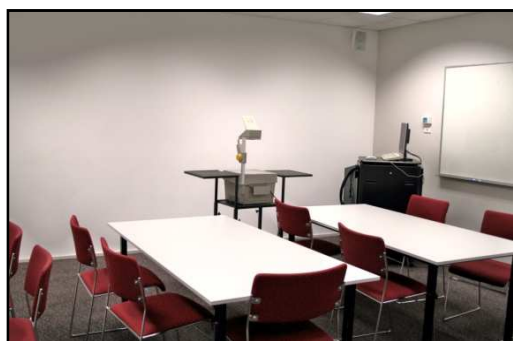


## User Guide

### 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 in advance the relevant Precinct Coordinator.

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



Typical tutorial room



Connectors for laptop (above)

Wall Controller layout (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
- Video/data projector
- Two Overhead projectors
- Combination VDR/DVD player



### Brief operating instructions

To display an image:

- Make sure the image source (e.g. PC, DVD player) is turned on
- To start, press the green ON/SOURCE button on the controller on the wall
- Please be patient for the image to appear (up to 1 minute)
- Toggle between Computer and Video by pressing ON/SOURCE button
- If audio is used adjust VOLUME UP or VOLUME DOWN on the controller



# MONASH University

## Audiovisual 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.

## Accessibility

Wheelchair access is usually near the front row of the theatre.

## Reporting faults

- Audiovisual equipment and computer faults telephone the TFSU technician listed above.
- 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.