

PLEASE CALL 88555 FOR ASSISTANCE

Instructions for use of the AV Equipment in Lecture Theatres

1. Upon entering room press the touch panel to activate system. This screen is the interface to control all the AV equipment in this lecture theatre.
2. Select the light button on the touch screen and select “turn fluorescent lights on” (button on the touch screen should read “fluorescent lights off”, hold for two seconds)
3. Select the required AV equipment from the touch panel screen (the icon should change colour).
4. Choose from Hi8 VHS VCR (for recording the lecture), MULTISTD VHS VCR (for use when stereo quality is needed), DVD (to play DVD titles), SCREEN (drops the screen), CASSETT (to play standard audio cassettes) SLIDES (to project slides), VISUAL PRESENTER, MIC VOLUME (to adjust the volume of the microphones), CAMERA (used in conjunction with the Hi8 VCR to record the lecture) AVPC/LAPTOP (log on and use the AVPC to display presentations and web sites. Connect a laptop to the lectern VGA and Data-cable to access the UniSA network).
5. The Slide Projectors, Visual Presenters and VCR’s that are not mounted in the AV rack must be manually powered up
6. When the session is complete press and hold the RED BUTTON bottom right hand corner of the touch screen until the screen goes up and the projector goes into cool down mode.
7. PLEASE LOG OFF AND SHUT DOWN THE AVPC
8. PLEASE SWITCH THE RADIO MIC OFF AND REPLACE IT IN THE DRAW.
9. PLEASE CALL 88555 FOR ANY ASSISTANCE

The list of the Lecture Theatres with the above panels are as follows

City West	BH2-09 HH4-08 HH5-08
Magill Campus	H1-44 D1-20 B1-55 C1-79
Underdale Campus	H1-07 H1-08
City East Campus	CB3-16 CB4-16 Kerr Grant Theatre P3-20
Mawson Lakes Campus	GP1-09 F1-24 F1-25 H1-35