

Classroom IT Equipment Menu

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Objectives

Classroom IT Equipment Menu is made to help teaching staff use the IT equipment in classroom.

1. List of Classroom IT Equipment
2. Before Class Starts
3. After class ends
4. Important Notes
5. Q&A
6. Supporting Information

1. Classroom IT Equipment

Each classroom is equipped with the following equipment:

- (1) Computer
- (2) Projector
- (3) Microphone



2. Before Class Starts

- (1) (Step 1) Check connection of all power supplies

* Before using the projector, computer, amplifier and microphone, please make sure all power supplies are properly connected.

[If power fails, please contact the Division of Property Management for help.\(Tel: 3620110\)](#)

- (2) (Step 2) Power on the projector

Press the RED "POWER" button on the projector remote controller to power up the projector on ceiling.

The indication light of projector would change from red to green and a start-up logo will be appeared on the projected screen, if it is successfully turned on.



[*If nothing is displayed on the projected screen, please check if the power supply of the projector is working properly.](#)

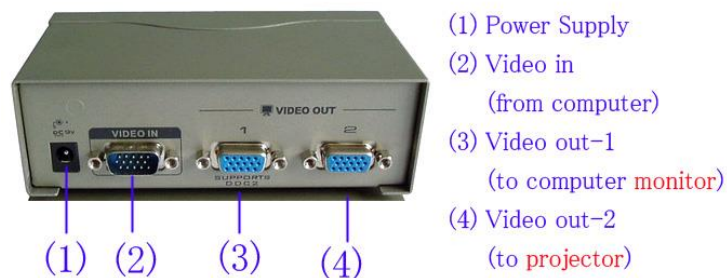
- (3) (Step 3) Power on the computer

Turn on the computer via the "POWER" button.

Both projected screen and computer monitor will display the same image, if the system is successfully boot up.



*If nothing is displayed on the projected screen, please check the cable connections between projector and computer on **the video splitter**, which can be found on/ under Instructor Desk.



(4) (Step 4) Testing the microphone

Switch the power switch on the Microphone to the “ON” position and test the microphone volume.



If there is no sound out from the microphone, please check the power of the amplifier and the cable connection of the microphone.



* The amplifier is located **on the instructor desk (Zone-D, Zone-E)** or **under the desk (Zone-B)**, or **in the wall cabinet near the entrance (Zone-C)**.

3. After class ends

- (1) (Step 1) Power off Projector

Press the RED “POWER” button on the projector remote control.

A message will be displayed to prompt user for confirmation. Press “POWER” again to confirm shut down.

(2) (Step 2) Power off Computer

In Windows operating system, click on “START” button then select “turn off computer” button.

4. Important Notice

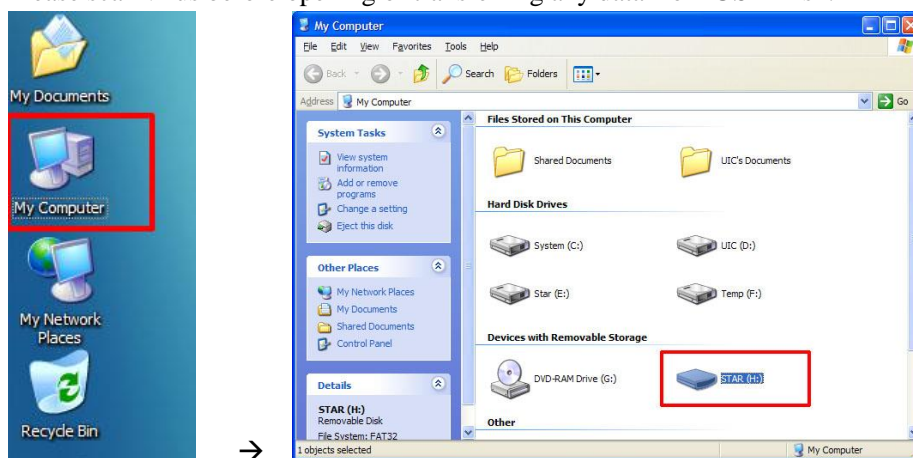
(1) Prevent the computer from virus

In order to prevent the computer from virus, please **restart the computer** before plugging in any mobile equipment ,as all previous stored files will be automatic deleted due to the auto restore feature of the computer

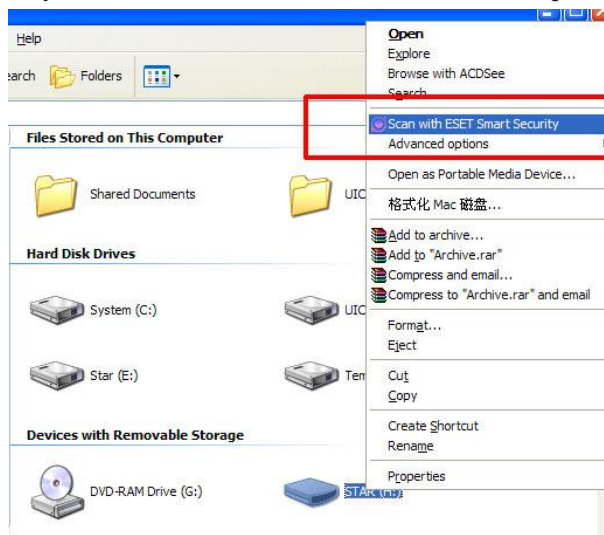
(2) Use mobile equipment (USB Disk etc)

Please plug in the equipment (USB Disk etc) After Microsoft Windows is started..

Please scan virus before opening or transferring any data from USB Disk.



Open “My computer” and right click your mobile equipment click “Scan virus with ...” (* Different classroom may have different antivirus software) in the drop-down box.



(3) Auto restore feature

After the computer restarts, all previous stored files will be automatic deleted due to the auto restore feature of the computer. Please use personal storage device to save data.

(4) Special equipment or e-learning materials

If there is special equipment or e-learning materials need to be used in the lecture, you may contact ITSC staff to make an appointment for testing in advance.

Reading or access to the untested, damage, piracy or regional restrictions of reading media such as electronic file and CD-ROM are not guaranteed.

(5) Settings of the projector

Please do not modify the parameters settings of the projector. It would be set and checked by ITSC.

(6) About instructor desk.

Please do not relocate the instructor desk or meddle with the power plug. Please also keep the furniture in original order after class.

(7) Multi-media equipment remind

During term time, ITSC will check the Multi-media classroom's equipment on every Saturday

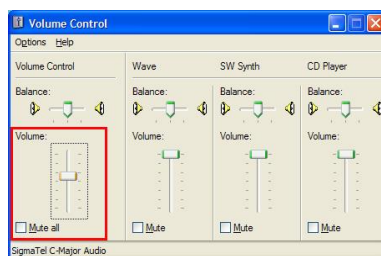
5. Q&A

(1) Computer cannot be booted up

If the computer cannot be booted up, please check the power supply.

(2) Sound files cannot be played

If the sound files cannot be played on computers, please check whether the sound system is set as "Mute" and that speaker's wire is connected to the audio output port of computer



(3) Files lost after computer restart

After the computer restarts, all previous stored files will be automatic deleted due to the auto restore feature of the computer.

(4) Internet problem

If some websites cannot be opened, please try some other browser (IE, Firefox, or Opera etc).

(5) Login problem

If you cannot login the email or MIS system of UIC, please make sure the user ID and password are correct;

(6) Microphone problem

If there is no sound coming out of microphone, please check if both amplifier and microphone are switched on.

(7) Projector problem

If the projector cannot be booted up, check whether the power and the remote controller are on.

Supporting Information

1. Classroom booking, please contact AR

- (1) Office Phone: 3620360 (Internal 8360)
- (2) Office: F301

2. Power Supply, White board markers, Dusters, Cleaning related maters, please contact Division of Property Management

- (1) Office Phone: 3620110 (Internal 8110)
- (2) service time: 24 Hours

3. Furniture, lightings, Air conditioners and Security etc, please contact ISO (Integrated Service Office)

- (1) Office Phone: 3620105 (Internal 8105)
- (2) Office: F301

4. Computer, Projector, Microphone etc, please contact ITSC

- (1) Office Phone: 3620315 (Internal 8315)
- (2) Email : itsc_support@uic.edu.hk
- (3) Office: F202
- (4) **service time:** **7:30~21:00 from Monday to Friday ; 8:30~17:30 on Saturday**
- (5) User Manual online <http://itsc.uic.edu.hk/index.php/Table/Article/Online-Manual>

End.