



AV Equipment Guide

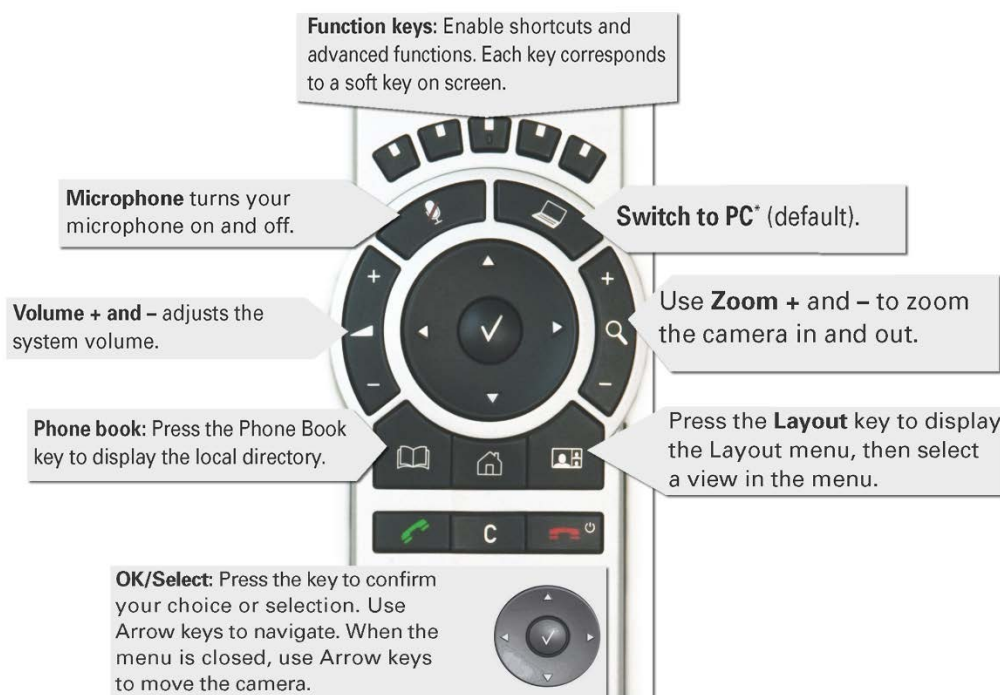
System Components

The following equipment is connected to the AV system:

- 2x Projectors
- 1x Flat panel display
- All-in-1 desktop PC
- Document camera/visualizer
- Videoconference codec
- Lecture capture (Mediasite)
- Microphone – lectern & ceiling
- HDMI, VGA, Mini Display Port, 3.5mm audio cables – To connect Digital & Analog laptops

Cisco Remote Control

The Tandberg Remote Control is used for all interaction with the AV system



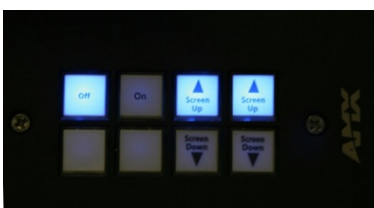
Log in to desktop PC

Use the JCU issued username and password

Duplicate 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 Control



Press the **On** button to turn on both projectors and lower the projector screens. In the event of a projector failure, please take note of the status lights and contact support.



Mediasite Lecture Capture

Audio – the presenter’s desk microphone is permanently connected to the AV system and is used to 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 will not change that. Ensure the camera is set at an angle to cover all the anticipated movements.

Presentation - press the **Switch to PC key** on the Cisco remote to add a computer presentation to the recording.

Local Presentation

Show Desktop PC

Briefly press the **Switch to PC** key on the Cisco remote.

Show Laptop

Connect the appropriate cable, enable the laptop’s dual display (Duplicate) and briefly press the **Switch to PC** key.

Show visualizer/document camera

Press the **Home key** (House) on the Cisco remote, select **Presentation** from the menu and select **Doc Cam** and press the **OK/Select** key (white tick). Alternatively press and hold the **Switch to PC key** until the Doc Cam option pops up on the TV monitor, then select the **Doc Cam** option and press the **OK key** (tick).

Videoconferencing



Activate the AV system by picking up the Cisco remote. If a menu appears in the bottom left corner, click the **Arrow left key** to close it. Select the presenter camera by pressing the **1st function key** on the remote – make adjustments to the camera angle by pressing the pan, tilt and zoom buttons to ensure you are visible to the Far End room at all times.

Connect a Conference Call

Conference calls are scheduled by VAVS. To connect a conference manually, press the phone book key, navigate to the room/addressee in question and press the connect key (green handset button).

The far end will appear on the left projector screen (when facing the audience).

Videoconference Presentation

See the instruction for a local presentation, the presentation will appear on the right projector screen (closest to the presenter’s desk).

Support

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