

User guide for the audio visual system: 234 Queensberry St-212

Introduction

234 Queensberry St-212 is a learning suite, located on the 2nd floor of the 234 Queensberry St building. It contains the following equipment:

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

Turning on the data projector

The data projector is controlled by the remote control, which looks like this:



1. Point the remote control at the projector & press the green button.
The projector takes a minute or two to warm up.
2. 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.....	DVD/VCR
S-VIDEO.....	Not used

**Data projector
remote control**

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>

Amplifier settings

The amplifier is located in the right hand cupboard in the corner of the room - you need a LEC key to unlock this cupboard.

- All audio is routed through the amplifier.
- You **must** ensure the amplifier is turned on and that the correct input is selected.
- Use the knob labelled **INPUT SELECTOR** to change input channels on the amplifier.
- Use the knob labelled **VOLUME** to adjust volume.

Amplifier input settings

Device	Input
PC.....	TV
Video/DVD.....	VCR

Amplifier troubleshooting

If there is still no audio after following the instructions above, check the following common issues with this model of amplifier:

- Make sure the **SPEAKERS** button (located below the power button) has not been pressed - it toggles the speakers on and off. This will be displayed on the amplifier's LCD panel.
- Check that the **DIGITAL INPUT** button is not turned on - the **DIGITAL INPUT** button will light up if digital input is on.

Using the PC

The PC is located in the cupboard in the corner of the room - you need a LEC key to unlock this cupboard:

- Turn on the data projector and select **INPUT A**.
Read the "Turning on the data projector" guide lines on page 1 for instructions.

PC audio

Read the "Amplifier settings" guide lines above for instructions on how to turn on the amplifier & select the correct input.

1. Turn on the amplifier.
2. Using the **INPUT SELECTOR** knob, select **TV**.
3. Use the knob labelled **VOLUME** to adjust volume.

Playing a DVD

The video player is part of a DVD/VCR combo unit, it is located in the cupboard in the corner of the room - you need a LEC key to unlock this cupboard:

1. Turn on the data projector and select the **VIDEO** input.
Read the "Turning on the data projector" guide lines on page 1 for instructions.
2. Press the **OPEN/CLOSE** button to open the disc tray.
The **OPEN/CLOSE** button and disc tray are on the left side of the DVD/VCR combo unit.
3. Place your DVD in the tray, label side up.
4. Press the **OPEN/CLOSE** button again to close the tray.
The combo unit will automatically switch to DVD mode when you load a disc.
Playback should start automatically - if not press the **PLAY** button.
5. 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

Read the "Amplifier settings" guide lines above for instructions on how to turn on the amplifier & select the correct input.

1. Turn on the amplifier.
2. Using the **INPUT SELECTOR** knob, select **VCR**.
3. Use the knob labelled **VOLUME** to adjust volume.

Playing a video tape

The video player is part of a DVD/VCR combo unit, it is located in the cupboard in the corner of the room - you need a LEC key to unlock this cupboard:

1. Turn on the data projector and select the **VIDEO** input.
Read the "Turning on the data projector" guide lines on page 1 for instructions.
2. Turn on the amplifier and select **VCR**.
Read the "Amplifier settings" guide lines on page 2 for instructions on turning on the amplifier & selecting the correct channel.
3. Use the controls on the videos' front panel or the remote control to play your video tape.

Video audio

Read the "Amplifier settings" guide lines above for instructions on how to turn on the amplifier & select the correct input.

1. Turn on the amplifier.
2. Using the **INPUT SELECTOR** knob, select **VCR**.
3. Use the knob labelled **VOLUME** to adjust 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.