

# Learning Environments user guide: Old Arts-204

Old Arts-204 is an eLearning studio located on the 1<sup>st</sup> floor of the Old Arts building on the Parkville campus. It contains the following equipment:

- 1 presenter dual boot iMac - runs Windows XP and OS X
- 9 student dual boot iMac - runs Windows XP and OS X
- DVD/VCR
- CD player
- Amplifier.

Remote controls for the DVD/VCR, CD player and amplifier are located in the cupboard labelled "Audio Visual Rack". You need a LEC key to open this cupboard.

Note: All computers have collaboration software installed on them (NetOp School).  
Read the user guide for more information:

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

## Amplifier settings

- The amplifier is located on the bottom shelf of the audio visual cupboard
- All audio is routed through a mixer before reaching the amplifier
- You **must** ensure the amplifier is turned on
- You **must** ensure the amplifier **Input** channel is set to **CD** - do not change **Input** channels on the amplifier
- Use the knob labelled volume to adjust volume.

## Turning on the data projector

The data projector is controlled by the remote control attached to the presenters table.

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.

Select the correct input channel on the projector by pressing the corresponding **Input** button on the remote control:

Device	Input
iMac.....	INPUT C
Laptop.....	INPUT B
DVD/VCR....	VIDEO



**Data  
projector  
remote  
control**

## Using the iMac

*iMacs start up in Windows XP by default.*

Read the user guide for using iMacs in learning spaces at:

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

The presenter's iMac is located on the presenter's table.

1. Press the power button on the presenter's iMac.
  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.

### iMac audio

Read "Amplifier settings" for additional instructions on how to use the amplifier.

1. Turn on the amplifier.
2. 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>

All cables to connect your laptop to the projection system are located at the presenter's desk.

1. Connect the VGA cable to your laptops' VGA output.
  2. Turn on the data projector and select **Input B**.
- Read "Turning on the data projector" for instructions on turning on the projector & selecting the correct input.

### Laptop audio

Read "Amplifier settings" for additional instructions on how to use the amplifier.

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

## Playing a DVD

The DVD player is part of a DVD/VCR combo unit. It 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 DVD 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

Read "Amplifier settings" for additional instructions on how to use the amplifier.

1. Turn on the amplifier.
2. 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 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.

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

Read "Amplifier settings" for additional instructions on how to use the amplifier.

1. Turn on the amplifier.
2. Use the knob labelled **Volume** to adjust volume.

## Playing a CD

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

1. Load your CD into the CD player.
2. Use the controls on the front panel of the CD player, or the remote control, to play your CD.

### CD audio

Read "Amplifier settings" for additional instructions on how to use the amplifier.

1. Turn on the amplifier.
2. 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.

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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