

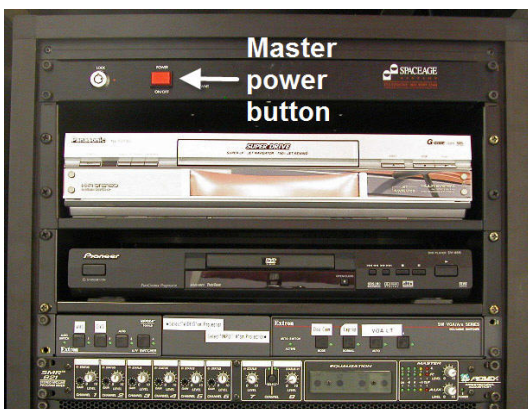
User guide for the audio visual system: 200 Berkeley St-220

Introduction

200 Berkeley St-220 is an eSeminar room located on the 2nd floor of the building located at 200 Berkeley St on the Parkville campus. It contains the following equipment:

- Data projector
- SMART Board
- Installed laptop
- Presenter laptop connectivity
- DVD player
- VCR player
- Switcher
- Audio mixer
- Overhead projector.

Turning on the audio visual system



A master power button controls all equipment in the lectern cupboard.

The master power button is located in the lectern cupboard – you need a LEC key to open this cupboard.

- Pressing the master power button once turns on the audio visual system.
- Pressing the master power button again turns off the audio visual system.

Turning on the data projector



Data projector remote control

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.

Input Channel	Device
INPUT A.....	Laptops
INPUT B.....	Not used
VIDEO.....	DVD & VCR
S-VIDEO.....	Not used

Using the switcher

The switcher is located in the lectern cupboard - you need a LEC key to unlock this cupboard.



Switcher

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

To project the image from the laptops, DVD or VCR:

1. Turn on the master power button.
 - Read the “Master power button” guide lines on page 1 for more information.
2. Turn on the data projector with the remote control and select the correct input:
 - For the DVD & VCR use the **Video** input on the remote control.
 - For the laptops use **Input A** on the remote control.

Read the “Turning on the data projector” guide lines above for instructions on how to turn on the projector & select 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**.

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 the installed laptop

The installed laptop is located in a drawer on the left hand side of the lectern - you need a LEC key to unlock the drawer.

1. Press the power button on the laptop to turn it on.
2. Turn on the data projector and select **Input A**.
Read the "Turning on the data projector" guide lines on page 2 for instructions on how to turn on the projector & select the correct input.
3. Press the **Laptop** button on the switcher.
Read the "Using the switcher" guidelines on page 2 for instructions on how to operate the switcher.
4. Use channels 3 + 4 on the audio mixer (located below the switcher) to adjust the laptop's volume.

Using your laptop

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

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

The cables to connect your laptop to the projection system are located at the lectern:

1. Connect the VGA cable to your laptops' VGA port and the audio cable (if required) to your laptop's headphone output.
2. Press the power button on your laptop - if your laptop has been in standby mode, we recommended that you restart it.
Wait while your laptop starts up.
3. Turn on the data projector and select **Input A**.
Read the "Turning on the data projector" guide lines on page 2 for instructions on how to turn on the projector & select the correct input.
4. Press the **VGA LT** button on the switcher.
Read the "Using the switcher" guidelines on page 2 for instructions on how to operate the switcher.
5. Use channels 5 + 6 on the audio mixer (located below the switcher) to adjust the laptop's volume.

Playing a DVD

The DVD player is located in the lectern cupboard - you need a LEC key to open this cupboard.

1. Turn on the data projector and select the **VIDEO** input.
Read the "Turning on the Data Projector" guide lines on page 2 for instructions on how to turn on the projector & select the correct input.
2. Press the **DVD** button on the switcher.
Read the "Using the switcher" guidelines on page 2 for instructions on how to operate the switcher.
3. Load your DVD disc into the DVD player.
4. Use the controls on the DVD player's front panel or the labelled remote control to play your DVD.
5. Use channel 8 on the audio mixer (located below the switcher) to adjust the DVD's volume.

Playing a video tape

The video player is located in the lectern cupboard - you need a LEC key to open this cupboard.

1. Turn on the data projector and select the **VIDEO** input.

Read the "Turning on the Data Projector" guide lines on page 2 for instructions on how to turn on the projector & select the correct input.

2. Press the **VHS** button on the switcher.

Read the "Using the switcher" guidelines on page 2 for instructions on how to operate the switcher.

3. Load your video tape into the video player.

4. Use the controls on the video player's front panel or the labelled remote control to play your video.

5. Use channel 7 on the audio mixer (located below the switcher) to adjust the video's 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.

Please report any errors or omissions in this user guide to:

d.collett@unimelb.edu.au

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