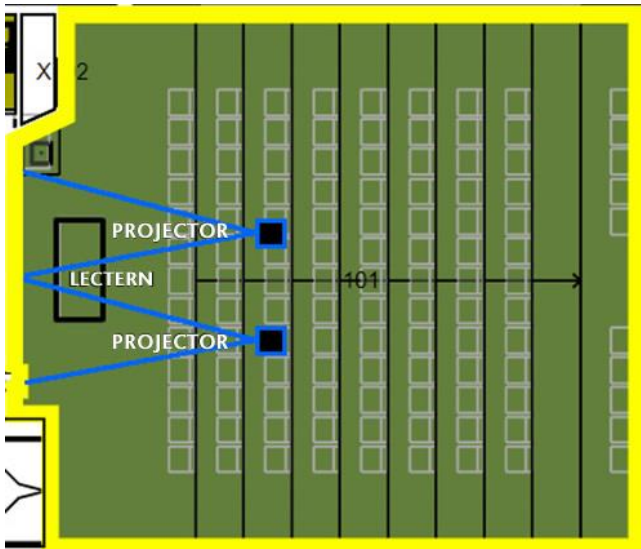## Room layout

AV System

- 2x Projectors
- Touch Panel for AV control
- AiO Desktop PC
- Document camera
- Cisco videoconference
- 2x Video cameras
- Lecture Capture (Panopto)
- Wireless presenter
- Microphone – lectern, wireless
- HDMI cable with adapters
- Hearing Assist Device

Touch Panel
Used for all interaction with the AV system

Activate the AV System

- Touch the panel to activate the AV system

Desktop PC display

- Hold down the **Windows key** and press the **P-key** on the keyboard to access the PC display settings. Select 'Duplicate' on the floating menu. To show PowerPoint with notes, select 'Extend' from the floating menu.

Local Presentation

- The projector screens can show identical or different media when presenting in local mode.

Panopto Lecture Capture

➢ **Audio** – the lectern and wireless microphones record the presenter's voice.
➢ **Presenter Video** - the presenter camera is by default selected as the recorded camera stream and changing to the audience camera does not change the recorded video. Ensure the camera is set at an angle to cover all the anticipated movements.
➢ **Presentation** – touch a media button on the touch panel – only presentation shown on the left projector screen is recorded.

Show Presentation

➢ **Show Desktop PC**
Touch the **Computer** button on the touch panel

➢ **Show Laptop**
1. Connect the HDMI cable
2. Enable the laptop's dual display (Duplicate/mirror)
3. Touch the **Laptop** button on the touch panel

➢ **Show Document camera**
1. Place the object or document on the tray
2. Adjust the view using the controls on the device
3. Touch the **Document Camera** button on the touch panel

➢ **Connect BYOD (laptop, tablet, smart phone) to the AV system**
1. Touch the **Kramer VIA** button
2. Follow the instructions shown on the display system

Volume control

Touch the **Audio** tab to open the volume control.

➢ Touch and slide the **Microphone Volume** button to adjust the voice reinforcement in the room.
➢ Touch and slide the **Program Volume** button to adjust the playback volume of the PC or laptop. Ensure the PC/laptop audio is not muted.
➢ The audio component of a presentation must follow the projector screen where the presentation is shown.

Videoconference mode

➤ In preparation for a videoconference, touch the **Video Conference** tab and the **Yes** button.

Camera adjustment

➤ Check the current camera angle on the touch panel and adjust the camera by using the controls on the touch panel for **Pan**, **Tilt** and **Zoom** to ensure you are visible to the **Far End Room(s)** at all times irrespective of your anticipated movements.

Show a presentation

➤ Touch the **VC Presentation** tab and one of the media buttons to show it on the left projector screen and to the far end room(s). This action is not available until the video call has been established which is indicated by the Far End Room(s) appear on the right projector screen.

Volume control

Touch the **Audio** tab to open the volume control.

➤ Touch and slide the **Microphone Volume** button to adjust the voice reinforcement in the room.
➤ Touch and slide the **Videoconference Volume** button to adjust the audio of the Far End Room(s). Use the same control to adjust the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted.

Connect to Zoom

1. Dial 111 and touch the **Call** button
2. Enter the Zoom meeting ID followed by the #-key
3. Enter the Zoom passcode followed by the #-key

Support

AV Technical support Townsville: Ext. 14643

AV Technical support Cairns: Ext. 21700

Panopto   videocapture@jcu.edu.au
Computers   Ext. 15500
A/C or electrical faults: Mex request
Security: Ext. 16000