

Learning Environments user guide: 221 Bouverie St-B113

221 Bouverie St-B113 is a student workshop located on the basement floor of the building located at 221 Bouverie St. It contains the following equipment:

- Data projector
- Presenter laptop connectivity
- VCR/DVD player
- Amplifier
- Overhead projector.

Turning on the data projector

The data projector remote control is located in the cupboard labelled "Audio Visual Rack".

1. Ensure the remote control is switched **On**.
 - In the top left hand corner of the remote is a switch labelled **Command**, it should be in the **On** position.
2. Point the remote control at the projector & press the green button.
 - The projector takes a minute or two to warm up.
3. Select the correct input channel on the projector by pressing the **Input** button.

NOTE: The projector has 6 input channels. The active channel is displayed in the top right corner of the projection screen – press the **Input** button to scroll through these inputs.

Device	Input
Laptop.....	INPUT A
Not used.....	INPUT B
Not used.....	INPUT C
Not used.....	INPUT D
DVD/VCR.....	VIDEO
Not used.....	S-VIDEO



**Data projector
remote control**

Using your laptop

Read the user guide for connecting laptops in teaching spaces at:

<http://www.infodiv.unimelb.edu.au/tss/access/laptop.html>

The cables to connect your laptop to the projection system are located to the left of the whiteboard.

1. Connect the VGA cable to your laptops' VGA port and the audio cable (if required) to your laptop's headphone output.
2. Press the power button on your laptop - if your laptop has been in standby mode, we recommended that you restart it.

Wait while your laptop starts up.

3. Turn on the data projector and select **Input A**.

Read "Turning on the data projector" for instructions on turning on the projector & selecting the correct input.

Laptop audio

1. Turn on the amplifier.
 - The amplifier is located in the cupboard labelled "Audio Visual Rack" - you need a LEC key to open this cupboard.
2. Select the **LAPTOP** input using the knob labelled **INPUT**.
 - The amp's LCD panel will display CD.
3. Adjust volume using the **VOLUME** knob.

Playing a DVD

The DVD player is part of a VCR/DVD combo unit, it is located in the cupboard labelled "Audio Visual Rack" - you need a LEC key to open this cupboard.

The eject button and disc tray are on the left side of the combo unit.

1. Load your disc into the disc tray.
2. Turn on the data projector and select the **Video** input.

Read "Turning on the data projector" for instructions on turning on the projector & selecting the correct input.
3. Use the controls on the VCR/DVD player's front panel to play your DVD.

DVD audio

1. Turn on the amplifier.
2. Select the **VCR/DVD** input using the knob labelled **INPUT**.
 - The amp's LCD panel will display AUX.
3. Adjust volume using the **VOLUME** knob.

Playing a video tape

The video player is part of a VCR/DVD combo unit, it is located in the cupboard labelled "Audio Visual Rack" - you need a LEC key to unlock this cupboard.

The tape slot and controls are on the right side of the combo unit.

1. Load your tape into the tape slot.
2. Turn on the data projector and select the **Video** input.
Read "Turning on the data projector" for instructions on turning on the projector & selecting the correct input.
3. Use the controls on the VCR/DVD player's front panel to play your video.

Video audio

1. Turn on the amplifier.
2. Select the **VCR/DVD** input using the knob labelled **INPUT**.
 - The amp's LCD panel will display AUX.
3. Adjust volume using the **VOLUME** knob.

Using the overhead projector

Switch on the overhead projector (OHP) using the switch on the front of the unit.

If the OHP does not appear to be working, it may have blown a bulb.

- Use the globe-changing switch located on the front of the OHP to change to the spare globe.

Please report any errors or omissions in this user guide to:

les-guides@unimelb.edu.au

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