

Adelaide St Audiovisual Systems

General Features

All rooms except room 17 are fitted with large screen monitors and laptop computers running Windows 10. The laptops have MS Office 2016 installed (Word, PowerPoint, Excel, Publisher) as well as IrfanView image editing software and VLC for playback of video and music. Each laptop has an inbuilt DVD/CD player or external player.

USB sticks

The laptops have 3 USB inputs. However, two of them are used for the mouse and slide clicker USB dongles. **DO NOT REMOVE THESE DONGLES.** The third USB port should have a USB extender cable. Please plug your USB stick into the cable to avoid damage to the laptop port.

Slide clickers

All rooms are equipped with slide clickers which enable you to control a PowerPoint presentation without using the mouse or laptop keys. Turn it on using the switch at side and turn off after use.

Large Screen Monitors

Monitors on trolleys are installed in rooms 11, 14, 16 and 18. In rooms 12, 13, and 15 the monitors are fixed to the wall, with HDMI, VGA and audio inputs on a wall-mounted plate. The monitors have the usual inputs at rear – HDMI, VGA, audio etc. They are intended to be used mainly with HDMI input, by direct HDMI cable connected to the laptop. Each monitor has a remote to turn power on and off, adjust sound, and select input source. In normal operation the input source should be set to HDMI. The monitors can also be turned on and off via a small switch at bottom right rear of screen. **PLEASE DO NOT TOUCH THE SCREEN SURFACE.**

Note: All laptops connect to the screen via a HDMI cable. If there are difficulties, please check that the HDMI cable is properly connected.

Starting a Presentation

Step 1

Ensure that the power to the screen is turned on at the wall (it should be left on permanently). The red "Standby" light at bottom right of the screen should be on. Turn on the screen using the red Power button on the remote. After several seconds, a message should appear on screen indicating that no input is connected.

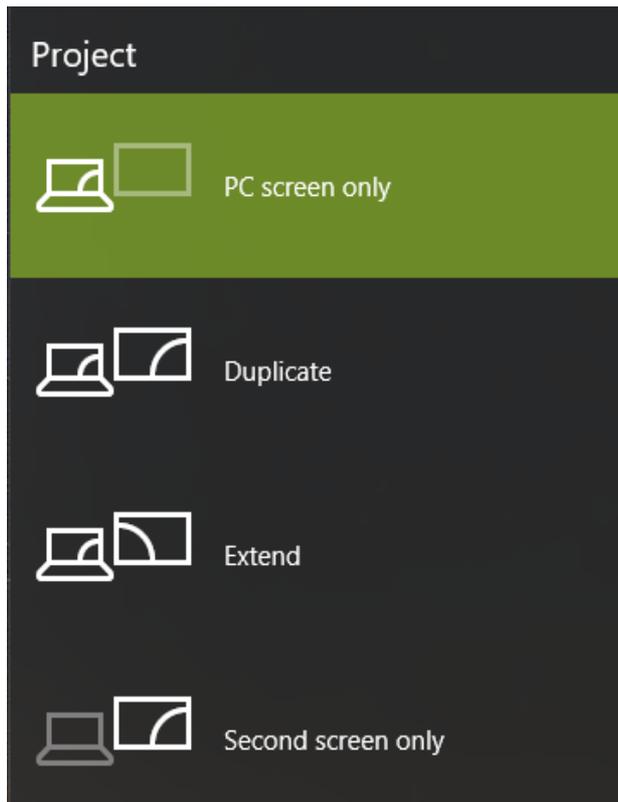
Step 2

Turn on the laptop by pressing the Power button at top right of keyboard. Sign in as Tutor (no password required).

If the laptop screen is not automatically duplicated on the large monitor, hold the Windows key and press the letter P at the same time:  + P. This activates Project mode on the laptop. The Windows key is located at bottom left of the keyboard between the Ctrl and Alt keys:



After pressing + P, the Project menu will be displayed at right of screen:



The main purpose of the Project window is to enable the laptop screen to be duplicated (or mirrored) to an external monitor.

To connect to the large screen, click on “Duplicate”.

Note: The other two options will not generally be used. Their functions are:

Extend – an extra screen is extended to the right of the laptop screen.

Second screen only – the laptop screen will go blank.

If you accidentally select the wrong option, use + P to select again. If the laptop screen is blank (because it is in Extend mode) you will need to look at the monitor.

You can now use the laptop as usual to run your presentation and the large screen will mirror the contents of the laptop screen.

Shutting down

Unless you are handing over to another tutor already present, please shut down the laptop by closing all programs in use then closing the lid, which will put the laptop into sleep mode. Then turn off the large screen using the remote. Make sure that the laptop is left plugged into power to prevent battery discharge.

DVD players

The laptops have inbuilt DVD/CD players and VLC media software. If you need to use a dedicated DVD player, two are available from reception. The HDMI cable will need to be removed from the laptop and plugged into the DVD player.

Apple TV

If you have a MacBook, MacAir, iPhone or iPad that you wish to use with AirPlay wireless projection, two Apple TVs are available from the office (labelled U3A1 and U3A2). The HDMI cable will need to be removed from the laptop and plugged into the Apple TV.

Assistance

Please advise reception if you experience any technical difficulties you are unable to resolve. If the matter is urgent please ask the office to phone the ICT Coordinator, Greg Taylor. Other difficulties or questions can be emailed to: help@u3abrisbane.org.au