

# Learning Environments user guide: Richard Berry-215

Richard Berry-215 is a learning suite located on the 2<sup>nd</sup> floor of the Richard Berry building on the Parkville campus. It contains the following equipment:

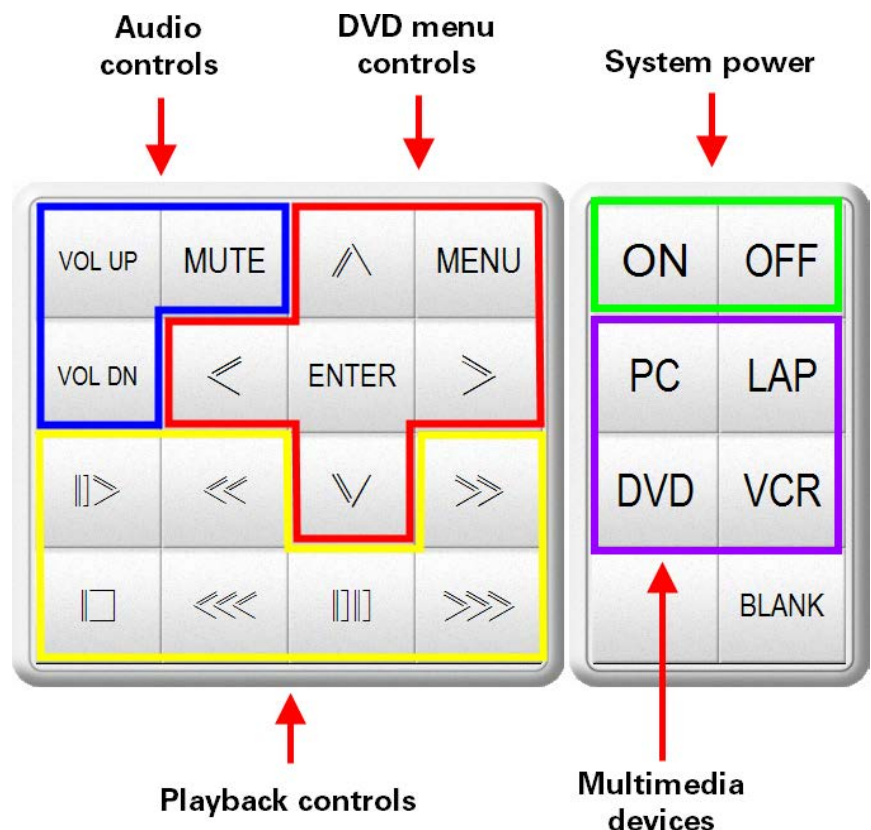
- Data projector
- Dual boot iMac – runs Windows and OS X
- Laptop connectivity
- DVD/VCR
- Overhead projector
- Wireless - more information about wireless at the University of Melbourne here:

<http://www.its.unimelb.edu.au/support/networks/wireless>

## Using the push-button controls

The push-button control system controls all installed multimedia equipment. Operating a piece of equipment is a three step process:

1. Press the **ON** button.
  2. Press the button for the multimedia device you want to operate – **PC**, **LAP**, **DVD**, or **VCR**.
  3. Use the playback controls to control the selected multimedia device.
- Pressing **Blank** once turns off the projected image; press **Blank** again to turn on the projected image.



## Turning off the multimedia system

To turn off the multimedia system, press and hold the **OFF** button.

## Using the iMac

Read the user guide for using iMacs in learning spaces:

<http://le.unimelb.edu.au/room/imac.html>

1. Press the power button on the iMac, which is located at the rear of the iMac in the bottom left corner (if you are facing the front of the iMac).
2. Press **ON** on the push-button controls.  
Read "Using the push-button controls" for instructions on using the push-button controls.
3. Press **PC** on the push-button controls.
4. Use the **VOL UP** and **VOL DN** buttons on the push-button controls to adjust volume.
5. When you have finished, turn off the multimedia system.  
Read "Turning off the multimedia system" for instructions.

## Using your laptop

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

<http://le.unimelb.edu.au/room/laptop.html>

The cables to connect your laptop to the multimedia system are located at the cupboard next to the white board:

1. Connect the VGA cable to your laptops' VGA output and the audio cable (if required) to your laptop's headphone output.
2. Press **ON** on the push-button controls.  
Read "Using the push-button controls" for instructions on using the push-button controls.
3. Press **LAP** on the push-button controls.
4. Use the **VOL UP** and **VOL DN** buttons on the push-button controls to adjust volume.
5. When you have finished, turn off the multimedia system.  
Read "Turning off the multimedia system" for instructions.

## Playing a DVD

The DVD player is part of a DVD/VCR combo unit located in the cupboard next to the white board:

1. Press **ON** on the push-button controls.  
Read "Using the push-button controls" for instructions on using the push-button controls.
2. Press **DVD** on the push-button controls.
3. Load your DVD into the DVD player.
4. Press ► (play) on the push-button controls to play your DVD.
5. Use the DVD menu controls to access the DVD's menu.
6. Use the **VOL UP** and **VOL DN** buttons on the push-button controls to adjust volume.
7. 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 DVD/VCR combo unit located in the cupboard next to the white board:

1. Press **ON** on the push-button controls.  
Read "Using the push-button controls" for instructions on using the push-button controls.
2. Press **VCR** on the push-button controls.
3. Load your video tape into the video player.
4. Press ► (play) on the push-button controls to play your video.
5. Use the **VOL UP** and **VOL DN** buttons on the push-button controls to adjust volume.
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.

## 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.

- Use the globe changing switch located on the front of the OHP to change to the spare globe.

Report any errors or omissions in this user guide to:

[les-guides@unimelb.edu.au](mailto:les-guides@unimelb.edu.au)

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