

User guide for the audio visual system: Asia Centre-113

Introduction

Asia Centre-113 is a student workshop (BYO laptop) located on the first floor of the Sidney Myer Asia Centre on the Parkville campus. It contains the following equipment:

- Data projector
- Laptop connectivity
- DVD/VCR player
- CD/cassette player
- Amplifier
- Overhead projector (OHP).

Audio visual equipment and remote controls are located in the cupboard labelled “Audio Visual Rack”. You need a LEC key to open this cupboard.

Turning on the audio visual system

Press the red power button at the top of the audio visual rack to turn on audio visual equipment.

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.

Input channel	Device
INPUT A.....	Laptop 1
INPUT B.....	Laptop 2
VIDEO.....	DVD/VCR
S-VIDEO.....	Not used

**Data projector
remote control**

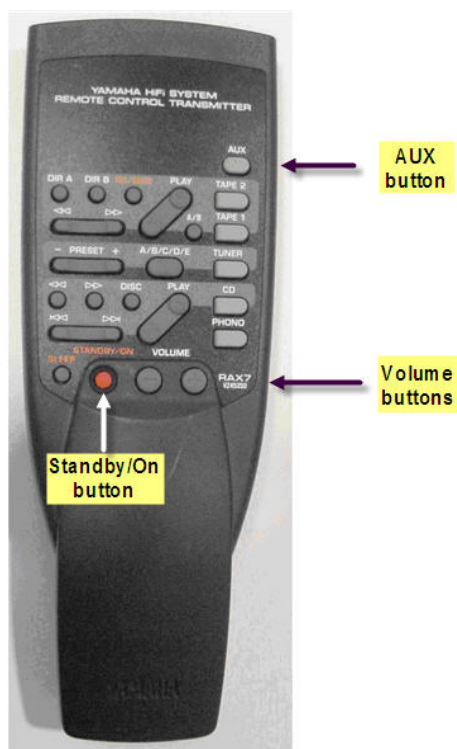
Adjusting audio

Audio is controlled by the amplifier located at the bottom of the audio visual rack.

All audio is routed through a mixer before reaching the amplifier

- You do not need to change inputs on the amplifier if you want to use another audio device (e.g. CD player or cassette deck).

All audio is automatically amplified, as long as the amplifier is turned on & set to the **Aux** channel.



If the amplifier is turned off, press the red **Standby/On** button.

- The amp must be set to the **Aux** channel.

If there is no audio:

- Check to make sure the amp is turned on.
- Check to make sure the amp is set to the **Aux** channel. Press the **Aux** button on the remote to select the **Aux** channel.

Adjust volume using the **Volume** buttons.

Amplifier remote control

Using your laptop

Read the user guide for connecting laptops in teaching spaces at:

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

Two laptop connection panels are located at ground level on either side of the whiteboard.

The cables to connect a laptop to the projection system are located in the drawer in the audio visual rack.

1. Connect your laptop to one of the two connection panels.
2. Turn on your laptop.
3. Turn on the data projector.
4. Select Input A (if connected to laptop input 1) or Input B (if connected to laptop input 2).
 - Read "Turning on the data projector" on page 1 for instructions on turning on the projector & selecting the correct input.
5. Use the amplifier remote control to adjust volume.
 - Read "Adjusting audio" on above for instructions on using the amplifier.

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” on page 1 for instructions on turning on the projector & selecting the correct input.
3. Press the **Open/Close** button to open the disc tray.
4. 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.
5. 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.

6. Use the amplifier remote control to adjust volume.
 - Read “Adjusting audio” on page 2 for instructions on using the amplifier.

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” on page 1 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.

5. Use the amplifier remote control to adjust volume.
 - Read “Adjusting audio” on page 2 for instructions on using the amplifier.

Playing a CD or cassette

1. Load your CD or cassette into the CD/cassette player.
2. Use the controls on the front panel of the CD/cassette player, or the remote control, to play your CD or cassette.
3. Use the amplifier remote control to adjust volume.
 - Read “Adjusting audio” on page 2 for instructions on using the amplifier.

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:

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