

User Guide

A guide to the facilities typically used

Teaching Facilities Support Unit (TFSU) support the audiovisual equipment used in this teaching space. For technical assistance please call or email the relevant Precinct Coordinator beforehand.

Clayton Medical/ Law & General Precinct Coordinator:	9905 3604	tfsu-medlaw@its.monash.edu.au
Clayton Rotunda/ Education Precinct Coordinator:	9905 3289	tfsu-rotunda@its.monash.edu.au
Clayton Menzies Building Precinct Coordinator:	9902 0783	tfsu-menzies@its.monash.edu.au
Clayton Science/ Engineering Precinct Coordinator:	9905 4595	tfsu-scieng@its.monash.edu.au
Caulfield Precinct Coordinator:	9903 1056	tfsu-caul@its.monash.edu.au
Peninsula Precinct Coordinator:	9904 4218	tfsu-pen@its.monash.edu.au
Berwick Precinct Coordinator:	9904 7034	tfsu-berwick@its.monash.edu.au
Gippsland Precinct Coordinator:	9902 6533	tfsu-gippsland@its.monash.edu.au



Typical teleteaching lecture theatre



Connectors for laptop (above)
Typical lectern touch screen (below)

Equipment details

- Windows PC with network access, USB inputs and DVD/CD player
- Microsoft Office
- Laptop access via VGA lead, stereo plug and network cable
- Two video/data projectors (Teleteaching screen capability)
- Two overhead projectors
- Combination VDR/DVD player
- Document camera
- Lectern microphone & clip-on roving microphone



Brief operating instructions

To display an image:

- Make sure the image source (PC, document camera, DVD player) is turned ON
- Select a source from the lectern touch screen (PC, laptop, DVD, doc camera, etc.) and choose Left and/or Right projector to show the image
- Please be patient for the image to appear (up to 1 minute)
- Toggle full-size/small image by touching the centre of the screen
- If audio is used, select the associated data projector and adjust volume slider on the touch screen.

Audiovisual and teleteaching tuition

Contact the TFSU technician in advance to make arrangements for a short training session on how to use the audio visual equipment in this room. Due to the teleteaching capability in some theatres, all of the controls are more complex so tuition is advisable. For teleteaching sessions contact the Precinct Coordinator at least 24-hours ahead, so that prior testing can be arranged.

Lighting controls

Switch panels for lights are at each entrance and on the lectern control panel.

Accessibility

- Assistive hearing transmitters are available in major theatres; check details with the [Disability Liaison Unit](#) (DLU).
- Wheelchair access is usually near the front row of the theatre.

Monash University Lectures Online

[Monash University Lectures Online](#) (MULO) is available in this theatre. It is a recording service provided by the Library that delivers digital audio recordings of lectures to Monash University students via the internet. Staff can contact MULO via the web site or dial 9905 9408 or 9905 9320.

Reporting faults

- Audiovisual equipment and computer faults telephone the TFSU technician.
- Room facilities (furniture, lighting, heating/cooling, etc.) call
 - Berwick 9904 7212
 - Caulfield 9903 2066
 - Clayton 9902 0222
 - Gippsland 9902 6344
 - Peninsula 9904 4298

Emergency evacuation

In an emergency:

- dial **333** from an internal phone
- or use the Red Emergency button or telephone
- or from mobiles dial (Hint: Store the number into your mobile phone now)
 - Berwick 9904 7444
 - Caulfield 9903 2211
 - Clayton 9905 3333
 - Gippsland 5122 6999
 - Peninsula 9904 4318

Alert tone is an **intermittent beep**

Evacuate signal is a **whooping tone**

It is the responsibility of the lecturer/tutor to ensure that their class is evacuated and to maintain control of the students during the emergency until released by the emergency warden or Fire Brigade personnel.