User guide for the audio visual system: John Medley-G24

Introduction

John Medley-G24 is a learning suite located on the ground floor of the John Medley Building (East Tower). It contains the following equipment:

- PC
- Data projector
- SMART Board
- DVD/VCR player
- CD/cassette player
- Overhead projector
- Master remote control.

Turning on the audio visual system

The audio visual (A/V) system in this room is controlled by the master remote control. It is located in the drawer of the audio visual cupboard – you need a LEC key to open this cupboard.

Master remote control

To activate the A/V system, press the labelled button for the device you want to operate:

- For example, press the DVD button if you want to play a DVD.
- This turns on the data projector & routes DVD audio to the amp.
- Use the labelled buttons on the master remote control (**Play**, **Stop**, **FFD**, **RWD**, **Pause**) to operate the VCR, DVD, cassette & CD player.
- Use the master remote control to control audio and room lighting.

Using the PC

The presenter's PC is located in the A/V rack.

1. Press the power button on the PC.
2. Press the **PC** button on the master remote control.

- Read the "Using the Master Remote Control" guide lines on page 1 for instructions on how to operate the A/V system.

3. Use the **Volume** buttons on the master remote control to adjust PC volume.

For emergency assistance with the installed equipment,
contact the TLSS service desk: ext **47064**
Non-urgent faults & enquiries email: **TSS-help@unimelb.edu.au**

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 audio visual cupboard.

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 **Laptop** button on the master remote control.

-   Read the "Using the Master Remote Control" guide lines on page 1 for instructions on how to operate the A/V system.

3. Use the **Volume** buttons on the master remote control to adjust laptop volume.

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

Playing a DVD

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

1. Press the **DVD** button on the master remote control - this will turn on the A/V system.

-   Read the "Using the Master Remote Control" guide lines on page 1 for instructions on how to operate the A/V system.

2. Load your DVD into the DVD player.

3. Use the labelled buttons on the master remote control (**Play**, **Stop**, **FFD**, **RWD**, **Pause**) to operate the DVD player.

4. Use the **Volume** buttons on the master remote control to adjust DVD volume.

Playing a video tape

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

1. Press the **VCR** button on the master remote control - this will turn on the A/V system.

-   Read the "Using the Master Remote Control" guide lines on page 1 for instructions on how to operate the A/V system.

2. Load your video tape into the video player.

3. Use the labelled buttons on the master remote control (**Play**, **Stop**, **FFD**, **RWD**, **Pause**) to operate the video player.

4. Use the **Volume** buttons on the master remote control to adjust video volume.

Playing a CD

The CD player is located in the audio visual cupboard - you need a LEC key to open this cupboard.

1. Press the **CD** button on the master remote control - this will turn on the A/V system.

- Read the "Using the Master Remote Control" guide lines on page 1 for instructions on how to operate the A/V system.

2. Load your CD into the CD player.

3. Use the labelled buttons on the master remote control (**Play**, **Stop**, **FFD**, **RWD**, **Pause**) to operate the CD player.

4. Use the **Volume** buttons on the master remote control to adjust CD volume.

Playing a cassette

The cassette player is located in the audio visual cupboard - you need a LEC key to open this cupboard.

1. Press the **Cassette** button on the master remote control - this will turn on the A/V system.

- Read the "Using the Master Remote Control" guide lines on page 1 for instructions on how to operate the A/V system.

2. Load your cassette into the cassette player.

3. Use the labelled buttons on the master remote control (**Play**, **Stop**, **FFD**, **RWD**, **Pause**) to operate the cassette player.

Use the **Volume** buttons on the master remote control to adjust cassette 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.

Please report any errors or omissions in this user guide to:
d.collett@unimelb.edu.au