Introduction

Old Arts-239 is a learning suite located on the 1st floor of the Old Arts building on the Parkville campus. It contains the following equipment:

- PC
- Data projector
- SMART Board
- DVD/VCR
- Amplifier
- Slide projector
- Overhead projector.

There is a large motorised drop down screen which can be used with the OHP and slide projector.

This screen is controlled by the switch on the wall labelled "Projection Screen Controls" located next to the phone.

Turning on the data projector

Data projector remote control

1. Ensure the remote control is switched **On**.
- In the top left hand corner of the remote is a switch labelled **Command**, it should be in the **On** position.
2. Point the remote control at the projector & press the green button.
- The projector takes a minute or two to warm up.
3. 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..........................	PC
INPUT B..........................	Not used
VIDEO............................	VCR/DVD
S-VIDEO.........................	Not used

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 the PC

The PC is located in the alcove at the front of the room.

1. Press the power button on the PC to turn it on.

2. Turn on the data projector.

3. Select **Input A**.

   Read "Turning on the data projector" on page 1 for instructions on how to turn on the projector & select the correct input.

PC audio

1. Turn on the amplifier.

2. Select the channel labelled **PC**.

3. Use the knob labelled **Volume** to adjust the volume.

Playing a DVD

The DVD player is part of a DVD/VCR combo unit:

1. Turn on the data projector.

2. Select the **Video** input.

   Read "Turning on the data projector" on page 1 for instructions on how to turn on the projector & select the correct input.

3. Load your DVD disc into the DVD player

- The combo unit will automatically switch to DVD mode when you load a disc.

- Playback should start automatically - if not press the **Play** button.

4. Use the controls on the front panel of the DVD/VCR player, or the remote control, to operate your DVD.

NOTE: DVD/VCR combo units use one set of controls to operate both DVD & VCR. Use the DVD/VCR selector button to toggle between controlling the DVD or VCR portion of the unit.

DVD audio

1. Turn on the amplifier.

2. Select the channel labelled **VCR**.

3. Use the knob labelled **Volume** to adjust the volume.

Playing a video tape

The video player is part of a DVD/VCR combo unit:

1. Turn on the data projector.

2. Select the **Video** input.

   Read "Turning on the data projector" on page 1 for instructions on how to turn on the projector & select the correct input.

3. Load your video tape into the tape compartment.

- The tape compartment & eject button are located on the right side of the DVD/VCR combo unit.

- The combo unit will automatically switch to video mode when you load a tape.

4. Use the controls on the front panel of the DVD/VCR player, or the remote control, to play your video tape.

NOTE: DVD/VCR combo units use one set of controls to operate both DVD & VCR. Use the DVD/VCR selector button to toggle between controlling the DVD or VCR portion of the unit.

Video audio

1. Turn on the amplifier.

2. Select the channel labelled **VCR**.

3. Use the knob labelled **Volume** to adjust the volume.

Using the slide projector

The slide projector is stored in the cupboard above the PC.

1. Remove the projector and set it up facing the motorised drop down screen.

- This screen is controlled by the switch on the wall near the PC labelled "Projection Screen Controls".

2. Load your carousel onto the projector.

3. Turn on the projector.

4. Adjust image size and focus.

5. Use the remote control display your slides.

Using the overhead projector

1. Switch on the overhead projector (OHP) using the power switch on the front of the unit.

2. 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.

  Use the motorised drop down screen as a projection surface.

  This screen is controlled by the switch on the wall near the PC labelled "Projection Screen Controls".

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

d.collett@unimelb.edu.au