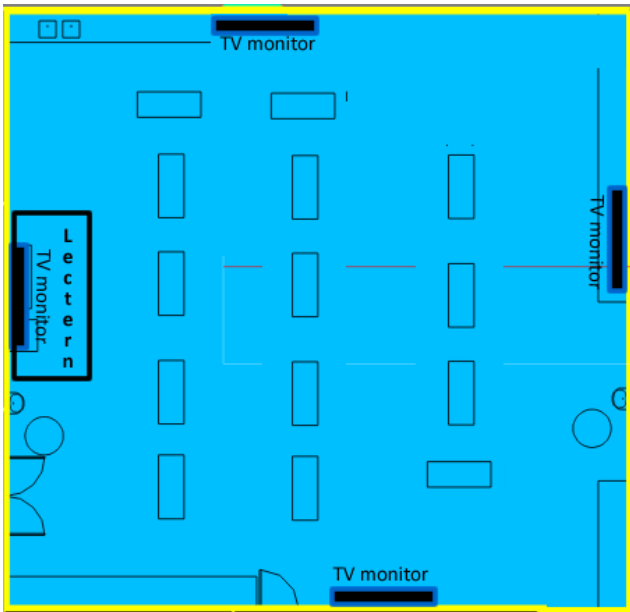




Room layout



AV System

- 1x Large TV monitor
- 4x student TV monitors
- Touch Panel for AV control
- AiO Desktop PC
- Document Camera
- Arm mounted Camera
- Lecture Capture (Panopto)
- 1x Video 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.

Display System

- Touch the **Main Display** tab and a **media** button to show presentation on the Main Display
- Touch a **Student Display** tab (1, 2, 3 or 4) and a **media** button to show presentation on the Student Display TV monitors

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 arm camera

1. Touch the **Arm Camera** button
2. 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

