



THE UNIVERSITY OF
NOTRE DAME
AUSTRALIA

AV SYSTEM INSTRUCTIONS 2010

Dear Staff

This booklet has been designed to assist and support lecturing at The University of Notre Dame Australia.

It includes an audit of all Audio Visual and IT resources available in the major lecture venues as well as details of software that is available and supported by the University. As well as an audit it also outlines how to use the equipment within a particular venue. Please be reminded that each school has two laptops and two data projectors for portable use in smaller venues. These are administered by the respective school administrative staff.

To supplement this booklet, an A4 copy of the same instructions has been placed within the respective teaching venues.

As with all lecturing, staff need to ensure that they have done their own preparation and/or familiarisation with a particular venue and equipment therein. Should an update or run through with the use of a particular venue and its equipment be required, please book a time with Chris Kern at ckern@nd.edu.au. Some general sessions will be scheduled on the use of equipment for new and current staff.

The success of the AV and IT reliability relies on staff being conscious that others will be following them into venues. Please do not change settings, remove connections or alter any of the equipment. This can lead to frustration for fellow lecturers and support staff.

Should staff experience any difficulties with a venue please call the help desk on 777. The helpdesk process is detailed on page 4 of this booklet. The help desk has been instructed that teaching support comes first above all other support at the University. If there are further concerns with the system or support structure, please report them to the Dean.

The reliability and quality of teaching venues is of the highest priority and is not negotiable. The focus is on teaching and learning and the resources that support this.

Venue Details 2010

University Building Reference	ROOM	DESCRIPTION OF VENUE	CAPACITY					OHP	PC	PROJ	TV	VCR	DVD	Wheel Chair Access	PROJECTOR NOTES and OTHER NOTES (Note: Venues that have a built in PC have access to the WEB)	UNIVERSITY BUILDING
			DESKS & CHAIRS	TABLETS	BENCHES	CHAIRS ONLY	EXAM									
1	103	TIERED Lecture Theatre	120			4		Y	Y	Y		Y	Y	Y	Laptop point	Lecturer Theatre
	106	Lecture	200				140	#	Y	Y		Y	Y	Y	Laptop point	Foley Hall- Main Admin Building
	201	Computer Lab	36 Computers					#	Y	Y		Y	Y	Y	Laptop point	Main Administration Building
	203	Lecture	70					#	Y	Y		Y	Y	Y	Laptop point	Main Administration Building
	205	Lecture	36				25	Y	*	*	Y	Y	Y	Y	* Projector & Laptop at IT Service Desk	Main Administration Building
3	101	Media / Comms Lab	32					#	Y	Y		Y	Y	Y	Laptop point	Comms Lab-Prindiville Hall
	102	Studio / Theatre	0					Y			Y	Y	Y	Y		Theatre Studies- Prindiville Hall
3/102-Timetabling or CS to check availability with J.O'Connell before confirming booking.																
5	106	Lecture	40					#	Y	Y		Y	Y	Y	Laptop point	P & O Hotel
	108	Lecture	52				35	Y	Y	Y		Y	Y	Y	Laptop point	
	113	Lecture	68					Y	Y	Y		Y	Y	Y	Laptop point	
6	100	Gym-Student Recreation Hall					230	Y			Y	Y	Y	Y	Book Gym directly with Health Sciences-Emma Blakely - eblakely@nd.edu.au	
11	101	Lecture	98				65	Y	Y	Y		Y	Y	Y	Laptop point	Law Building
	202	Lecture	40					Y		Y	Y	Y	Y	Y	TV/VCR combo player on stand	
	203	Lecture	30					Y		Y	Y	Y	Y	Y	TV/VCR combo player on stand	
14	117	Lecture	25					Y	Y		Y	Y	N	Computer + Monitor	Law Building	
16	100	Lecture	35					Y			Y	Y			Laptop point -**avoid putting maximum number into 16/201 when Projection required, as screen size is restricted due to the shape of the room	Medicine Building
	108	Lecture	25					Y								
	110	Lecture	25					Y								
	201	Lecture	96**				69	#	Y	Y		Y	Y	N		
	202	Lecture	120				90	Y	Y	Y		Y		N		
21	101	Lecture	46					Y	Y	Y		Y	Y	Y	Laptop point	St John of God Hall
	102	Lecture	80					Y	Y	Y		Y	Y	Y	Laptop point	
	103	Lecture	56					Y	Y	Y		Y	Y	Y	Laptop point	
	104	Lecture	28					Y	Y	Y		Y	Y	Y	Laptop point	
	106	Lecture	56					Y	Y	Y		Y	Y	Y	Laptop point	
	107	Lecture	64					Y	Y	Y		Y	Y	Y	Laptop point	
	108	Lecture	48					Y	Y	Y		Y	Y	Y	Laptop point	
22	100	Courthouse						Y							Courthouse	
22/100-Book Courthouse directly with Law - Anita Whybrow (awhybrow@nd.edu.au)																
24	201	Tutorial						NOT AVAILABLE FROM 1ST JAN 2010								Arts Building

25	100	Lecture	300	300	#	Y	Y	Y	Y	Y	Laptop point	Drill Hall
28	201	Counselling Room	15		Y					N		Theology & Philosophy Building
	201.1	Counselling Room	15		Y		Y	Y		N		
	206	Lecture	25		Y							
31	101	Physio Lab	20		Y	Y	Y	Y		N	Laptop point	
	105	Computer Lab	28 Computers		Y	Y	Y	Y	Y		Laptop point	
32	102	Microscopy Lab			Y		Y	Y	Y	Y	Network Projector + Laptop point	Arts Building
	104	Analytical Lab					Y	Y	Y	Y	Network Projector + Laptop point	
	108	Computer Lab	30 Computers				Y	Y	Y	Y	Laptop point	
	202	Anatomy & Physiology Lab			Y		Y	Y	Y	Y	Network Projector + Laptop point	
	203	Environmental Lab					Y	Y	Y	Y	Network Projector + Laptop point	
35	301	TIERED Lecture Theatre	200		#	Y	Y	Y	Y	Y	Laptop point	Medicine Building
	321	Lecture	40		#	Y	Y	Y	Y	Y	Laptop point	Medicine Building
36	102	Lecture	35		#	Y	Y	Y	Y	N	Laptop point	His Majesty's-Education Building
	103	Lecture	45		#	Y	Y	Y	Y	N	Laptop point	
	111	Lecture	31		Y			Y	Y	N		
	117	Lecture	35		#	Y	Y	Y	Y	N	Laptop point	
	118	Tutorial	25		Y	Y		Y	Y	N	Computer + Monitor	
	119	Computer Lab	36 Computers		#	Y	Y	Y	Y	N	Laptop point	
37	103	Lecture	60		Y	Y	Y	Y	Y	N	Laptop point	Nursing Buidling
	110	Nursing Lab	0		#	Y	Y	Y	Y	N	Laptop point	Nursing Building
	112	Nursing Lab	0			Y	Y	Y	Y	N	laptop point	Nursing Buidling
42	215	Tutorial	20		Y					N		Fremantle Hotel-Business Building
43	102	Lecture	60		Y	Y	Y	Y	Y	Y	Laptop point	Nursing Buidling
	201	Lecture	50		Y	Y	Y	Y	Y	N	Laptop point	Nursing Buidling
	301	Lecture	50		Y	Y	Y	Y	Y	N	Laptop point	Nursing Buidling
46	202	Tutorial - Used in conjunction with 46/204	20		For use by Health Sciences only							Health Sciences Research Building
	204	Biomechanics & Exercise Studio			For use by Health Sciences only							Health Sciences Research Building
	209	TIERED Lecture Theatre	150		#	Y	Y	Y	Y	Y	Laptop point	Health Sciences Research Building
	302	Health Sciences Computer Lab & TIERED Lectuer Theatre	38		#	Y	Y	Y	Y	Y	PRIORITY TO HEALTH SCIENCES. Health Sciences have 20 laptops for use by their students as instructed by the Lecturer. Data points located at benches to connect these laptops to the Internet.	Health Sciences Research Building
	309	Neurology Lab			Y					Y		Health Sciences Research Building
	313	Physio Lab	21		Y		Y	Y	Y	Y		Health Sciences Research Building
319	Physio Lab	16		Y		Y	Y		N		Health Sciences Research Building	

Document camera - feeds through projector (ie instead of OHP's, people could show page of book, printed sheet or transparency)

Recording Problems with IT Resources

Please follow these instructions if you are having problems with IT.

IT Help Desk (very urgent problems)

For very urgent problems, please phone the IT Help Desk on 777. This number should only be used for problems where you are unable to present Lecture/Tutorial material or some other time critical task.

The Help Desk staff will dispatch a staff member as soon as possible.

Please try to use this service for very urgent problems. Use of this service for lesser problems may impede the resolution of a more urgent request.

Staff Problem Logging Page

For all other IT problems, please use the Staff Problem Logging Page. This is available by typing the following on the web: helpdesk.nd.edu.au

This page should be bookmarked, in your browser, for easy access.

If for any reason this does not work you need to call 777 and they will either talk you through the solution on the phone, or come to your desk to rectify any problem.

Problems registered by this means

- Enables IT staff to manage appropriate task priorities.
- Tasks are automatically allocated to an IT Support person.
- Guarantees that the request will not be lost.
- You will be informed at every stage of the tasks resolution.
- Automatically escalates the problem to a supervisor if the task is not resolved within a reasonable period of time.
- Provides IT management with information on tasks.

The information gathered through the Problem Tracking System will allow IT to

- Allocate appropriate number of staff to high usage areas of IT resources.
- Identify trends of high usage, during the semester.

- Identify the need for equipment replacement or repair.
- Ensure that the IT department has an appropriate skill set to meet the University's needs.

Note that if you do not have access to a campus PC the following sequence should be followed

- Ask a colleague to register the problem on the Staff Problem Logging Page.
- Send an e-mail description to itservicedesk@nd.edu.au
- If the Logging Page and e-mail are not available then it is appropriate to telephone on 777

E-mail the IT Help Desk

An e-mail request for help should be used from off campus or when the problem cannot be recorded through the Staff Problem Logging Page.

The e-mail address is itservicedesk@nd.edu.au

The IT Help Desk staff will enter the contents of the e-mail into the Problem Tracking System so that the request can be properly managed. Please ensure that most of the following information is provided in the e-mail

- Priority of the request
- Your name
- Your School/Division/Room
- Your telephone extension number (if applicable)
- Alternative contact method (particularly if you are off campus)
- Your Campus
- IT resource causing problem eg network drive, AV equipment, hardware, web site, portal, e-mail.
- A description of the problem.

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General Audiovisual Guidelines

Connecting your laptop to show a PowerPoint presentation

If your laptop is plugged in but there is a blank screen, first check you have selected the correct input to the projector, then you will need to tell the laptop to show signal on the screen output. Look at your F1 to F12 buttons across the top of your keyboard. You will see that one will have a diagrammatic representation of a screen (usually F3, F4, or F5). It may be obvious or it may look like a rectangle with two additional lines on either side, or have LCD/CRT. Press the Function key (FN, located on the bottom left hand side of the keyboard near the CTRL key) and the appropriate F* key at the same time. Holding down the FN key and pressing the F* key slowly will rotate the screen through showing the screen only, showing laptop and screen and showing laptop only.

Please note the above instructions apply to Windows based laptops. If you have a Mac laptop, you will need a converter cable, which should have been supplied with your machine. Plugging in the VGA before the laptop is switched on should be sufficient to put your presentation on screen.

Using the OHP

All OHP on campus are fitted with two lamps. In the event that one is blown, turn unit off, locate the lever or switch and select the spare lamp. Once selected, turn unit on and it will work. Please report blown lamp to the IT Service Desk.

Using network projectors

Some projectors can have PowerPoint files loaded via the network from your desktop computer. The projectors use a basic version of PowerPoint so presentations should be small in size with few pictures and basic fonts. Large presentations may have to be split up and loaded separately. Contact the IT Service Desk for details on how to load presentations. Presentations should be loaded ahead of time and NOT just prior to lecture. When using the remote control in the room to access and control presentations keep the remote pointed at the screen or projector and keep it steady. For best results aim it from the centre front of the room not the side. The blue button in the centre of the remote is for mouse control and the left click is button on the back of the remote – use this button to select and to change slides. The right mouse button is on the front of the remote on the right side near the bottom, this is used to go back a slide and the end show and exit in order to shut down. **THERE IS NO SOUND AVAILABLE USING THIS METHOD.**

Audio systems

To adjust sound volume, only use the control for the input you need, e.g. DVD/VCR, LAPTOP/PC, MIC. **DO NOT** adjust main volume or turn amplifier off – this causes sound problems for other users.

Using the ND1/103 Audiovisual System

1. To turn the projector on

You will need to turn the projector on by pressing the **BLUE** power button on the projector remote control.

2. To show a PowerPoint presentation

The computer is located in the cupboard under the lectern. Once the projector is turned on, turn on the computer. Press the **COMPUTER 1** button on the projector remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Press the **COMPUTER 1** button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the desk. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

On the projector remote switch the projector to **VIDEO** by using the **VIDEO** button located under the Computer 1 button of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn the projector off

You will need to press the **BLUE POWER** button on the projector remote **TWICE**, if you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND1/106 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use.

The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the **PC** page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD, Video or use the external AV input

On the touch screen select **DVD/VCR** this will bring up a selection page, select desired source. Once selected the controls for each will be displayed.

Connect external AV equipment to the front of the **DVD/VCR** player and select **EXTERNAL** on the selection page Volume is controlled on the left side of the touch screen.

5. To show a document.

On the main page select **DOC** to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND1/203 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use.

The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD, Video or use the external AV input

On the touch screen select **DVD/VCR** this will bring up a selection page, select desired source. Once selected, the controls for each will be displayed.

Connect external AV equipment to the front of the **DVD/VCR** player and select **EXTERNAL** on the selection page Volume is controlled on the left side of the touch screen.

5. To show a document.

On the main page select **DOC** to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND1/205 Audiovisual System

1. To use the Monitor and VCR

Turn the monitor on by the power switch on the front left.

Ensure TV is set to **CH1**.

Turn on the VCR and use as required.

Volume is controlled on the monitor

Using The ND3/101 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use.

The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the **PC** page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD, Video or use the external AV input

On the touch screen select **DVD/VCR** this will bring up a selection page, select desired source. Once selected, the controls for each will be displayed.

Connect external AV equipment to the front of the DVD/VCR player and select **EXTERNAL** on the selection page Volume is controlled on the left side of the touch screen.

5. To show a document.

On the main page select **DOC** to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND3/102 Audiovisual System

Studio

OHP only in this room

Using the ND5/106 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use.

The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the **PC** page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD, Video or use the external AV input

On the touch screen select **DVD/VCR** this will bring up a selection page, select desired source. Once selected, the controls for each will be displayed.

Connect external AV equipment to the front of the **DVD/VCR** player and select **EXTERNAL** on the selection page Volume is controlled on the left side of the touch screen.

5. To show a document.

On the main page select **DOC** to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND5/108 Audiovisual System

1. To turn the projector on

You can turn it on using the **BLUE** power button on the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Use the **COMPUTER 1** button on the projector remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **COMPUTER 1** button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the **PC**. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, connect the small 3.5mm cable attached to the VGA cable to the headphone output on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

On the projector remote switch the projector to **VIDEO** by using the **VIDEO** button located under the Computer 1 button on the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn the projector off

You will need to press the **BLUE POWER** button the projector remote **TWICE**, if you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND5/113 Audiovisual System

1. To turn projector on

You can turn it on using the **GREEN** power button on the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the **INPUT** button on the projector remote to bring up the computer screen (**INPUT A** will show on screen).

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **INPUT** button on the projector remote to bring up the computer input screen (**INPUT A**).

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **INPUT** button located near the top right hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the **GREEN** power button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND6/100 Audiovisual System

Gym

To play music through the audio system the rack must be placed in the centre on the hall against the wall and plugged into the input.

A TV and VCR are available on a stand to play videos.

Using the ND11/101 Audiovisual System

1. To turn projector on.

You can turn it on using the **GREEN** power button on the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the **INPUT** button on the projector remote to bring up the computer screen (**INPUT A** will show on screen).

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **INPUT** button on the projector remote to bring up the computer input screen (**INPUT A**).

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **INPUT** button located near the top right hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the **GREEN** power button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND11/202 Audiovisual System

To play a video

Ensure power is plugged in and turn on TV combo player. Insert tape and press play, adjust volume on TV.

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND11/203 Audiovisual System

To play a video

Ensure power is plugged in and turn on TV combo player. Insert tape and press play, adjust volume on TV.

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND14/117 Audiovisual System

1. Turn Data Monitor on

Turn on using switch on front panel.

2. To show a PowerPoint presentation

The computer is located in the stand under the monitor. Once the monitor is turned on, turn on the computer. Use the **INPUT** button on the monitor to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. To show a Video

Ensure the **VCR** player is switched on, switch input on monitor to **VIDEO** and adjust volume on the monitor.

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND16/100 Audiovisual System

OHP only in this room

Using The ND16/108 Audiovisual System

OHP only in this room

Using The ND16/110 Audiovisual System

OHP only in this room

Using the ND16/201 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use.

The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then

automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD, Video or use the external AV input

On the touch screen select **DVD/VCR** this will bring up a selection page, select desired source. Once selected, the controls for each will be displayed.

Connect external AV equipment to the front of the **DVD/VCR** player and select **EXTERNAL** on the selection page Volume is controlled on the left side of the touch screen.

5. To show a document.

On the main page select **DOC** to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the RED POWER button the left side of the touch screen, followed by the RED YES. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using The ND16/202 Audiovisual System

1. To turn the projector on.

You can turn it on using the **BLUE** power button on the projector remote control.

2. To show a PowerPoint presentation

The computer is located next to the equipment rack to the side of the screen. Once the projector is turned on, turn on the computer. Use the **COMPUTER 1**

button on the projector remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the COMPUTER 1 button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically.

To connect your laptop to the audio system, connect the small 3.5mm cable from the back of the computer to the headphone output on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

On the projector remote switch the projector to **VIDEO** by using the **VIDEO** button on the projector remote which is located under the Computer 1 button on the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn the projector off

You will need to press the **BLUE** power button the projector remote **TWICE**, if you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND21/101 Audiovisual System

1. To turn projector on

You can turn it on using the power ON button at the top of the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the **COMPUTER 1** button located on the lower middle of the projector remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **COMPUTER 1** button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **VIDEO** button located on the lower left hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the power OFF button the projector remote TWICE.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND21/102 Audiovisual System

1. To turn projector on.

You can turn it on using the power **ON** button at the top of the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the AV rack. Once the projector is turned on, turn on the computer. Press the **COMPUTER 1** button located on the lower middle of the projector remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **COMPUTER 1** button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the **PC**. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **VIDEO** button located on the lower left hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the power **OFF** button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND21/103 Audiovisual System

1. To turn projector on.

You can turn it on using the power **ON** button at the top of the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the **AV rack**. Once the projector is turned on, turn on the computer. Press the **COMPUTER 1** button located on the lower middle of the projector remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **COMPUTER 1** button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **VIDEO** button located on the lower left hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the power **OFF** button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND21/104 Audiovisual System

1. To turn projector on

You can turn it on using the power **ON** button at the top of the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the **AV rack**. Once the projector is turned on, turn on the computer. Press the **COMPUTER 1** button located on the lower middle of the projector remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **COMPUTER 1** button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **VIDEO** button located on the lower left hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the power **OFF** button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND21/106 Audiovisual System

1. To turn projector on

You can turn it on using the power **ON** button at the top of the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the **AV rack**. Once the projector is turned on, turn on the computer. Press the **COMPUTER 1** button located on the lower middle of the projector remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **COMPUTER 1** button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **VIDEO** button located on the lower left hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the power **OFF** button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND21/107 Audiovisual System

1. To turn projector on

You can turn it on using the power **ON** button at the top of the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the **AV rack**. Once the projector is turned on, turn on the computer. Press the **COMPUTER 1** button located on the lower middle of the projector remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **COMPUTER 1** button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **VIDEO** button located on the lower left hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the power **OFF** button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using The ND21/108 Audiovisual System

1. To turn projector on.

You can turn it on using the power **ON** button at the top of the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the **AV rack**. Once the projector is turned on, turn on the computer. Press the **COMPUTER 1** button located on the lower middle of the projector remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **COMPUTER 1** button on the projector remote to bring up the computer input screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **VIDEO** button located on the lower left hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to

adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the power **OFF** button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using The ND22/100 Audiovisual System

The Courthouse

OHP only in this room

Using The ND25/100 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use.

The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or Video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In **DVD** mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To show a document.

On the main page select **DOC** to use the document camera this will bring up the controls, pressing **LAMP** will scroll through lamp settings from top light to under light for transparencies.

6. To adjust lighting or screen

To adjust lighting select **LIGHTS** on main screen and turn on or off lights also raise or lower screen if needed

Please remember to turn the system off at the end of your lecture

7. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using The ND28/201.1 Audiovisual System

1. To make a video recording

Turn on all equipment and make sure the **TV** is on **AV1**, and **VCR** is on L1.

Using small switch box located in rack under VCR select which camera to record, 1 = room with equipment, 2 = smaller room.

Insert tape into VCR and press record.

To adjust volume use TV remote

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND28/201 Audiovisual System

OHP only in this room

Using the ND28/206 Audiovisual System

OHP only in this room

Using the ND31/101 Audiovisual System

1. To turn projector on

You can turn it on using the **GREEN** power button on the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the AV Rack. Once the projector is turned on, turn on the computer. Press the **INPUT** button on the projector remote to bring up the computer screen (**INPUT A** will show on screen).

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **INPUT** button on the projector remote to bring up the computer input screen (INPUT A).

You can plug your laptop into the projector using the VGA cable marked LAPTAP this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a Video

Once the projector is on, use the projector remote and switch the projector to VIDEO by using the INPUT button located near the top right hand side of the remote.

Ensure the VCR is turned ON. Insert tape and press play, to adjust volume level use control marked VCR – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the **GREEN** power button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicesdesk@nd.edu.au

Using the ND31/105 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use.

The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTAP** button on the **PC** page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTAP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then

automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or Video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In **DVD** mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

Please remember to turn the system off at the end of your lecture

5. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND31/203 Audiovisual System

OHP only in this room

Using the ND32/102 Audiovisual System

1. To turn system on

You can turn it on using the **GREEN** power button on the projector remote control.

2. To show a PowerPoint presentation

The network can be accessed by pressing the **INPUT** button on the projector remote until **INPUT B** is displayed on the screen and the blue computer desktop will appear on screen.

Go to Presentation Viewer On the left hand side using the mouse control (blue button in middle of projector remote) using left click at the back of the remote to select previously uploaded presentation.

For information on how to send a presentation to the projector Please contact the IT Service Desk on ext 777, or visit the Service Desk located in St Teresa's Library.

You can now proceed with your presentation, using the projector remote, hold it steady and point it at the screen or projector.

Please note, there is no sound from this source.

When you have finished your presentation, press the **R** Click button on the right side of the projector remote and select **End Show**.

3. Connecting your laptop to show a PowerPoint presentation

Use the **INPUT** button on the projector remote to bring up the computer input screen (**INPUT A**).

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** that is found plugged into the wall near the Screen. There will be only one point for you to plug in your laptop. Turn on your laptop.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **INPUT** button located near the top right hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the **GREEN** power button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND32/104 Audiovisual System

1. To turn projector on

You can turn it on using the **GREEN** power button on the projector remote control.

2. To show a PowerPoint presentation

The network can be accessed by pressing the **INPUT** button on the projector remote until **INPUT B** is displayed on the screen and the blue computer desktop will appear on screen.

Go to Presentation Viewer On the left hand side using the mouse control (blue button in middle of projector remote) using left click at the back of the remote to select previously uploaded presentation.

For information on how to send a presentation to the projector Please contact the IT Service Desk on ext 777, or visit the Service Desk located in St Teresa's Library.

You can now proceed with your presentation, using the projector remote, hold it steady and point it at the screen or projector.

Please note, there is no sound from this source.

When you have finished your presentation, press the R Click button on the right side of the projector remote and select End Show.

3. Connecting your laptop to show a PowerPoint presentation

Use the **INPUT** button on the projector remote to bring up the computer input screen (**INPUT A**).

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** that is found plugged into

the wall near the Screen. There will be only one point for you to plug in your laptop. Turn on your laptop.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **INPUT** button located near the top right hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the **GREEN** power button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND32/108 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use.

The **Rack PC** is located in the front desk. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the front desk. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or Video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In **DVD** mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

Please remember to turn the system off at the end of your lecture

5. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND32/202 Audiovisual System

1. To turn projector on

You can turn it on using the **GREEN** power button on the projector remote control.

2. To show a PowerPoint presentation

The network can be accessed by pressing the **INPUT** button on the projector remote until **INPUT B** is displayed on the screen and the blue computer desktop will appear on screen.

Go to **Presentation Viewer** On the left hand side using the mouse control (blue button in middle of projector remote) using left click at the back of the remote to select previously uploaded presentation.

For information on how to send a presentation to the projector Please contact the IT Service Desk on ext 777, or visit the Service Desk located in St Teresa's Library.

You can now proceed with your presentation, using the projector remote, hold it steady and point it at the screen or projector.

Please note, there is no sound from this source.

When you have finished your presentation, press the **R Click** button on the right side of the projector remote and select **End Show**.

3. Connecting your laptop to show a PowerPoint presentation

Use the **INPUT** button on the projector remote to bring up the computer input screen (**INPUT A**).

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** that is found plugged into the wall near the Screen. There will be only one point for you to plug in your laptop. Turn on your laptop.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **INPUT** button located near the top right hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the **GREEN** power button the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND32/203 Audiovisual System

1. To turn projector on

You can turn it on using the **GREEN** power button on the projector remote control.

2. To show a PowerPoint presentation

The network can be accessed by pressing the **INPUT** button on the projector remote until **INPUT B** is displayed on the screen and the blue computer desktop will appear on screen.

Go to **Presentation Viewer** On the left hand side using the mouse control (blue button in middle of projector remote) using left click at the back of the remote to select previously uploaded presentation.

For information on how to send a presentation to the projector Please contact the IT Service Desk on ext 777, or visit the Service Desk located in St Teresa's Library.

You can now proceed with your presentation, using the projector remote, hold it steady and point it at the screen or projector.

Please note, there is no sound from this source.

When you have finished your presentation, press the **R Click** button on the right side of the projector remote and select **End Show**.

3. Connecting your laptop to show a PowerPoint presentation

Use the **INPUT** button on the projector remote to bring up the computer input screen (**INPUT A**).

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** that is found plugged into the wall near the Screen. There will be only one point for you to plug in your laptop. Turn on your laptop.

4. To show a Video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **INPUT** button located near the top right hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play, to adjust volume level use control marked **DVD/VCR** – do not adjust Main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the **GREEN** power button on the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or email itservicedesk@nd.edu.au

Using the ND35/301 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on. Once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown, select which computer to use.

The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the **VGA** cable marked **LAPTOP** this is located on the desk next to the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or Video

On the touch screen select **DVD/VCR** this will bring up the controls. Select **DVD** or **VCR**, insert disc or tape into player located in cupboard under desk and use touch screen to control playback. In **DVD** mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To show a document

On the main page select **DOC** to use the document camera this will bring up the controls. Pressing **LAMP** will scroll through lamp settings from top light to under light for transparencies.

6. To use Camera

On main screen select **CAM** to access roof mounted camera controls.

7. To adjust lighting or screen

To adjust lighting select **LIGHTS** on main screen and turn on or off lights. Also raise or lower screen if needed.

Please remember to turn the system off at the end of your lecture

8. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or email itservicedesk@nd.edu.au

Using the ND35/321 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on. Once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown, select which computer to use. The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or Video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In **DVD** mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To show a document

On the main page select **DOC** to use the document camera this will bring up the controls. Pressing **LAMP** will scroll through lamp settings from top light to under light for transparencies.

6. To use Camera

On main screen select **CAM** to access roof mounted camera controls.

7. To adjust lighting or screen

To adjust lighting select **LIGHTS** on main screen and turn on or off lights. Also raise or lower screen if needed.

Please remember to turn the system off at the end of your lecture

8. To turn the System off

You will need to press the **RED POWER** button on the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or email itservicedesk@nd.edu.au

Using the ND36/102 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC**.

The PC is located on the desk next to the rack. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **PC** button on the main page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or Video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In **DVD** mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To show a document.

First switch the document camera on via the switch on the back. On the main page select **DOC** to use the document camera.

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or email itservicedesk@nd.edu.au

Using the ND36/103 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use.

The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press **OK**.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD, Video or use the external AV input

On the touch screen select **DVD/VCR** this will bring up a selection page, select desired source. Once selected, the controls for each will be displayed.

Connect external AV equipment to the front of the DVD/VCR player and select **EXTERNAL** on the selection page Volume is controlled on the left side of the touch screen.

5. To show a document.

On the main page select **DOC** to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND36/111 Audiovisual System

OHP only in this room

Using the ND36/117 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC**.

The **Rack PC** is located in the desk next to the rack. Turn on the computer. Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **PC** button on the main page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or Video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In **DVD** mode

use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To show a document.

First switch the document camera on via the switch on the back. On the main page select **DOC** to use the document camera.

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or email itservicedesk@nd.edu.au

Using the ND36/118 Audiovisual System

1. Turn Data Monitor on

Turn on using switch on front panel. Once monitor is on use red power button on remote to resume from stand-by mode.

2. To show a PowerPoint presentation

The computer is located in the stand under the monitor. Once the monitor is turned on, turn on the computer. Use the **PC/AV** button on the remote to bring up the computer screen.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. To show a Video

Ensure the VCR player is switched on, switch input on monitor to **VIDEO 1** via remote and adjust volume on the monitor.

If you have any problems or to report faults please call the IT Service Desk on ext 999 or email staffitsupport@nd.edu.au

Using the ND36/119 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC**.

The **PC** is located on the desk next to the rack. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **PC** button on the main page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or Video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In **DVD** mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To show a document.

First switch the document camera on via the switch on the back. On the main page select **DOC** to use the document camera.

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or email itservicedesk@nd.edu.au

Using the ND37/103 Audiovisual System

1. To turn projector on

You can turn it on using the **GREEN** power button on the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the **AV rack**. Once the projector is turned on, turn on the computer. Press the **INPUT** button on the projector remote to bring up the computer screen (**INPUT A** will show on screen).

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the **INPUT** button on the projector remote to bring up the computer input screen (**INPUT A**).

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, there is a small cable attached to the VGA cable and plug into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a video or DVD

Once the projector is on, use the projector remote and switch the projector to **VIDEO** by using the **INPUT** button located near the top right hand side of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play. To adjust volume level use control marked **DVD/VCR** – do not adjust main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn projector off

You will need to press the **GREEN** power button on the projector remote **TWICE**.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or email itservicedesk@nd.edu.au

Using the ND37/110 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on. Once the system has warmed up select which input you require.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown, select which computer to use. The **Rack PC** is located on the desk next to the rack. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located next to the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In DVD mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To use the cameras

On the main page select **CAMERAS**. This will bring up a choice of camera, the **HIGH MOUNT** or **ARTICULATED**. Press button to use. The high mount camera has controls on the touch screen and the articulated has a manually adjustable arm.

6. To show a document

On the top of the touch screen select **DOC CAM** to use the document camera this will bring up the controls. Ensure the document camera is turned on.

7. To adjust lighting or screen

To adjust lighting select **LIGHTS** on main screen and turn on or off lights

Please remember to turn the system off at the end of your lecture

8. To turn the System off

You will need to press the **RED POWER** button at the bottom of the main touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or email itservicedesk@nd.edu.au

Using the ND37/112 Audiovisual System

1. To turn the projector on.

You can turn it on using the **GREEN** power button on the projector remote control.

2. To show a PowerPoint presentation

The computer is located on the desk next to the **AV rack**. Once the projector is turned on, turn on the computer. Use the **INPUT** button on the projector remote to bring up the computer screen (**INPUT A** will show on screen).

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

3. Connecting your laptop to show a PowerPoint presentation

Use the Input button on the projector remote to bring up the computer input screen (**INPUT A**).

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located near the PC. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen. The system will switch from the PC to your laptop automatically, when a signal is received.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up.

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a video or DVD

On the projector remote switch the projector to **VIDEO** by using the **INPUT** button located near the top of the remote.

On the front of the player is a button marked **DVD/VCR** ensure that the display reads for which you will be playing. Insert tape/disc and press play. To adjust volume level use **DVD/VCR** – do not adjust main volume or turn amplifier off.

Please remember to turn the projector off at the end of your lecture

5. To turn the projector off

You will need to press the green **POWER** button on the projector remote **TWICE**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or email itservicedesk@nd.edu.au

Using the ND43/102 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on. Once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown, select which computer to use. The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In DVD mode use NAV button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To adjust lighting

To adjust lighting select **LIGHTS** on main screen and turn on or off lights

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button on the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

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Using the ND43/201 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on. Once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown, select which computer to use. The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to

plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In DVD mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To adjust lighting

To adjust lighting select **LIGHTS** on main screen and turn on or off lights

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button on the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or itservicesdesk@nd.edu.au

Using the ND43/301 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on. Once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown, select which computer to use. The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the PC page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In DVD mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To adjust lighting

To adjust lighting select **LIGHTS** on main screen and turn on or off lights

Please remember to turn the system off at the end of your lecture

6. To turn the System off

You will need to press the **RED POWER** button on the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Helpdesk on ext 777 or email itservicedesk@nd.edu.au

Using the ND46/209 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use. The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the **PC** page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or Video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In DVD mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To show a document.

On the main page select **DOC** to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

6. To adjust lighting

To adjust lighting select **LIGHTS** on main screen and turn on or off lights

Please remember to turn the system off at the end of your lecture

7. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

DO NOT UNPLUG ANY CABLES FROM RACK OR WALL

If you have any problems or to report faults please call the IT Service Desk on ext 777 or email itservicedesk@nd.edu.au

Using the ND46/302 Audiovisual System

1. To turn system on

If the touch screen is blank then touch to wake up and press screen to turn system on, once the system has warmed up you will see the main selection screen.

2. To show a PowerPoint presentation

On the main selection page select **PC** and a choice of computer screen is shown select which computer to use. The **Rack PC** is located under the lectern. Turn on the computer.

Log in as user name – Lecturer, leave password blank and press OK.

You can now load and proceed with your presentation, using the mouse and keyboard connected to the computer.

You can adjust the PC volume on the left side of the touch screen

3. Connecting your laptop to show a PowerPoint presentation

Use the **LAPTOP** button on the **PC** page of the touch screen.

You can plug your laptop into the projector using the VGA cable marked **LAPTOP** this is located on the side of the lectern. There will be only one point for you to plug in your laptop. It is easier to plug your laptop in before turning it on. The laptop should then automatically sense the need to send signal to the screen.

To connect your laptop to the audio system, connect the small 3.5mm cable with the VGA cable and plug it into the headphone socket on your laptop, ensure volume on laptop is turned up. You can adjust volume on the left side of the touch screen

IMPORTANT: Do not disconnect any cables from the computer.

4. To show a DVD or Video

On the touch screen select **DVD/VCR** this will bring up the controls select **DVD** or **VCR** insert disc or tape and use touch screen to control playback. In DVD mode use **NAV** button to access chapter navigation. Volume is controlled on the left side of the touch screen.

5. To show a document.

On the main page select **DOC** to use the document camera this will bring up the controls, the document camera can also be used for transparencies.

6. To adjust lighting

To adjust lighting select **LIGHTS** on main screen and turn on or off lights

Please remember to turn the system off at the end of your lecture

7. To turn the System off

You will need to press the **RED POWER** button the left side of the touch screen, followed by the **RED YES**. If you have the last lecture for the day please turn off the computer as well.

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Supported Software

The University provides support for a variety of approved software across the schools. Before any new software is included on this list, it has to be approved as a required resource for the teaching and learning program within any given course. The cost of course specific software must come from the budget of the respective school. The approval process includes the staff member placing a request to acquire new software with his/her Dean. If the Dean believes the software is essential to the delivery of the course then he/she would ask for the information technology staff to assess the system and support issues. If this assessment is ok then the software can be purchased pending budget parameters.

Below is the most recent list of software that is used and supported at the University.

Windows

- Acrobat Pro 7 - PDF Reader and Editor
- Endnote - Referencing Tool
- GIMP – Image editing Software
- Inspiration 7 – Education Development Software
- Internet Explorer – Microsoft Internet browser
- Matlab – Numerical Computing Environment
- Maze Client – Database Editing Software
- Microsoft Office Suite:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Access
 - Microsoft PowerPoint
 - Microsoft Project
 - Microsoft Outlook
 - Microsoft Visio
 - FrontPage
 - Producer for PowerPoint
- Minitab – Statistical Analysis
- Mozilla Firefox – Open Source Internet Browser
- MYOB 14 & 15 – Accounting Package
- Nero Burning Rom – CD/DVD Recording Software

- Netbeans – Java Development Environment
- Photo Story – Presentation Editing Software
- QuickTime – Media Player for .mov file types
- Silicon Coach – Motion Analysis Software
- SPSS – Statistical Analysis
- Symantec Antivirus – Antiviral Protection
- Visual Studio – Development Environment
- VLC – Multi format Open Source Media Player
- WEKA – Data mining Software
- Winzip – Archive Utility

OSX Software List

- Adobe Acrobat Pro 7 – PDF editor and Reader
- Adobe Photoshop – Image manipulation
- Endnote – Reference Tool
- Final Cut Pro – Film Editing
- Microsoft Office Suite :
 - Microsoft Entourage (Email Client)
 - Microsoft Word (Word Processor)
 - Microsoft Excel (Spreadsheet Editor)
 - Microsoft PowerPoint (Presentation Editor)
- Mozilla Firefox – Open Source Internet Browser
- Mozilla Thunderbird – Open Source Email Client
- Safari – Apple Internet Browser
- SPSS - Statistical Analysis
- Stuffit – Archive Utility
- VLC – Open Source Media Player



P Public Parking
🚏 CAT bus stop

Please note:
 Numbers on this map are University building references and are not street numbers.

ND1 Foley Hall
 > Vice Chancellery
 > Alumni & Development Office
 > General Office
 > Public Relations Office
 > Staffing Office
 > Student Administration
 > University Reception
 > Bridget Faye Room
 > Classrooms
 > Foley Hall
 > Helen Lombard Room
 > Santa Maria Lecture Theatre

ND2 Malloy Courtyard
ND3 Prindiville Hall
 > Communications Laboratory
 > Performing Arts Centre
 > Student Association Offices
 > Student Common Room

ND4 Education Classroom Building
 (Under Construction)
 Staff Parking

ND5 P&O Hotel
 > Classrooms
 > Student Residence
 > Staff Flat

ND6 Student Recreation Hall

ND7 St Teresa's Library
 > Library Staff
 > Open Access Computers
 > Reading Rooms

ND8 Holy Spirit Chapel

ND9 Student Life Office
 > Campus Ministry/Chaplain
 > Careers & Counselling Office

ND10 Freehills Law Lecture Hall

ND11 School of Law
 > Academic Offices
 > Lecture Rooms
 > Dean's Office

ND12 Port Lodge
 > Student Residence
 > Hesburgh Room
 > University Bookshop

ND13 Craven Law Library
ND14 School of Law
 > Academic Offices
 > Tutorial Rooms

ND15 Bateman's Courtyard
ND16 School of Medicine
 > Classrooms

ND17 St Teresa's Library:
 - Arts & Sciences
 - Business
 - Education
 - Philosophy & Theology
 - Reference Library

ND18 Academic Offices

ND19 School of Arts & Sciences
 > Counselling
 > Academic Offices
 > Dean's Office

ND20 Staff Parking

ND21 St John of God Hall
 > General Classroom Block

ND22 Court House
 > School of Law Courtroom
 > Drill Hall Courtyard

ND23 Admissions Office
Prospective Students Office
Finance Office (first floor)

ND24 Registrar's Office
Academic Services

ND25 The Drill Hall
 > Ceremonial, Lecture & Conference Hall

ND26 Staff Parking

ND27 Staff Parking

ND28 School of Philosophy & Theology
 > Academic Offices
 > Dean's Office

ND29 Staff Parking
ND30 Cleopatra Hotel
 > Student Residence

ND31 Physiotherapy Laboratory
ND32 School of Arts & Sciences
 > Science Laboratories
 > Academic Offices

ND33 IT Services

ND34 School of Medicine
 > Reception
 > Academic Offices
 > Dean's Office

ND35 School of Medicine
 > Clinical Training Laboratories
 > Classrooms & Lecture Theatre
 > Academic Offices
 > Michael Quinlan Room
 > Roy & Amy Galvin Medical Library
 > Associate Dean's Office

ND36 His Majesty's Hotel
School of Education
 > Religious Education
 > Computer Laboratories
 > Academic Offices
 > Classrooms
 > Dean's Office

ND37 School of Nursing
 > Doreen McCarthy Nursing Laboratory
 > Helen Court Nursing Laboratory
 > Classrooms
 > Academic Offices
 > Dean's Office

ND38 School of Medicine
 > Resource Room
 > Anatomy Laboratory

ND39 School of Medicine
 > Academic Offices

ND40 School of Health Sciences
 > Biomedical Science
 > Exercise Science
 > Health & Physical Education
 > Physiotherapy Academic Offices
 > Dean's Office

ND41 Staff Parking
ND42 Fremantle Hotel
School of Arts & Sciences (first floor)
 > Academic Offices
 > Dean's Office

School of Business (second floor)
 > Accounting & Finance
 > Management & Marketing
 > Classrooms
 > Dean's Office

Chancellery
 > Chancellors' Room
 > Fairweathers Bar
 > John Paul II Room
 > Michael Keating Room
 > Visiting Staff Flat
 > Carolyn Tannock Courtyard

ND43 School of Nursing
 > Academic Offices
 > Classrooms

ND44 Academic Enabling and Support Centre

ND45 Campus Services Office
ND46 Health Sciences Research
 > Institute for Health & Rehabilitation Research
 > Physiotherapy Training & Research
 > Brian Edwards Physiotherapy Sciences Laboratory
 > John Bloomfield Exercise Science Laboratory
 > Preventive Health Research Clinic
 > Lecture Theatre
 > Research Training Lecture Theatre
 > Seminar Rooms
 > Academic Offices

ND47 Staff Parking

P Public Parking
🚏 CAT bus stop

The objects of The University of Notre Dame Australia are

- a.) The provision of university education within a context of Catholic faith and values; and
- b.) the provision of an excellent standard of –
 - i) teaching, scholarship and research;
 - ii) training for the professions and
 - iii) pastoral care for its students.



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