

# User guide for the audio visual system: Alice Hoy-210

## Introduction

Alice Hoy-210 is a cLearning suite located on the 2nd floor of the Alice Hoy building on the Parkville campus. It contains the following equipment:

- Touch panel control system
- Data projector
- SMART board
- PC
- Laptop connectivity
- DVD/VCR player
- Overhead projector.

## Using the touch panel

The touch panel controls all installed audio visual equipment:



- Activate the touch panel by touching the touch panel screen.
- On start up, the touch panel displays the main menu.
- To control a piece of equipment, press the corresponding icon on the left hand side of the touch panel - **Computer, DVD, VHS, Compact Disc, Smartboard.**
- Pressing an icon displays controls for that piece of equipment.

### Main menu

- Pressing the question mark icon displays controls to reset or shutdown the audio visual system.

## Using the PC

The PC is located under the presenter's table:

1. Activate the touch panel by touching the touch panel screen.
2. Press the power button on the PC to turn it on.
3. Press the **Computer** button on the main menu of the touch panel.

The screen below should now be displayed:



4. Press the **PC** button.
  - This turns on the data projector and routes PC audio to the amplifier.
5. Adjust computer volume using the volume controls on the right hand side of the touch panel screen:
  - Press the up arrow to increase volume.
  - Press the down arrow to decrease volume.

Ensure computer audio is not muted!

**NOTE:** The projector takes approximately 1 minute to warm up before projecting.

## Using your laptop

Read the user guide for connecting laptops in 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 presenter's table:

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. Activate the touch panel by touching the touch panel screen.
4. Press the **Computer** button on the main menu of the touch panel.

The screen below should now be displayed:



5. Press the **Laptop** button.

This turns on the data projector and routes laptop audio to the amplifier.

6. Adjust laptop volume using the volume controls on the right hand side of the touch panel screen:

- Press the up arrow to increase volume.
- Press the down arrow to decrease volume.

Ensure laptop audio is not muted!

**NOTE:** The projector takes approximately 1 minute to warm up before projecting.

## 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 document camera

Read the document camera user guide for instructions on how to use a document camera:

[http://www.infodiv.unimelb.edu.au/tss/access/doc\\_cam.html](http://www.infodiv.unimelb.edu.au/tss/access/doc_cam.html)

1. Turn on the document camera.
  - The power switch is located at the back right hand corner of the document camera.
2. Activate the touch panel by touching the touch panel screen.
3. Press the **Computer** button on the main menu of the touch panel.

The screen below should now be displayed:



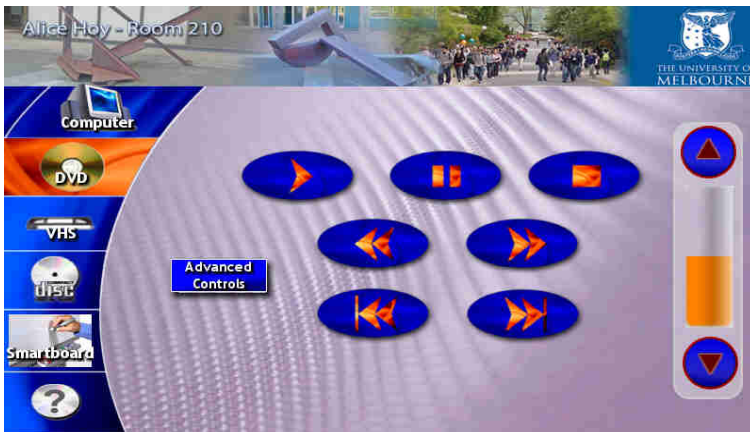
4. Press the **Doc Cam** button.

## Playing a DVD

The DVD player is part of a combination DVD/VCR player. It is located under the presenter's table:

1. Activate the touch panel by touching the touch panel screen.
2. Open the DVD drive by pressing the eject button.
3. Load your DVD into the tray & close the DVD drive.
- Do not use the controls on the DVD player's front panel to play your DVD - this is controlled by the touch panel.
4. Press the **DVD** button on the touch panel.

The screen below should now be displayed:



DVD menu

5. Use these buttons to control the DVD player.
6. Use the volume controls on the right hand side of the touch panel screen to adjust the level of DVD audio.
  - Press the up arrow to increase volume.
  - Press the down arrow to decrease volume.
7. To access the DVD's menu functions, press the **Advanced Controls** button.

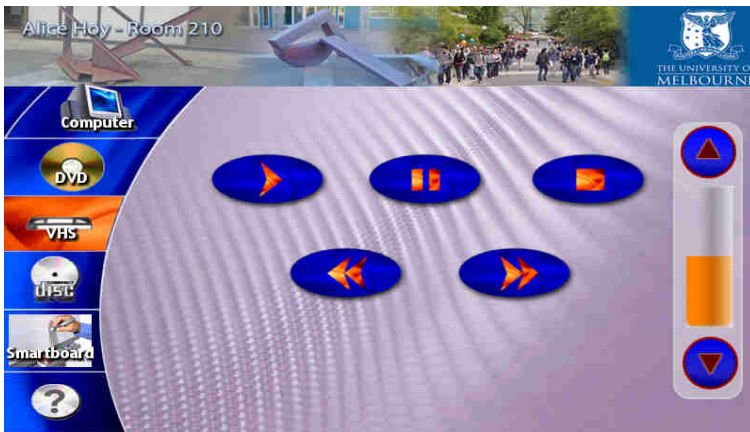
**NOTE:** The projector takes approximately 1 minute to warm up before projecting.

## Playing a video tape

The video player is part of a combination DVD/VCR player. It is located under the presenter's table:

1. Activate the touch panel by touching the touch panel screen.
2. Load your video tape into the video player.
  - Do not use the controls on the video player's front panel to play your video - this is controlled by the touch panel.
3. Press the **VHS** button on the main menu page of the touch panel.

The screen below should now be displayed:



### VHS menu

4. Use these buttons to control the video player.
5. Use the volume controls on the right hand side of the touch panel screen to adjust the level of video audio.
  - Press the up arrow to increase volume.
  - Press the down arrow to decrease volume.

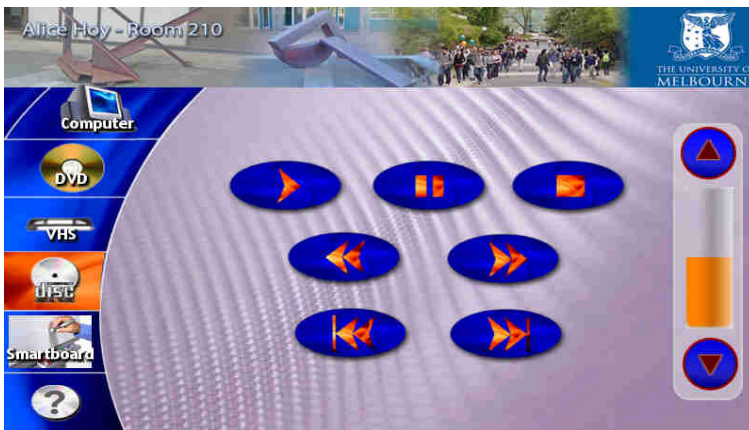
**NOTE:** The projector takes approximately 1 minute to warm up before projecting.

## Playing a CD

You can play audio CDs in the DVD drive of the combination DVD/VCR player. It is located under the presenter's table:

1. Activate the touch panel by touching the touch panel screen.
2. Open the DVD drive by pressing the eject button.
3. Load your CD into the tray & close the DVD drive.
  - Do not use the controls on the DVD player's front panel to play your DVD - this is controlled by the touch panel.
4. Press the **Compact Disc** button on the touch panel.

The screen below should now be displayed:



CD menu

5. Use these buttons to control the CD player.
6. Use the volume controls on the right hand side of the touch panel screen to adjust the level of CD audio.
  - Press the up arrow to increase volume.
  - Press the down arrow to decrease 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.

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