

Learning Environments user guide: Arts Centre-317

Arts Centre-317 is an eSeminar Room located on the 3rd 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
- CD/cassette player
- Amplifier
- Two slide projectors
- Overhead projector.

The Mac, DVD, VCR, CD/cassette player, amplifier and remote controls 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 3 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 |
| 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. It serves two purposes:

1. Amplifying the audio of all connected devices.

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

2. Switching the projected image between the DVD and video.

- The DVD & video use the same channel on the data projector (the **Video** input).
- Selecting **DVD** or **VCR1** with the amplifier's **Input Selector** knob routes the selected device's image to the data projector and audio to the room's speakers.
- You must ensure that the data projector is set to the **Video** input!
- Read "Turning on the data projector" for instructions on turning on the projector & selecting the correct input.

Amplifier input settings

| Device | Input |
|---------------|-------|
| Mac..... | TV |
| Video..... | VCR1 |
| DVD..... | DVD |
| Cassette..... | TAPE |
| CD..... | CD |

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. Press the power button on the Mac.
2. 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.

Mac audio

1. Turn on the amplifier
2. Select the **TV** input using the **INPUT SELECTOR** knob.
3. Adjust volume using the **Volume** knob.
 - Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.

Playing a DVD

The DVD player 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.
4. Use the controls on the DVD player's front panel to play your DVD.

DVD audio

1. Turn on the amplifier.
2. Select the **DVD** input using the **Input Selector** knob.
3. Adjust volume using the **Volume** knob.
 - Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.

Playing a video tape

The video player is located in the cupboard labelled "Audio Visual Rack".

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 video player.
4. Use the controls on the videos' front panel to play your video tape.

Video audio

1. Turn on the amplifier
2. Select the **VCR1** input using the **INPUT SELECTOR** knob.
3. Adjust volume using the **Volume** knob.
 - 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". The CD player occupies the left hand section of the combination CD/cassette player.

1. Load your disc into the CD player.
2. Use the controls on the CD player's front panel to play your CD.

CD audio

1. Turn on the amplifier.
 2. Select the **CD** input using the **INPUT SELECTOR** knob.
 3. Adjust volume using the **Volume** knob.
- 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". The cassette deck occupies the right hand section of the combination CD/cassette player.

1. Load your cassette into the cassette deck.
2. Use the controls on the cassette deck's front panel to play your cassette.

Cassette audio

1. Turn on the amplifier.
 2. Select the **TAPE** input using the **INPUT SELECTOR** knob.
 3. Adjust volume using the **Volume** knob.
- Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.

Using the slide projectors

There are two carousel slide projectors located at the rear of the room. Load your carousel onto the projector(s).

Remote controls are labelled & located in the drawer in the audio visual rack. Use these to turn on 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.

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les-guides@unimelb.edu.au

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