

Learning Environments user guide: John Medley-216B

John Medley-216B is an eSeminar room located on the 2nd floor of the John Medley Building on the Parkville campus. It contains the following equipment:

- Data projector
- PC
- Laptop connectivity
- DVD/VCR player
- Amplifier
- Slide projector x 2
- Overhead projector.

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 6 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
PC.....	INPUT A
Laptop.....	INPUT B
Not used.....	INPUT C
Not used.....	INPUT D
DVD/VCR.....	VIDEO
Not used.....	S-VIDEO



**Data
projector
remote
control**

Using the PC

The PC is located in the cupboard at the back of the room - you need a LEC key to open this cupboard. To operate & project the PC:

1. Press the power button on the front of the PC.
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

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>

Cables to connect your laptop to the projection system are located on the side of the equipment 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 **OPEN/CLOSE** button and disc tray are on the left side of the DVD/VCR combo unit.
 - The combo unit will automatically switch to DVD mode when you load a disc.
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 the 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 video player.
 - 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 the volume.

Using the slide projectors

There are two carousel slide projectors located at the rear of the room.

1. Load your carousel onto the projector(s).
2. Use the remote controls to turn on the slide projector(s) and display your slides.
 - Remote controls are labelled & located in the cupboard at the back of the room.

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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