IVE Guidelines on using the **Multimedia Teaching Equipment**
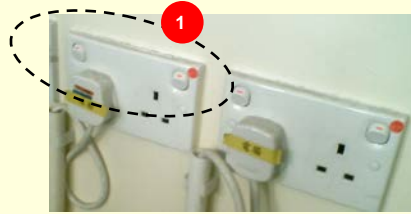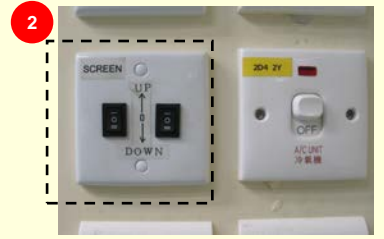
(A) General Procedures & Control

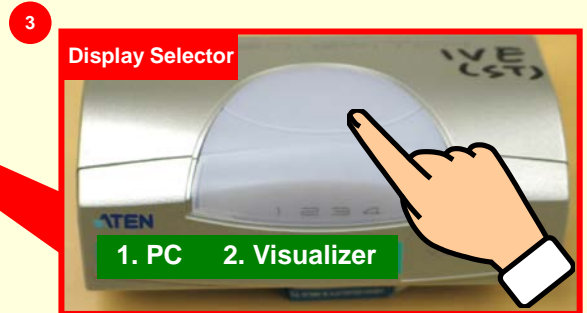1) Switch on the power before using any equipment

2) Turn on and roll down the projection screen

3) Open the equipment cabinet.

   Select image source – click the Display Selector to choose PC or visualizer for projection

Display Selector

1. PC   2. Visualizer

4) Use the remote device to switch on (off) the multimedia projector and to choose the **Computer** mode (RGB mode)
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(B) Using the Desktop PC*

1) Switch on the monitor and the main unit of the desktop PC which is equipped with a webcam already for use in online lessons

2) At the **Display Selector**, choose PC as the image source

3) For any media file with sound, turn on the amplifier at the wall and adjust the volume by using its button or the volume control in PC

In the classroom PC, software has been provided for online teaching, word processing, PowerPoint slides, audio/video content (in CD / VCD / DVD) or web browsing. You can also use it with USB flash drives. Don't save your data file in the hard disk as the PC has been installed with the re-born card.

Display Selector

1. **PC**   2. Visualizer

(C) Using the Visualizer

1) Switch on the **POWER** icon at the control panel of the visualizer

2) Press the **Display Selector** to choose visualizer as the image source

POWER

Display Selector

1. PC   2. **Visualizer**

After using the equipment, please **put back the remote device to the cabinet**. Thank you for your co-operation.

For any question, welcome to contact the **Multimedia Services** of the Rotary International District 3450 Learning Resources Centre during the office hours at tel.: 22567 642/ 644/ 645/ 640/ 641

You can also use your mobile device to scan the QR code (on the right) to email your report on equipment problem for our follow-up actions.

On Monday to Friday **5:30–6:30 pm**, please contact us at tel.: **2694 7655** for assistance.

In general, cycles of regular checking/maintenance for the multimedia facilities including the projection systems, PA systems, and visualizers are performed in every 2 months repeatedly.
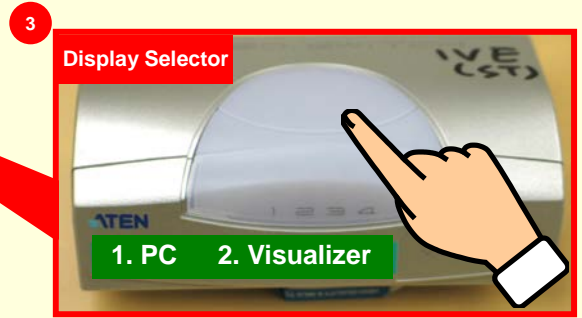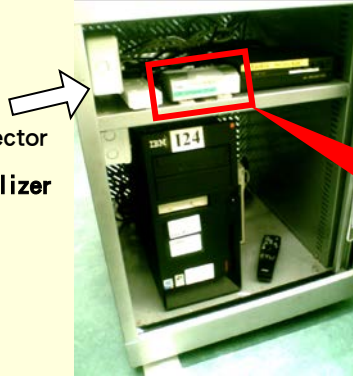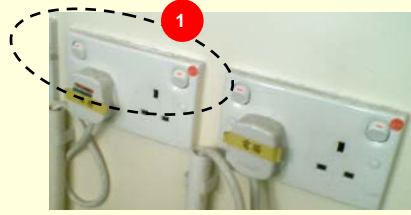
班房教學器材(多媒體投射機及電腦器材)使用說明

(A) 一般器材之開關及控制

1) 使用器材時,請確定有關電源已經開啟

2) 按升降鍵下降電動投射幕

3) 打開器材櫃枱的閘門後,

   選擇投射影像,輕按 Display Selector 揀選使用**桌面電腦(PC)** 或 Visualizer

   Display Selector
   1. PC   2. Visualizer

4) 使用遙控器開動(或關掉)多媒體投射機,

   設定投射畫面為 Computer mode (RGB mode)

(B) 使用桌面電腦*

1) 開動電腦顯示器及主機電源開關;主機已配備網路攝錄機供視像課堂使用
2) 確定 Display Selector 已揀選使用 PC
3) 如需播放聲音媒體/檔案,可用電腦或開動掛牆擴音機以按鈕調節音量

   *班房桌面電腦可作視像課堂、文書處理、PowerPoint、影音光碟播放或瀏覽網頁等
   用途,而且可使用 USB Flash Drive;但同時裝設再生唔,請勿在電腦中儲存資料。

   Display Selector
   1. PC   2. Visualizer

(C) 使用實物投影機(Visualizer)

1) 從實物投影機的控制面板上**開動電源**(POWER)
2) 輕按 Display Selector 選擇投射影像,

   揀選實物投影機的影像成為投射畫面

   POWER

   Display Selector
   1. PC   2. Visualizer

當器材使用完畢後,請把投射機**遙控器放回櫃內**,多謝合作。

如有任何疑問,歡迎聯絡國際扶輪三四五零地區學習資源中心**多媒體服務**職員以提供有關支援或協助,請於辦公時間致電 22567 642/ 644/ 645/ 640/ 641

亦可使用你的手提裝置掃描(右面的)二維碼,以電郵報告有關器材的問題,我們會盡快跟進

如在星期一至五下午 **5:30 – 6:30** 需要有關支援,請致電 **2694 7655** 查詢

多媒體器材包括投射系統、廣播系統、實物投影機等,一般每隔兩個月一次恆常檢查/維修