

Learning Environments user guide: Arts Centre-222

Arts Centre-222 is an eSeminar Room located on the 2nd floor of the Arts Centre building on the Parkville campus. It contains the following equipment:

- Dual boot Mac mini – runs Windows XP and OS X
- Data projector
- DVD/VCR player
- CD player
- Cassette deck
- Amplifier
- Slide projector
- Overhead projector.

The Mac mini, DVD/VCR, CD player, cassette deck, amplifier and the remote controls for these devices are all located in the cupboard labelled "Audio Visual Rack". You need a LEC key to open this cupboard.

Turning on the data projector

1. Point the remote control at the projector & press the green button.
 - The projector takes a minute or two to warm up.
2. Select the correct input channel on the projector by pressing the **Input** button.

NOTE: The projector has 4 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
Mac mini.....	INPUT A
Not used.....	INPUT B
DVD/VCR.....	VIDEO
Not used.....	S-VIDEO



**Data projector
remote control**

Amplifier settings

The amplifier is located at the bottom of the audio visual rack.

- All audio is routed through the amplifier.
- You **must** ensure the amplifier is turned on and that the correct input is selected.
- Change input using the **Input Selector** knob.
- Adjust volume using the **Volume** knob.

Device	Input
Mac mini.....	PC
DVD/VCR.....	VHS
CD.....	CD
Cassette.....	Press button labelled Cassette on/off

Using the Mac mini

Read the user guide for using Mac minis in learning spaces at:

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

The Mac mini is located in the cupboard labelled "Audio Visual Rack". You need a LEC key to open this cupboard.

1. Turn on the Mac mini.
2. Turn on the projector.
3. Select **Input A**.

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

Mac mini audio

1. Turn on the amplifier.
2. Using the knob labelled **INPUT SELECTOR**, select PC.
3. Using the knob labelled **VOLUME**, adjust Mac mini volume.

Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.

Playing a DVD

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

1. Turn on the data projector.
2. Select the **Video** input.

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

3. Load your disc into the DVD player.

- The **Open/Close** button and disc tray are on the left side of the DVD/VCR combo unit.
- The combo unit should automatically switch to DVD mode when you load a disc - otherwise press the **DVD/VCR** button to toggle between DVD & VCR playback mode.

4. Use the controls on the front panel of the DVD/VCR player, or the remote control, to play your DVD.

NOTE: DVD/VCR combo units use one set of controls to operate both DVD & VCR. Use the DVD/VCR selector button to toggle between controlling the DVD or VCR portion of the unit.

DVD audio

1. Turn on the amplifier.
2. Using the knob labelled **INPUT SELECTOR**, select VHS.
3. Using the knob labelled **VOLUME**, adjust DVD volume.

Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.

Playing a video tape

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

1. Turn on the data projector.
2. Select the **Video** input.

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

3. Load your video tape into the tape slot.

- The tape slot & eject button are located on the right side of the DVD/VCR combo unit.
 - The combo unit should automatically switch to video mode when you load a tape - otherwise press the **DVD/VCR** button to toggle between DVD & VCR playback mode.
4. Use the controls on the front panel of the DVD/VCR player, or the remote control, to play your video tape.

NOTE: DVD/VCR combo units use one set of controls to operate both DVD & VCR. Use the DVD/VCR selector button to toggle between controlling the DVD or VCR portion of the unit.

Video audio

1. Turn on the amplifier.
2. Using the knob labelled **INPUT SELECTOR**, select VHS.
3. Using the knob labelled **VOLUME**, adjust video volume.

Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.

Playing a CD

The CD player is located in the cupboard labelled "Audio Visual Rack" - you need a LEC key to unlock this cupboard.

1. Load your CD into the CD player.
2. Use the controls on the front panel of the CD player, or the remote control, to play your CD.

CD audio

1. Turn on the amplifier
2. Using the knob labelled **INPUT SELECTOR**, select CD.
3. Using the knob labelled **VOLUME**, adjust CD volume.

Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.

Playing a cassette

The cassette deck is located in the cupboard labelled "Audio Visual Rack" - you need a LEC key to unlock this cupboard.

1. Load your cassette into the cassette deck.
2. Use the controls on the front panel of the cassette deck, or the remote control, to play your cassette.

Cassette audio

1. Turn on the amplifier
2. Press the button labelled **Cassette on/off**.
3. Using the knob labelled **VOLUME**, adjust cassette volume.

Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.

Using the slide projector

The slide projector is located at the rear of the room.

1. Load your carousel onto the projector.
2. Use the controls on the slide projector to turn on the projector and display your slides.

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

The University of Melbourne has used its best endeavours to ensure that material contained in this publication was correct at the time of printing. The University gives no warranty and accepts no responsibility for the accuracy or completeness of information and the University reserves the right to make changes without notice at any time in its absolute discretion. Users of this publication are advised to reconcile the accuracy and currency of the information provided with the relevant department of the University before acting upon or in consideration of the information. Copyright in this publication is owned by the University and no part of it may be reproduced without the permission of the University