type: none">• Classroom PC with mouse, keyboard, optical drive, and USB ports• Crestron control panel• VGA, audio, HDMI, network input cables• Pull-out tray on side of the lectern
Staff card access-controlled safe	1 lapel mic with rechargeable body pack
Portable document camera available on request	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, use the phone on the teaching wall to contact them (option 2).

LIGHTING

Use the blind controls and the light switches on the teaching wall to adjust the lighting as needed.

Caution: There are no blinds on the back windows. There are only blinds on the front windows - above the projector screens.

DATA PROJECTORS

Projector positions are indicated as if you're facing the teaching wall.

1. SETTING UP THE SCREENS

Use the **SCREEN** control near each projector screen to set the screens at the required height.

2. OPERATING THE PROJECTORS

Far right projector	On the lectern Crestron control panel, press the top row PROJECTOR1 POWER ON or PROJECTOR1 POWER OFF button.
Middle right projector	On the lectern Crestron control panel, press the top row PROJECTOR2 POWER ON or PROJECTOR2 POWER OFF button.
Middle left projector	On the lectern Crestron control panel, press the top row PROJECTOR3 POWER ON or PROJECTOR3 POWER OFF button.
Far left projector	On the lectern Crestron control panel, press the top row PROJECTOR4 POWER ON or PROJECTOR4 POWER OFF button.

Note: The projectors may take a minute to warm up before you can use them. If they've recently been switched off, wait a few minutes before switching them on.

3. SELECTING AN INPUT

All four projectors output the same visuals. Use the lectern Crestron control panel to select an input for the projectors.

Input	Instructions
Classroom PC	The classroom PC is projected by default. If, at any point, another input is projected and you want to switch back to the classroom PC, press the top row PC button.
Laptop	HDMI-enabled laptops: <ol style="list-style-type: none">1. Connect the HDMI cable from the lectern to your laptop / HDMI device.2. Press the bottom row LAPTOP button. Non-HDMI-enabled laptops: <ol style="list-style-type: none">1. Connect the VGA cable from the lectern to your laptop VGA port.2. Connect the audio cable from the lectern to your laptop audio socket.

Input	Instructions
	<p>3. Press the bottom row LAPTOP button.</p> <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. <p>Internet / network access</p> <p>To use the wired network, connect the network cable from the lectern to your laptop LAN socket.</p> <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>
Document camera	<ol style="list-style-type: none"> 1. 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, use the phone on the teaching wall to contact them (option 2). 2. The CSS consultant will connect a portable document camera to the projector.

4. USING THE CLASSROOM PC

The classroom PC is built into the lectern.

Logging into the PC	<p>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).</p> <ol style="list-style-type: none"> 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	<p>You can play CDs or DVDs using the classroom PC's built-in optical drive. The drive is located under the desk surface.</p>
Using a USB flash drive	<p>To access content from your own USB flash drive, plug your flash drive into one of the USB ports under the desk surface.</p>
<p>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.</p>	

5. USING THE DOCUMENT CAMERA

The document camera acts as a writing surface – similar to writing on an overhead projector slide. It can also project existing documents, images and objects.

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 **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, contact Classroom Support Services for assistance.

PACKING UP

1. If your class is the last before Meridian or at the end of the day, turn off the data projectors.
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's red or green, plug the body pack in to charge in the safe. If it's amber, contact Classroom Support Services to report a battery error.
5. Turn off the lapel mic, put the mic and body pack into the safe, then lock the safe.
6. Store the chalk and the chalk duster in the holder on the wall (i.e. not the desk).
7. Roll up the blinds and projector screens.
8. If you've used a document camera, a CSS consultant will collect the device after your lecture.

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, 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 **V** symbol on the keypad.
3. Hang up the phone to end the call.