



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 1x Projector
- All-in-1 desktop PC with inbuilt camera and microphone for Mediasite Desktop Recordings
- Document camera/visualizer
- DVD/VHS tape player
- VGA & 3.5mm audio cables – To connect Analog laptops

AMX 9-button keypad

The AMX 9-button keypad is used for all interaction with the AV system



Log in to desktop PC

Use the JCU issued username and password

Duplicate or Extend 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.

Projector and keypad buttons flashing

- If the **Off button** is lit on the keypad, it will take a few minutes for the projector to warm up after a media button is pressed. The button will be flashing while the projector is warming up.
- If the **Off button** is flashing, the projector is going through a cool down phase. Please do not press any buttons while a button is flashing.

Local Presentation

This room can for AV purposes be linked with E2-113A when the partition between the rooms is removed. Press the Link button on the keypad to join the rooms.

Show Desktop PC

Press the **PC button** on the keypad to show the desktop PC on the projector screen. We recommend using the VLC media player on the desktop PC to play DVDs.

Show Laptop

Connect the VGA and 3.5mm audio cables, enable the laptop's dual display (Duplicate) and press the **PC button** to show it on the projector screen. Please note the maximum resolution is 1024X768 pixels for this system.

Show Document Camera/Visualizer

Press the **Doc Cam button** to show it on the projector screen.

Show Video (VHS tape)

Turn on the combined DVD and VHS player and insert the VHS tape. Press the **Video button** on the keypad and Press the **Play button** on the player to show the video on the projector screen

Volume Control (presentation audio)

Volume is controlled by pressing the **Volume Up** or **Volume Down button** on the keypad. Ensure the desktop PC and laptop volume is turned up and not muted if the presentation contains an audio component.

Microphone Volume

Press the **Mic Volume Up** or **Mic Volume Down** to adjust the microphone volume.

Support

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