User guide for the audio visual system: 234 Queensberry St-521

Introduction

234 Queensberry St-521 is an eSeminar room located on the 5th floor of the building at 234 Queensberry St. It contains the following equipment:

- Touch panel control system
- SMART Board
- 2 data projectors
- PC
- DVD
- VCR
- Overhead projector.

Using the touch panel

The touch panel controls all installed audio visual equipment:

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

Main Menu

On start up, the touch panel will display the **MAIN MENU** page:

- To control a piece of equipment, press the corresponding icon on the left hand side of the touch panel - **LAPTOP**, **DVD**, **VHS, CD** or **SMART BOARD**
- Pressing an icon displays controls for that piece of equipment
- Pressing the question mark icon in the bottom right corner of the touch panel screen 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

NOTE: The installed PC can be projected onto either the SMART Board or the projection surface behind the lectern.

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 cupboard next to the SMART Board - you need a LEC key to unlock this cupboard.

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

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

3. Press the **SMARTBOARD** button on the main menu page of the touch panel - the screen below should now be displayed.

The PC can be projected onto either of the two projection surfaces.

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

1. **SMART BOARD DISPLAY** or;

2. **SMART BOARD DISPLAY FOR SECOND PROJECTOR**

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

PC wireless keyboard & mouse

A wireless keyboard and mouse are located next to the PC monitor - please return the mouse to the charging cradle when finished.

NOTE: If the wireless keyboard is not functioning correctly, press the **RF CHANNEL** button (located in the top left-hand corner of the keyboard) - this re-links the keyboard with the receiver unit attached to the PC.

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 on the side of the lectern:

1. Connect the VGA cable to the laptops' VGA port and the audio cable (if required) to your laptop's headphone output

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

3. Press the **LAPTOP** button on the main menu page of the touch panel - the screen below should now be displayed

4. Press **LAPTOP ON** to project the laptop image onto the projection surface behind the lectern.

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

Playing a DVD

The DVD player is located in the cupboard in the lectern - you need a LEC key to unlock this cupboard.

1. Load your DVD 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

2. Press the **DVD** button on the main menu page of the touch panel - the screen below should now be displayed
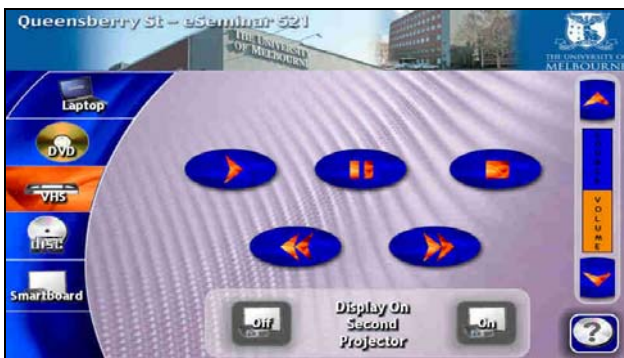

3. Use these buttons to control the DVD player

- To access the DVD's menu functions, press the **ADVANCED CONTROLS** button

- The DVD image projects onto the projection surface behind the lectern

- Pressing **DISPLAY ON SECOND PROJECTOR** will project onto the SMART Board.

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

Playing a video tape

The video player is located in the cupboard in the lectern - you need a LEC key to unlock this cupboard.

1. 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

2. Press the **VHS** button on the main menu page of the touch panel - the screen below should now be displayed.
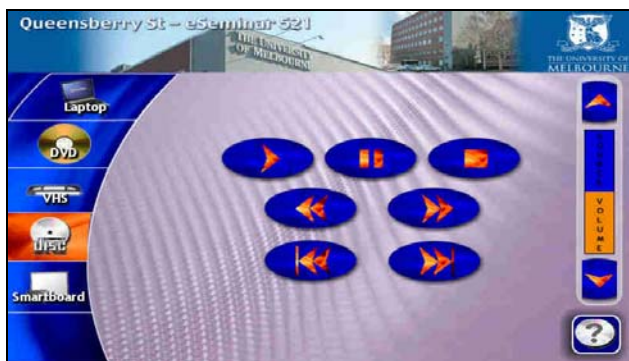

3. Use these buttons to control the video player

- The video image projects onto the projection surface behind the lectern

- Pressing **DISPLAY ON SECOND PROJECTOR** will project onto the SMART Board.

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

Playing a CD

CD's can be played through the DVD player. The DVD player is located in the cupboard in the lectern - you need a LEC key to unlock this cupboard.

1. Load your CD into the DVD player

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

2. Press the **COMPACT DISC** button on the main menu page of the touch panel - the screen below should now be displayed

3. Use these buttons to play & control your CD.

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