

## Learning Environments user guide: 234 Queensberry St-212

234 Queensberry St-212 is a learning suite, located on the 2<sup>nd</sup> floor of the 234 Queensberry St building. It contains the following equipment:

- PC
- Data projector
- SMART Board
- DVD/VCR
- Amplifier
- Overhead projector.

### Turning on the data projector

The data projector is controlled by the remote control, which looks like this:

1. Point the remote control at the projector & press the green button.  
The projector takes a minute or two to warm up.
2. 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.

Device	Input
PC.....	INPUT A
Not used.....	INPUT B
DVD/VCR.....	VIDEO
Not used.....	S-VIDEO



**Data projector  
remote  
control**

### 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>

## Amplifier settings

The amplifier is located in the right hand cupboard in the corner of the room - you need a LEC key to unlock this 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 input channels on the amplifier.
- Use the knob labelled **VOLUME** to adjust volume.

### Amplifier input settings

Device	Input
PC.....	TV
DVD/video.....	VCR

### Amplifier troubleshooting

If there is still no audio after following the instructions above, check the following common issues with this model of amplifier:

- Make sure the **SPEAKERS** button (located below the power button) has not been pressed - it toggles the speakers on and off. This will be displayed on the amplifier's LCD panel.
- Check that the **DIGITAL INPUT** button is not turned on - the **DIGITAL INPUT** button lights up if digital input is on.

## Using the PC

The PC is located in the cupboard in the corner of the room - you need a LEC key to unlock this cupboard:

1. Turn on the data projector.
2. Select **Input A**.

Read "Turning on the data projector" for instructions on turning on the projector & selecting the correct input.

### PC audio

Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.

1. Turn on the amplifier.
2. Using the **INPUT SELECTOR** knob, select **TV**.
3. Use the knob labelled **VOLUME** to adjust volume.

## Playing a DVD

The video player is part of a DVD/VCR combo unit, it is located in the cupboard in the corner of the room - you need a LEC key to unlock this 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 DVD into the DVD player.  
The **Open/Close** button and disc tray are on the left side of the DVD/VCR combo unit.  
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 instructions on turning on the amplifier & selecting the correct input.

1. Turn on the amplifier.
2. Using the **INPUT SELECTOR** knob, select **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, it is located in the cupboard in the corner of the room - you need a LEC key to unlock this 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 video tape into the video player.
4. Use the controls on the videos' front panel or the remote control to play your video tape.

### Video audio

Read "Amplifier settings" for instructions on turning on the amplifier & selecting the correct input.

1. Turn on the amplifier.
2. Using the **INPUT SELECTOR** knob, select **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.