

## User guide: Baillieu Library-127 [eLearning studio 2]

Baillieu Library-127 [eLearning studio 2] is located in the Percy Baxter Learning Centre, on the 1<sup>st</sup> floor of the Baillieu Library building on the Parkville campus. It contains the following equipment:

- Dual data projectors
- Push-button controls
- 1 presenters PC
- 16 student PCs
- Laptop connectivity
- DVD/VCR player
- Lapel microphone - located in the drawer of the presenters' desk.
- Wireless - more information about wireless at the University of Melbourne here:

<https://its.unimelb.edu.au/help/networks-access/networks-internet/connect-wireless>

### Using the push-button controls

The push-button control system controls all installed multimedia equipment. Operating multimedia equipment involves the following steps:

1. Browsing multimedia devices using the  $\wedge$  and  $\vee$  buttons.

Pressing the  $\wedge$  and  $\vee$  buttons scrolls through a list of available multimedia equipment.

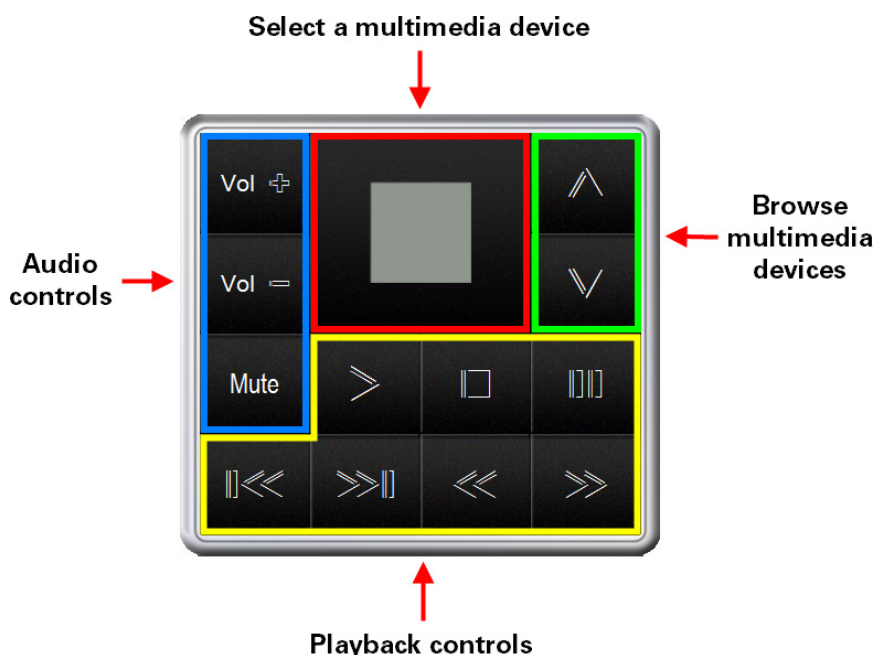
The name of the selected multimedia device displays on the LCD screen in the centre of the controls.

2. Selecting a device by pressing the **Select** button.

Selecting a device turns on the data projectors and routes audio to the room's speakers.

3. Using the playback controls to control the selected multimedia device.

- Buttons change to red when pressed.



## Turning off the multimedia system

To turn off the multimedia system:

1. Press **▲** until "System off Press here to select" displays on the push-button controls' LCD screen.
2. Press the **Select** button.

## Using the PC

1. Turn on the PC.
2. Press **▲** until "PC Press here to select" displays on the push-button controls' LCD screen.  
Read "Using the push-button controls" for instructions on using the push-button controls.
3. Press the **Select** button.
4. Use the audio controls to adjust PC audio.
5. When you have finished, turn off the PC and the multimedia system.  
Read "Turning off the multimedia system" for instructions.

NOTE: Pressing **□** blanks the projected image - pressing **➤** displays the projected image.

## Using your laptop

The cables to connect your laptop to the projection system are located next to the equipment rack:

1. Connect the VGA cable to your laptops' VGA output and the audio cable (if required) to your laptop's headphone output.
2. Press **▲** until "Laptop Press here to select" displays on the push-button controls' LCD screen.  
Read "Using the push-button controls" for instructions on using the push-button controls.
3. Press the **Select** button.
4. Use the audio controls to adjust laptop audio.
5. When you have finished, turn off the multimedia system.  
Read "Turning off the multimedia system" for instructions.

NOTE: Pressing **□** blanks the projected image - pressing **➤** displays the projected image.

## Playing a DVD

The DVD player is part of a combination DVD/VCR player and is located in the equipment rack next to the presenters' desk.

1. Press **▲** until "DVD Press here to select" displays on the push-button controls' LCD screen.  
Read "Using the push-button controls" for instructions on using the push-button controls.
2. Press the **Select** button.
3. Load your DVD into the DVD player.
4. Use the playback controls to play your DVD.
5. Use the audio controls to adjust DVD audio.
6. When you have finished, turn off the multimedia system, remembering to retrieve your DVD before turning off the system.  
Read "Turning off the multimedia system" for instructions.

## Playing a video tape

The video player is part of a combination DVD/VCR player and is located in the equipment rack next to the presenters' desk.

1. Press **▲** until "VHS Press here to select" displays on the push-button controls' LCD screen.  
Read "Using the push-button controls" for instructions on using the push-button controls.
2. Press the **Select** button.
3. Load your video tape into the video player.
4. Use the playback controls to play your video.
5. Use the audio controls to adjust video audio.
6. When you have finished, turn off the multimedia system, remembering to retrieve your video tape before turning off the system.  
Read "Turning off the multimedia system" for instructions.

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