

System Components

The following equipment is connected to the AV system:

- 3x Projectors (2x presentation projectors and 1x Cinema quality)
- Touch Panel for AV control
- All-in-1 desktop PC (not equipped with a DVD drive)
- Document camera/visualizer
- Wireless Presenter
- Videoconference codec and cameras
- Lecture Capture (Mediasite)
- Fixed and wireless microphones
 - Fixed – static presenter position
 - Wireless lapel – allows for free movement, best suited for Mediasite recordings
 - Wireless handheld – allows for free movement
 - The wireless microphones are recharged in the provided charging cradle – please take care in returning them to the cradle to ensure charging is active (indicated by a red light on the charger; a green light indicates it is fully charged).
- HDMI cable with adaptors for connecting a laptop



Touch Panel

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

Activate the AV System

Touch the touch panel to activate the AV system

Mediasite recordings

The presentation source will only be recorded, if it is shown on the Left projector!

Log in to desktop PC

Use the JCU issued username and your password

Duplicate or Extend desktop PC display (Win/P)

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.

PRESENTATION MODE

In local presentation mode, the same or different media can be shown on the two projectors screens.

Touch the **Left Screen** tab to select the left projector for a presentation and/or the **Right Screen** to select the right projector.

Show Desktop PC

1. Touch the **Computer** button to show the desktop PC on the selected projector screen.
We recommend using the VLC media player on the desktop PC to play downloaded material.

Show Laptop

1. Connect the **HDMI cable** to the laptop (use an adaptor if required)
2. Enable the laptop's dual display (Duplicate or Mirror)
3. Touch the **Laptop** button to show it on the projector screen.

Show Document camera/visualiser

1. Place the document or object on the tray and turn on the document camera power
2. Touch the **Preview** tab and **Document Camera** button to and adjust the zoom if required
3. Touch the **Screen** tab and **Document Camera** button to show it on the projector screen.

Show Wireless Presenter Interface

- Touch the Kramer VIA button to show the instructions for how to connect a BYOD (laptop, tablet and smartphone to the AV system).
- Take Note of the Room Name (IP address) and code

Show nothing

To blank the presentation without turning the projector off, touch the **Off (No image)** button.

Volume control

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

- Touch and slide the **Microphone Volume** button to adjust the volume of the presenter's voice in the room.
- Touch and slide the **Program Volume** button to adjust the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted if the presentation contains an audio component.

VIDEOCONFERENCE MODE

In preparation for a videoconference, touch the **Video Conference** tab and the **Yes** button. The current camera angle of the presenter camera, will be shown on the touch panel. Adjust the camera by using the controls on the touch panel for **Pan**, **Tilt** and **Zoom** to ensure you will be visible to the **Far End Room(s)** at all times irrespective of your movements.

Video calls are scheduled and automated by VAVS usually 5 minutes to the hour. Once the call is connected, the participants will be shown on the right projector.

Show a presentation

Touch the **VC Presentation** tab followed by one of the media source buttons.

Show presentation on both projector screens

Touch the **Duplicate on Both** button

Volume control

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

- Touch and slide the **Microphone Volume** button to adjust the volume of the presenter's voice in the room.
 - Touch and slide the **Videoconference Volume** button to adjust the volume of the connected far end room(s).
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Cinema mode

A cinema quality projector is available in this room. The Desktop PC or a laptop can be used for movie screenings, alternatively a portable DVD drive can be connected to the AV system using the provided HDMI cable.

- A passcode is required to access the cinema mode controls, please contact VAVS for instructions.
 - Touch the **Cinema Mode** tab to access the projector controls
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Support

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