

Learning Environments user guide: 234 Queensberry St-419

234 Queensberry St-419 is a learning suite located on the 4th floor of the building located at 234 Queensberry St. It contains the following equipment:

- PC with wireless keyboard and mouse
- Data projector
- SMART Board
- DVD
- VCR
- Switcher
- Overhead projector.

Master power button

A **master power button** with a three-hour timer controls all equipment in the presentation equipment cupboard.

The master power button is labelled “Power for Presentation Equipment” and is located to the right of the presentation equipment cupboard:

- **Pressing it once turns power on for three hours.**
- **Pressing it again turns power off.**

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 active input channel is displayed in the top right corner of the projection screen – press the **Input** button to scroll through these inputs.

Device	Input
PC or laptop.....	INPUT A
DVD or VCR.....	VIDEO



**Data
projector
remote
control**

Using the switcher

The switcher is located in the cupboard labelled "Presentation Equipment" - you need a LEC key to unlock this cupboard.



Switcher

The image and sound from the PC, laptop, DVD and VCR are routed through the switcher.

Successfully projecting the image from any of these devices is a three-step process:

1. Press the master power button.

- Read "Master power button" for more information.

2. Turn on the data projector with the remote control and select the correct data projector input.

For the DVD & VCR use the **Video** input.

For the PC or laptop use **Input A**.

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

3. Select the device you want to project on the switcher, by pressing the labelled button for that device.

For example, if you want to view a DVD, press the button labelled **DVD**.

Use the **MASTER VOLUME** knob on the switcher to adjust volume.

Using the PC

The PC is located under the presenter's table:

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.

4. Press the **PC** button on the switcher.

- Read "Using the switcher" for instructions on operating the switcher.

5. Use the **MASTER VOLUME** knob on the switcher to adjust the volume.

Wireless keyboard

If the wireless keyboard is not working, press the **RF channel** button (located in the top left-hand corner of the keyboard) - this re-links the keyboard with the receiver unit attached to the PC.

If this does not help, change the batteries - spares are kept in the drawer of the audio-visual rack in the presentation equipment cupboard.

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 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 in the cupboard labelled "Presentation Equipment" - you need a LEC key to unlock this cupboard.

1. Connect one end of the VGA cable to your laptops' VGA output; connect the other end to the socket labelled "Laptop" in the floor box next to the presenter's table.
2. Turn on the data projector and select **Input A**.
 - Read "Turning on the data projector" for instructions on turning on the projector & selecting the correct input.
3. Press the **DOC** button on the switcher.
 - Read "Using the switcher" for instructions on operating the switcher.

Playing a DVD

The DVD player is located in the cupboard labelled "Presentation Equipment" - 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. Press the **DVD** button on the switcher.

Read "Using the switcher" for instructions on operating the switcher.
4. Load your DVD into the DVD player.
5. Use the controls on the DVD player's front panel to play your DVD.
6. Use the **MASTER VOLUME** knob on the switcher to adjust the volume.

Playing a video tape

The video player is located in the cupboard labelled "Presentation Equipment" - 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. Press the **VIDEO** button on the switcher.
 - Read "Using the switcher" for instructions on operating the switcher.
4. Load your video tape into the video player.
5. Use the controls on the front panel of the video player to play your video tape.
6. Use the **MASTER VOLUME** knob on the switcher to adjust the volume.

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.

Report any errors or omissions in this user guide to:

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