



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 1x Projector
- All-in-1 desktop PC with inbuilt camera and microphone for Mediasite Desktop Recordings
- Document camera/visualizer
- VGA & 3.5mm audio cables – To connect Analog laptops

AMX 8-button keypad with DVI, RCA and 3,5mm audio connectors

The AMX 8-button keypad is used for all interaction with the AV system



Log in to desktop PC

Use the JCU issued username and password

Duplicate or Extend 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 and keypad buttons flashing

- If the **Off button** is lit on the keypad, it will take a few minutes for the projector to warm up after a media button is pressed. The button will be flashing while the projector is warming up.
- If the **Off button** is flashing, the projector is going through a cool down phase. Please do not press any buttons while a button is flashing.

Local Presentation

Show Desktop PC

Press the **Main PC button** on the keypad to show the desktop PC on the projector screen. We recommend using the VLC media player on the desktop PC to play DVDs.

Show Laptop

Connect the VGA and 3.5mm audio cables, enable the laptop's dual display (Duplicate) and press the **Laptop button** to show it on the projector screen. Please note the maximum resolution is 1024X768 pixels for this system.

Show visualizer/document camera

Turn on the document camera power and press the **Visualizer** button to show it on the projector screen. Adjust the camera zoom as required.

Auxiliary Devices

A connection plate provides DVI, RCA and 3.5mm audio receptors for auxiliary devices such as a video player etc.

- Press the **DVI button** to show the device connected by the DVI cable on the projector screen.
- Press the **Video button** to show the device connected by the RCA cables on the projector screen.

Volume control

Volume is controlled by pressing the **Volume Up** or **Volume Down button** on the keypad. Ensure the desktop PC and laptop volume is turned up and not muted if the presentation contains an audio component.

Support

AV Technical support Cairns:	Ext. 21700
AV Technical support Townsville:	Ext. 14643
Mediasite:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 21293