Introduction

Alice Hoy-242 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
- 4 x data projector
- SMART board
- Media Wall
- PC
- Laptop connectivity
- Document camera
- DVD/VCR player

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 – **SMART board**, **Media wall**, **Computer**, **DVD**, **VCR**, **Aux Input**.
- 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.

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

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 Media Wall

Media Wall allows you to display multiple images from multiple devices simultaneously on the main projection surface.

PC, laptop, document camera and DVD can all be displayed simultaneously in differing viewing configurations, depending on what preset you select – see below for the four configuration presets.

1. Turn on and activate the device(s) you want to display on the Media Wall via the touch panel.

2. Press the **Media Wall** button on the main menu of the touch panel.

    The screen below will display:

Media Wall controls

3. Select a Media Wall configuration by pressing the appropriate preset button.

•   The device (PC, laptop, document camera and DVD) must be turned on and active to display!
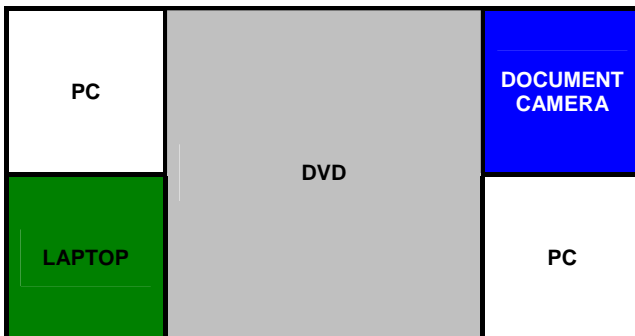
    NOTE: You must select and play the DVD via the touch panel controls *before* selecting a Media Wall preset for DVD audio to be heard.
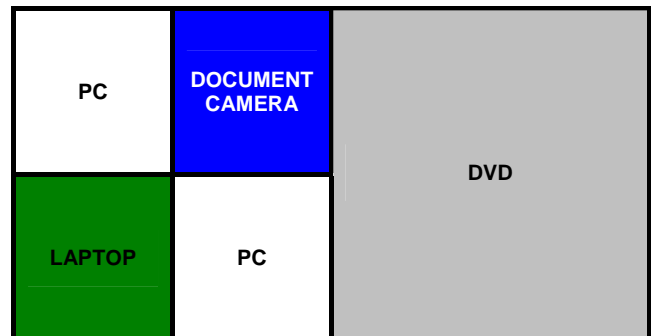
Media Wall presets

Selecting a preset on the touch panel displays devices in the following configurations:

Preset 1

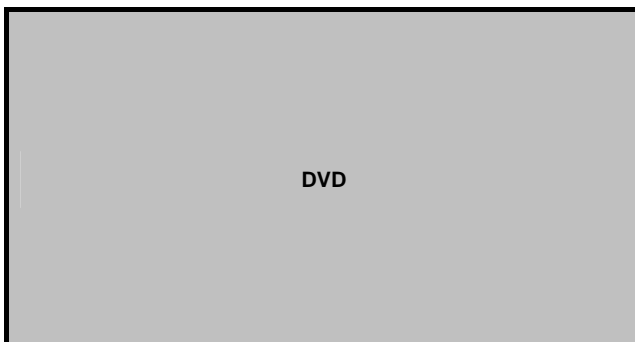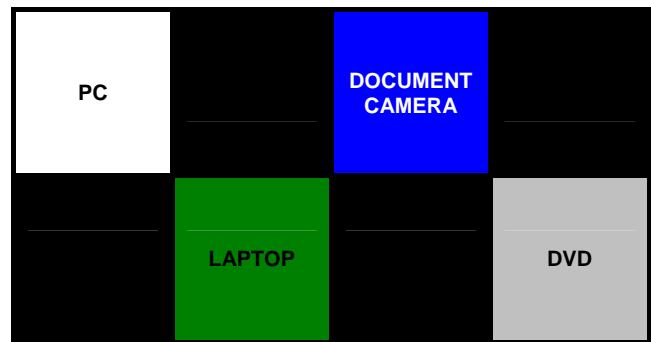

Preset 2

Preset 3

Preset 4

Using the PC

The PC is located under the presenter's table:

1. Press the power button on the PC.

2. Press the **Computer** button on the main menu of the touch panel.

   The screen below will display:

3. Press the **PC** button.

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

   - You can display the PC image on up to three projectors - you can use multiple projectors or an individual projector.

4. 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 PC audio is not muted!

The PC can also be displayed via the Media Wall. See "Using Media Wall' on page 2 for more information.

NOTE: Projectors takes approximately one minute to warm up before projecting.

Using your laptop

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

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:

5. Press the **Laptop** button.

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

- You can display the laptop image on up to three projectors - you can use multiple projectors or an individual projector.

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!

Your laptop can also be displayed via the Media Wall. See "Using Media Wall' on page 2 for more information.

NOTE: Projectors takes approximately one 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:

4. Press the **Doc** button.

*   You can display the document camera image on up to three projectors - you can use multiple projectors or an individual projector.

*   The document camera can also be displayed via the Media Wall. See "Using Media Wall' on page 2 for more information.

Playing a DVD

The DVD player is part of a combination 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 **DVD** button on the touch panel.

    The screen below should now be displayed:

4. Use these buttons to control the DVD player.

    The default aspect ratio is 16x9.

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

*   Press the up arrow to increase volume.

*   Press the down arrow to decrease volume.

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

The DVD can also be displayed via the Media Wall. See "Using Media Wall' on page 2 for more information.

NOTE: Projectors takes approximately one minute to warm up before projecting.

Playing a video tape

The video player is part of a combination DVD/VCR player, 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 **VCR** button on the main menu page of the touch panel.

    The screen below will display:

4. Use these buttons to control the video player.

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

*   Press the up arrow to increase volume.

*   Press the down arrow to decrease volume.

NOTE: Projectors takes approximately one minute to warm up before projecting.

Adjusting room lighting

There are a number of ways you can adjust room lighting from the touch panel.

*   Four preset modes of lighting (**ON**, **LEC**, **AV**, **OFF**) are displayed at the bottom of the touch panel screen. Select any of these presets to change the lighting - see "Light presets" on page 7 for more information on lighting modes.

*   You can override the lighting automation that dims teaching space lighting whenever you select a projection device from the touch panel - to do this, press the **Room** button.

The screen below will display:

Use these buttons to adjust individual banks of lights in the room.

Light presets

ON = All lights on at full strength.

LEC = Lighting dimmed to approximately 75% of full strength.

AV = Lighting dimmed to approximately 50% of full strength. Lights enter this mode whenever a projection device is selected on the touch panel, for example computer or DVD slides.

OFF = All lights off.

The touch panel "memorises" any adjustment you make to room lighting on this menu.

For example, if you are using a projection device (and are, therefore, in the **AV** light mode), and you want to increase the level of lighting over the audience, press the **Rear Fluoros** up arrow.

When you next enter the **AV** light mode (entered by selecting a projection device on the touch panel or by pressing **AV** on the touch panel), teaching space lighting will return to the level you previously set.

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

d.collett@unimelb.edu.au