THE UNIVERSITY OF
MELBOURNE

Introduction

234 Queensberry St-G05 is a learning suite located on the ground floor of the 234 Queensberry St building. It contains the following equipment:

- PC with a wireless keyboard & mouse
- Data projector
- SMART Board
- DVD
- VCR
- Switcher
- Overhead projector.

Master power button

A **master power button** with a three-hour timer controls power to all equipment in the presentation equipment cupboard.

The master power button is labelled "Power for Presentation Equipment" and is located to the right of the presentation equipment cupboard:

- Pressing the master power button once turns power on for three hours.
- Pressing the master power button again turns power off.

Turning on the data projector

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

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 6 input channels: **INPUT A**, **INPUT B**, **INPUT C**, **INPUT D**, **VIDEO,** & **S-VIDEO**. The active channel will be displayed in the top right corner of the projection screen – use the **INPUT** button to scroll through these inputs.

Data projector remote control

Input Channel	Device
INPUT A......................	PC or Laptop
INPUT B......................	Not used
INPUT C......................	Not used
INPUT D......................	Not used
VIDEO.........................	DVD or VCR
S-VIDEO.....................	Not used

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 switcher

The switcher is located in the cupboard labelled "Presentation Equipment" - you need a LEC key to unlock this cupboard.

Switcher

The image and sound from the PC, laptop, DVD and VCR are routed through the switcher. Successfully projecting the image from any of these devices is a three-step process:

1. Turn on the master power button:

    Read the "Master power button" guide lines on page 1 for more information.

2. Turn on the data projector with the remote control and select the input on the data projector for the device you want to use:

*   For the DVD & VCR use the **VIDEO** input.

*   For the PC or laptop use **INPUT A**.

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

3. Select the device you want to project on the switcher by pressing the labelled button for that device:

*   For example, if you want to view a DVD, press the button labelled **DVD**.

4. Use the **MASTER VOLUME** knob on the switcher to adjust volume.

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 the PC

The PC is located under the presenter's table:

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

2. Turn on the data projector and select **INPUT A**.

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

3. Ensure that the switcher is turned on and the **PC** channel has been selected.

    Read the "Using the switcher" guidelines on page 2 for instructions on how to operate the switcher.

4. Use the **MASTER VOLUME** knob on the switcher to adjust the volume.

NOTE: If the wireless keyboard is not working, 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.
If this does not help, change the batteries - spares are kept in a drawer in the presentation equipment cupboard.

Using your laptop

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

http://www.infodiv.unimelb.edu.au/tss/access/laptop.html

Cables to connect your laptop to the projection system are located in the cupboard labelled "Presentation Equipment" - you need a LEC key to unlock this cupboard.

1. Connect one end of the VGA cable to your laptops' VGA port; connect the other end to the socket labelled "Laptop" in the floor box next to the presenter's table.

2. Turn on the data projector and select **INPUT A**.

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

3. Ensure that the switcher is turned on and the **DOC** channel has been selected.

   Read the "Using the switcher" guidelines on page 2 for instructions on how to operate the switcher.

Playing a DVD

The DVD player is located in the cupboard labelled "Presentation Equipment" - 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 on how to turn on the projector & select the correct input.

2. Ensure that the switcher is turned on and the **DVD** channel has been selected.

   Read the "Using the switcher" guidelines on page 2 for instructions on how to operate the switcher.

3. Load your DVD disc into the DVD player.

4. Use the controls on the DVD player's front panel to play your DVD.

5. Use the **MASTER VOLUME** knob on the switcher to adjust the volume.

Playing a video tape

The video player is located in the cupboard labelled "Presentation Equipment" - 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 on how to turn on the projector & select the correct input.

2. Ensure that the switcher is turned on and the **DVD** channel has been selected.

   Read the "Using the switcher" guidelines on page 2 for instructions on how to operate the switcher.

3. Load your video tape into the video player.

4. Use the controls on the front panel of the video player to play your video tape.

5. Use the master volume knob on the switcher to adjust the volume.

Using the overhead projector

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

If the OHP does not appear to be working, it may have blown a bulb.

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

d.collett@unimelb.edu.au