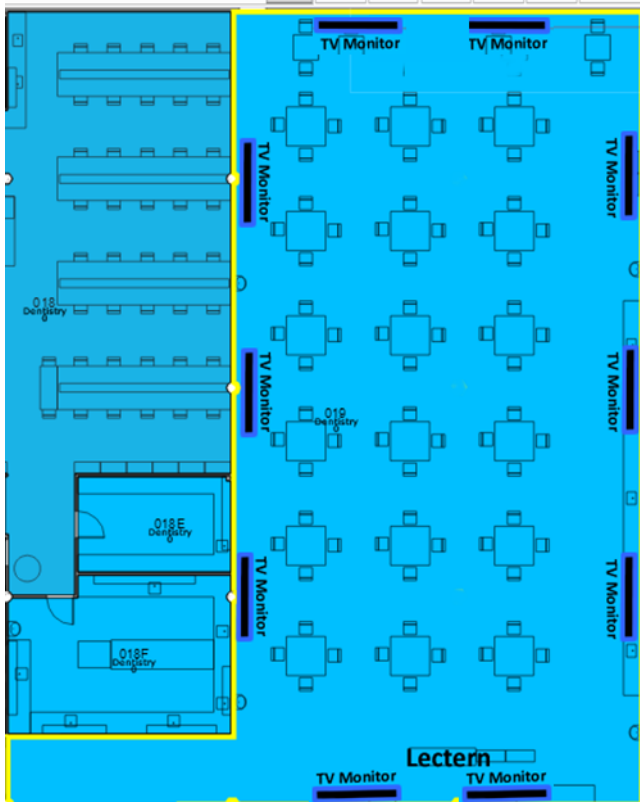


Room layout



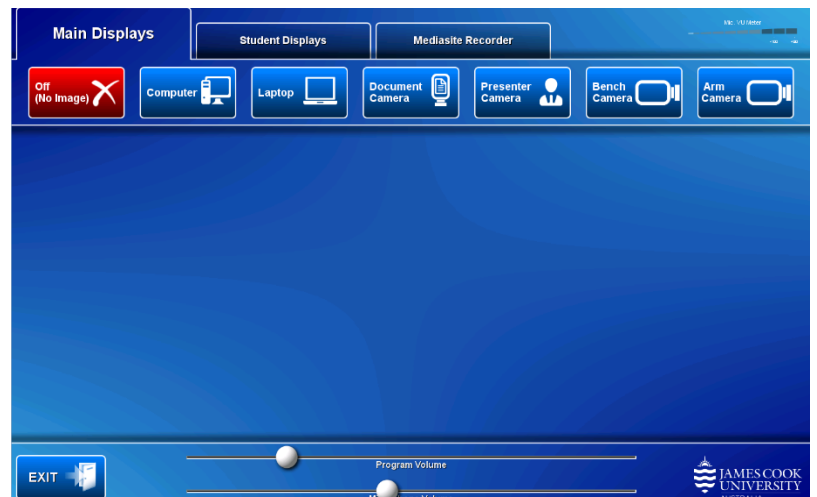
AV System

The following equipment is connected to the AV system:

- 10x TV monitors
- 80x Student PC&Display systems
- Touch Panel for AV control
- AiO Desktop PC
- Document Camera
- Lecture Capture (Panopto)
- 1x Video camera
- Bench camera
- Arm camera
- HDMI cable with adaptors
- Microphones – ceiling, wireless
- Hearing Assist Device

Touch panel

Used for all interaction with the AV system



Activate the AV System

- Touch the panel to activate the 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.

Panopto Lecture Capture

- **Audio** – microphone on the lectern used for recordings.
- **Presenter Video** - the presenter camera is by default selected as the recorded camera stream. Ensure the camera is set at an angle to cover all the anticipated movements.
- **Presentation** – touch a media button to add a computer or laptop presentation to the recording.

Show media

- Media is pushed to the room **Main Displays** (TV monitors around the room) from the lectern.
- Media to the **Student Displays** is pushed from the lectern with **Default Station PC** an additional source.

Show Desktop PC

1. Touch the **Computer** button

Show Laptop

1. Connect the **HDMI cable** to the laptop (use adaptors if required)
2. Enable the laptop's dual display (Duplicate/mirror)
3. Touch the **Laptop** button

Show Document camera

1. Turn on the document camera power and place an object or document on the tray
2. Touch the **Document Camera** button
3. Adjust the camera zoom as required.

Show Presenter camera

1. Touch the **Presenter Camera** button
2. Adjust the camera angle as required

Show Bench camera

1. Touch the **Bench Camera** button
2. Angle the camera towards the object on the lectern to be shown

Show Arm camera

3. Touch the **Arm Camera** button
4. Angle the camera towards the object on the lectern to be shown

Volume control

- Touch and slide the **Microphone Volume** button to adjust the voice room reinforcement.
- Touch and slide the **Program Volume** button to adjust the playback volume of the PC and laptop. Ensure the PC/laptop volume is turned up and not muted.

Support

AV Technical support Cairns:	Ext. 21700
AV Technical support Townsville:	Ext. 14643
Panopto:	videocapture@jcu.edu.au
Computers:	Ext. 21777
A/C or electrical faults:	Mex request
Security:	Ext. 21293