



AV Equipment Guide

System Components

- Touch panel for AV control
- 5x flat panel displays
- All-in-one Desktop PC
- HDMI cable and adapters
- Document Camera
- Presenter camera
- Ceiling mounted speakers
- Hearing augmentation device

Log in to desktop PC

Use the JCU issued username and password

Duplicate desktop PC/laptop 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. The PC is rack mounted under the table top.

AV Control

The touch panel is used for all interaction with the AV system.



Show the desktop PC

Touch the **Computer** button. If the presentation contains an audio component, ensure the PC audio is turned up and not muted.

Show a laptop on the projector

Connect the laptop to the AV system by the provided HDMI cable (adaptors available) and ensure the laptop is set to duplicate its display (Win/P or MacBook mirror displays) and touch the **Laptop** button. Ensure the laptop audio is turned up and not muted if the presentation contains an audio component.

Show the wireless presenter (Kramer)

A laptop, smartphone or tablet can be connected to the presenter. Touch the **Wireless Presenter** button to show the IP address to be used to connect to the presenter. Once the IP address is entered, use the 4-digit code generated on the presenter screen to make the connection.

Show the document camera

Turn on the document camera and adjust as required using the controls. Touch the **Document Camera** button to show it on the displays.

Show the presenter camera

A ceiling mounted video camera is not yet connected to a recording device

Audio

There are no microphones in this room, hence the Microphone Volume button has been disabled

Touch and slide the **Program Volume** button, located along the bottom of the touch panel, to adjust the playback volume of the desktop PC or laptop. Ensure the PC/laptop audio is turned up and not muted if the presentation contains an audio component.

Support

AV Technical support Townsville:	Ext. 14643
AV Technical support Townsville:	Ext. 21700
Mediasite content:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000