



## AV Equipment Guide

### System Components

The following equipment is connected to the AV system:

- 3x flat panel displays (ceiling mounted)
- All-in-1 desktop PC
- Document Camera
- Ceiling & Wireless microphones
- Videoconference system
- Wireless Presenter (Kramer Via)
- Hearing Aid Device (Williams Sound)

### Touch Panel

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

The system when turned on, defaults to the screen shown above. VAVS usually schedules calls to connect automatically but this screen allows for making manual calls.



### AIO Desktop PC

- Use the **JCU issued username** and your password to log in to the PC.
- Duplicate display (PC) - 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 menu.
- Duplicate display (Mac) – Go into Settings/Display and tick the Mirror Display box.

### Local Presentation

#### Show Desktop PC

Touch the **VC Presentation** tab and **Computer button** to show the desktop PC on the three flat panel displays. We recommend using the VLC media player on the desktop PC to play DVDs.

#### Show Laptop

To show a laptop presentation, the laptop must be WiFi enabled and connected to Eduroam. Enable the laptop's dual display. Touch the **VC Presentation** tab and the **Wireless Collaborator** button which brings up the instructions for how to connect a laptop wirelessly to the AV system.

#### Show tablet/smartphone

Touch the VC Presentation tab and Wireless Collaborator button and follow the instructions shown on the flat panel displays to connect a BYOD device,

#### Volume control

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

**VC Volume** – touch and slide to adjust the playback volume of the PC or laptop – ensure the desktop PC or laptop volume is turned up and not muted if the presentation contains an audio component (Youtube, DVD, etc.).

## Videoconferencing

### Select Camera



In preparation for a videoconference, touch the **Camera Control** button, **Presenter Camera** button and adjust the camera as required by touching the on screen buttons for pan, tilt and zoom or recall a camera preset by touching one of the 4 numbered buttons. To set a camera preset, make the adjustments and press and hold a preset button until a confirmation message pops up.

When participating as an audience, select the audience camera and make adjustments if required in the same manner.

### Show Presentation

The method is the same as for a Local Presentation with the difference the presentation will be shown on the left and right flat panel display with the far end showing on the display in the middle.

### Videoconference Volume control

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

**VC Volume** – touch and slide to adjust the volume of the audio coming from the room(s) to which you are connected.

If participating as an audience, it is common etiquette to mute the microphone by touching the **Mute** button to prevent inadvertent noises to be transmitted over the videolink.

### Far End Camera Control

Touch the **Far End Camera Control** button to adjust the camera at the far end (not supported in all rooms).

## 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