

## Learning Environments user guide: Cussonia Court-Room 1

Cussonia Court Room 1 is a learning suite located in the area between the Old Arts building and the Old Quadrangle building. It contains the following equipment:

- PC
- Data projector
- SMART Board
- Document camera
- VCR/DVD player
- CD player
- Overhead projector.

### Master power switch

A master power switch with a one hour timer supplies power to the document camera, VCR/DVD player, CD player & amplifier - but not the PC.

- The master power switch **must** be activated if you want to use this equipment.

The master power switch is located in the computer cupboard.

Pressing the master power switch gives you one hour of power.

- When power is activated the green light next to the switch will be illuminated.

The master power switch switches off after one hour.

Re-pressing the master power switch gives you another hour of power.



**Master power switch**

## Turning on the data projector

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 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.

<b>Device</b>	<b>Input</b>
PC.....	INPUT A
Document camera.....	INPUT B
DVD/VCR.....	VIDEO
Not used.....	S-VIDEO



**Data projector remote control**

## Amplifier settings

- The amplifier is located in the right-hand lectern cupboard.
- All audio is routed through the amplifier.

You **must** ensure the amplifier is turned on and that the correct input is selected.

- Use the knob labelled **Input Selector** to change inputs.
- Use the knob labelled **Volume** to adjust volume.

### Amplifier input settings

<b>Device</b>	<b>Input</b>
PC.....	TV
DVD/Video.....	VCR
CD.....	CD

### Amplifier troubleshooting

Make sure the **Speakers** button (located below the power button) has not been pressed.

- The **Speakers** button toggles the speakers on and off.

Make sure the **Digital Input** button has not been pressed.

- The **Digital Input** button will light up if has been pressed.

## Using the SMART Board

The SMART Board has a number of uses - projection surface, touch sensitive screen, electronic whiteboard. Read the SMART Board user guide for details:

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

## Using the PC

The PC is located in the left hand cupboard of the lectern:

1. Press the power button on the PC to turn it on.
2. Turn on the data projector.
3. Select **Input A**.
  - Read "Turning on the data projector" for instructions on turning on the projector & selecting the correct input.

## PC audio

PC audio is controlled by the amplifier.

- Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.
1. On the amplifier, select the **TV** channel using **Input Select** knob.
  2. Adjust the volume using the **Volume** knob.

## Using the document camera

Read the document camera user guide:

[http://www.infodiv.unimelb.edu.au/tss/access/doc\\_cam.html](http://www.infodiv.unimelb.edu.au/tss/access/doc_cam.html)

1. Turn on the document camera.
  - The power switch is located at the back right hand corner of the document camera.
2. Turn on the data projector.
3. Select **Input B**.
  - Read "Turning on the data projector" for instructions on turning on the projector & selecting the correct input.

## Playing a DVD

The DVD player is located in the audio visual 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 combo unit will automatically switch to DVD mode when you load a disc.
  - Playback should start automatically - if not press the **Play** button.
4. Use the controls on the front panel of the DVD/VCR player, or the remote control, to operate 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

DVD audio is controlled by the amplifier.

- Read “Amplifier settings” for instructions on turning on the amplifier & selecting the correct input.
1. On the amplifier, select the **VCR** channel using the **Input Select** knob - **do not select the DVD channel**.
  2. Adjust the volume using **Volume** knob.

## Playing a video tape

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

1. Turn on the data projector.
2. Select the **Video** input.
3. Read “Turning on the data projector” for instructions on turning on the projector & selecting the correct input.
4. Load your video tape into the tape compartment.
  - The tape compartment & eject button are located on the right side of the DVD/VCR combo unit.
  - The combo unit will automatically switch to video mode when you load a tape.
5. 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

Video audio is controlled by the amplifier.

- Read “Amplifier settings” for instructions on turning on the amplifier & selecting the correct input.
1. On the amplifier, select the **VCR** channel using the **Input Select** knob.
  2. Adjust the volume using **Volume** knob.

## Playing a CD

CD audio is controlled by the amplifier.

- Read “Amplifier settings” for instructions on turning on the amplifier & selecting the correct input.
1. On the amplifier, select the **CD** channel using the **Input Select** knob.
  2. Adjust the volume using **Volume** knob.

## 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.