

Learning Environments user guide: Asia Centre-G01

Asia Centre-G01 is a student workshop (BYO laptop) located on the ground floor of the Sidney Myer Asia Centre on the Parkville campus. It contains the following equipment:

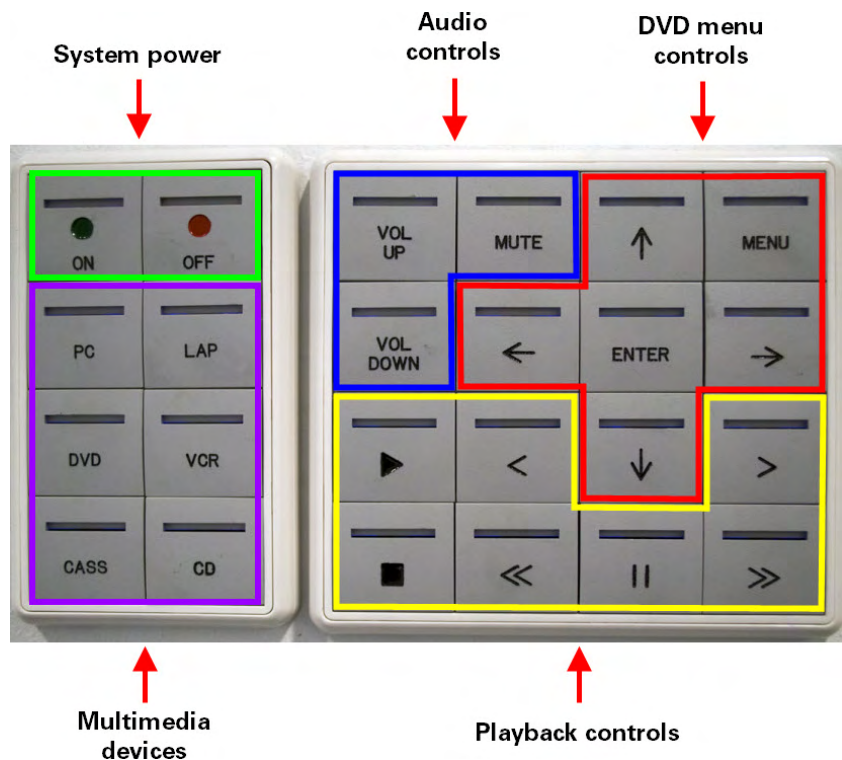
- Push-button controls
- Data projector
- Laptop connectivity
- DVD/VCR player
- CD/cassette player
- Overhead projector (OHP).

Audio visual equipment is located in the cupboard labelled "Audio Visual Rack". You need a LEC key to open this cupboard.

Using the push-button controls

The push-button control system controls all installed multimedia equipment. Operating a piece of equipment is a three step process:

1. Press the **ON** button.
 2. Press the button for the multimedia device you want to operate – **PC, LAP, DVD, VCR, CASS** or **CD**.
 3. Use the playback controls to control the selected multimedia device.
- Buttons change to red when pressed.



Turning off the multimedia system

To turn off the multimedia system, press and hold the **OFF** button.

Using your laptop

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

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

Two laptop connection panels are located at ground level on either side of the whiteboard and are labelled A and B.

The cables to connect your laptop to the projection system are located in the drawer in the audio visual rack.

1. Connect your laptop to one of the two connection panels.
2. Turn on your laptop.
3. Press **ON** on the push-button controls.
Read "Using the push-button controls" for instructions on using the push-button controls.
4. If you connected your laptop to connection panel A, press **LAP** on the push-button controls.
5. If you connected your laptop to connection panel B, press **PC** on the push-button controls.
6. Use the **VOL UP** and **VOL DOWN** buttons on the push-button controls to adjust volume.
7. When you have finished, turn off the multimedia system.

Read "Turning off the multimedia system" for instructions.

NOTE: Pressing stop on the push-button controls blanks the projection screen. Press play to start projecting again.

Playing a DVD

The DVD player is part of a DVD/VCR combo unit:

1. Press **ON** on the push-button controls.
Read "Using the push-button controls" for instructions on using the push-button controls.
2. Load your DVD into the DVD player.
3. Press **DVD** on the push-button controls.
4. Press ► (play) on the push-button controls to play your DVD.
5. Use the DVD menu controls to access the DVD's menu.
6. Use the **VOL UP** and **VOL DOWN** buttons on the push-button controls to adjust volume.
7. When you have finished, turn off the multimedia system, remembering to retrieve your DVD before turning off the system.

Read "Turning off the multimedia system" for instructions.

Playing a video tape

The video player is part of a DVD/VCR combo unit:

1. Press **ON** on the push-button controls.
Read "Using the push-button controls" for instructions on using the push-button controls.
2. Load your video tape into the video player.
3. Press **VCR** on the push-button controls.
4. Press ► (play) on the push-button controls to play your video.
5. Use the **VOL UP** and **VOL DOWN** buttons on the push-button controls to adjust volume.
6. When you have finished, turn off the multimedia system, remembering to retrieve your video tape before turning off the system.
Read "Turning off the multimedia system" for instructions.

Playing a CD

1. Press **ON** on the push-button controls.
Read "Using the push-button controls" for instructions on using the push-button controls.
2. Load your CD into the CD/cassette player.
3. Press **CD** on the push-button controls.
4. Press ► (play) on the push-button controls to play your CD or cassette.
5. Use the **VOL UP** and **VOL DOWN** buttons on the push-button controls to adjust volume.
6. When you have finished, turn off the multimedia system, remembering to retrieve your CD before turning off the system.
Read "Turning off the multimedia system" for instructions.

Playing a cassette

1. Press **ON** on the push-button controls.
Read "Using the push-button controls" for instructions on using the push-button controls.
2. Load your cassette into the CD/cassette player.
3. Press **CASS** on the push-button controls.
4. Press ► (play) on the push-button controls to play your CD or cassette.
5. Use the **VOL UP** and **VOL DOWN** buttons on the push-button controls to adjust volume.
6. When you have finished, turn off the multimedia system, remembering to retrieve your cassette before turning off the system.

Read "Turning off the multimedia system" for instructions.

Using the overhead projector

Switch on the overhead projector (OHP) using the power 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.