Introduction

Alice Hoy-225 is a learning suite located on the 2nd floor of the Alice Hoy building on the Parkville campus. It contains the following equipment:

- Touch panel control system

- Two data projectors

- SMART board

- PC

- Document camera

- Laptop connectivity

- DVD/VCR player

- Overhead projector.

Using the touch panel

The touch panel controls all installed audio visual equipment:

Main menu

- 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.

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

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 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 will display:

The PC can project onto either of two projection surfaces.

4. Select which projection surface you want to use by pressing the **PC** button for either the:

- **SMART board display**
  Located behind the presenter's table.

    ---- and/or ----

- **Main Display**
  Located on the east wall of the room.

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

5. Use the volume controls on the right-hand side of the touch panel to adjust PC audio:

- 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 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

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 will display:

Your laptop can be projected onto either of two projection surfaces.

5. Select which projection surface you want to use by pressing the **Laptop** button for either the:

- **SMART board display**
  Located behind the presenter's table.

  ---- and/or ----

- **Main Display**
  Located on the east wall of the room.

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

6. Use the volume controls on the right-hand side of the touch panel to adjust laptop audio.

- 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 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

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 will display:

The document camera can be projected onto either of two projection surfaces.

4. Select which projection surface you want to use by pressing the **Doc Cam** button for either the:

*   **SMART board display**
    Located behind the presenter's table.

    ---- and/or ----

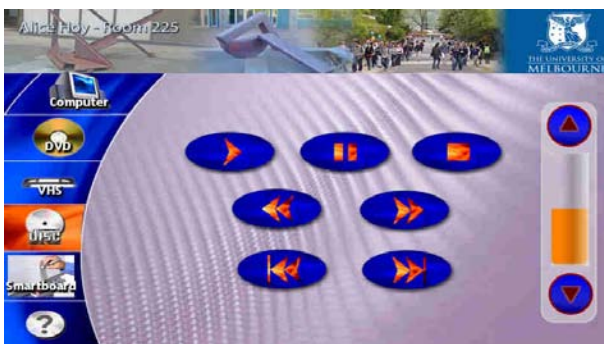5. **Main Display**
    Located on the east wall of the room.

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 combo DVD/VCR player, located under the presenter's table:

1. Activate the touch panel by touching the touch panel screen.

2. Load your disc into the DVD player

*   Do not use the controls on the DVD player's front panel to play your DVD - this is controlled by the touch panel.

3. Press the **Compact Disc** button on the touch panel.
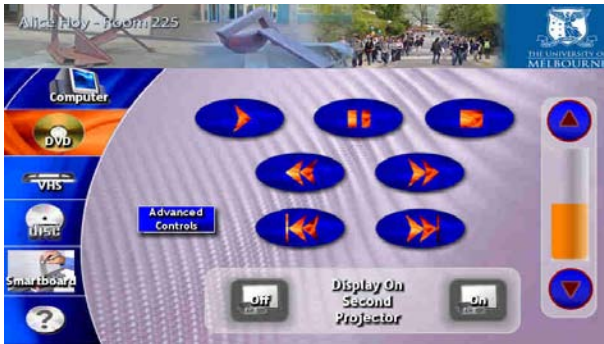
The screen below will display:

4. Use these buttons to control the CD player.

5. Use the volume controls on the right hand side of the touch panel screen to adjust CD audio.

*   Press the up arrow to increase volume.

*   Press the down arrow to decrease volume.

CD menu

Playing a DVD

The DVD player is part of a combo 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 disc into the DVD player

- Do not use the controls on the DVD player's front panel to play your DVD - this is controlled by the touch panel.

3. Press the **DVD** button on the touch panel.

The screen below will display:

4. Use these buttons to control the DVD player.

- Your DVD will display on the main display (the projection surface on the east wall of the room) by default.

- Use the **Display On Second Projector** controls to display your DVD on the SMART board display (the projection surface behind the presenter's table).

DVD menu

5. Use the volume controls on the right-hand side of the touch panel screen to adjust DVD audio.

- Press the up arrow to increase volume.

- Press the down arrow to decrease volume.

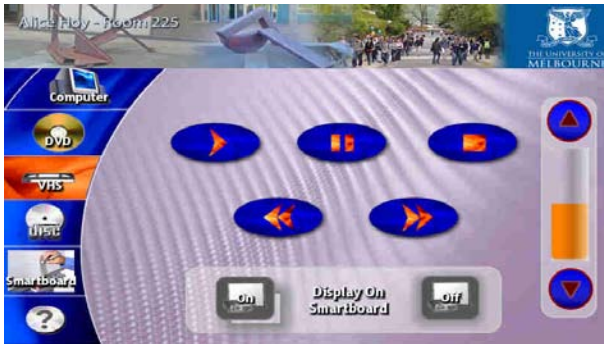6. To access DVD's menu functions, press **Advanced Controls**.

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

Playing a video tape

The video player is part of a combo 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 will display:

VHS menu

4. Use these buttons to control the video player.

- Your video will display on the main display (the projection surface on the east wall of the room) by default.

- Use the **Display On Smartboard** controls to display your video on the SMART board display (the projection surface behind the presenter's table).

5. Use the volume controls on the right-hand side of the touch panel screen to adjust 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.

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