

## Learning Environments user guide: Doug McDonell-619/620

Doug McDonell-619/620 is an eSeminar Room located on the 6th floor of the Doug McDonell Building on the Parkville campus. It contains the following equipment:

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

There are two independent projections systems, located at either end of the room. The west half of the room is 619, the east side of the room is 620.

The two projection systems are identical to operate, except for the extra input channels on the projector in 620, as indicated below.

### 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.

#### Settings for projector in 619:

Device	Input
Mac mini.....	INPUT A
Laptop.....	INPUT B
VCR/DVD.....	VIDEO
Not used.....	S-VIDEO

#### Settings for projector in 620:

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



**Data projector  
remote control**

## Amplifier settings

The amplifier is located in the lectern cupboard - you need a LEC key to open this cupboard:

- All audio is routed through the amplifier.
- You **must** ensure the amplifier is turned on and that the correct channel is selected.
- Use the knob labelled **INPUT** to change input channels on the amplifier.
- Use the knob labelled **VOLUME** to adjust volume.

## 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>

1. Turn on the Mac mini.
  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.

### Mac mini audio

1. Turn on the amplifier.
2. Select the channel labelled **PC**.
3. Use the knob labelled **VOLUME** to adjust volume.

## 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 on the side of the lectern cupboard.

1. Connect the VGA cable to your laptops' VGA output.
  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.

### Laptop audio

1. Connect the supplied audio cable to your laptops' headphone output.
2. Turn on the amplifier.
3. Select the channel labelled **LAPTOP**.
4. Use the knob labelled **VOLUME** to adjust volume.

## Playing a DVD

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

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

1. Turn on the amplifier.
2. Select the channel labelled **DVD/VCR**.
3. Use the knob labelled **VOLUME** to adjust volume.

## 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.
  - 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 will automatically switch to video mode when you load a tape.
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. Select the channel labelled **DVD/VCR**.
3. Use the knob labelled **VOLUME** to adjust volume.

## 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.

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

[les-guides@unimelb.edu.au](mailto:les-guides@unimelb.edu.au)

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