

System Components

The following equipment is connected to the AV system:

- 2x Projectors
- Touch Panel for all AV control
- All-in-one desktop PC (not equipped with a DVD drive)
- Document camera/visualiser
- Wireless presenter interface
- Videoconference codec and cameras
- Lecture Capture (Mediasite)
- Hearing Assist Device
- 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

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.

Mediasite recordings

A presentation source will only be recorded, if it is shown on the Left screen!

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 adaptors if required)
2. Enable the laptop's dual display (Duplicate)
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 **Screen** tab and **Document Camera** button to show it on the projector screen.

Show Wireless presenter interface

1. Touch the Kramer VIA button to show the instructions how to connect a BYOD to AV system
2. Take note of the Room Name (IP Address) and Code and follow the instructions

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 anticipated 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.

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).

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