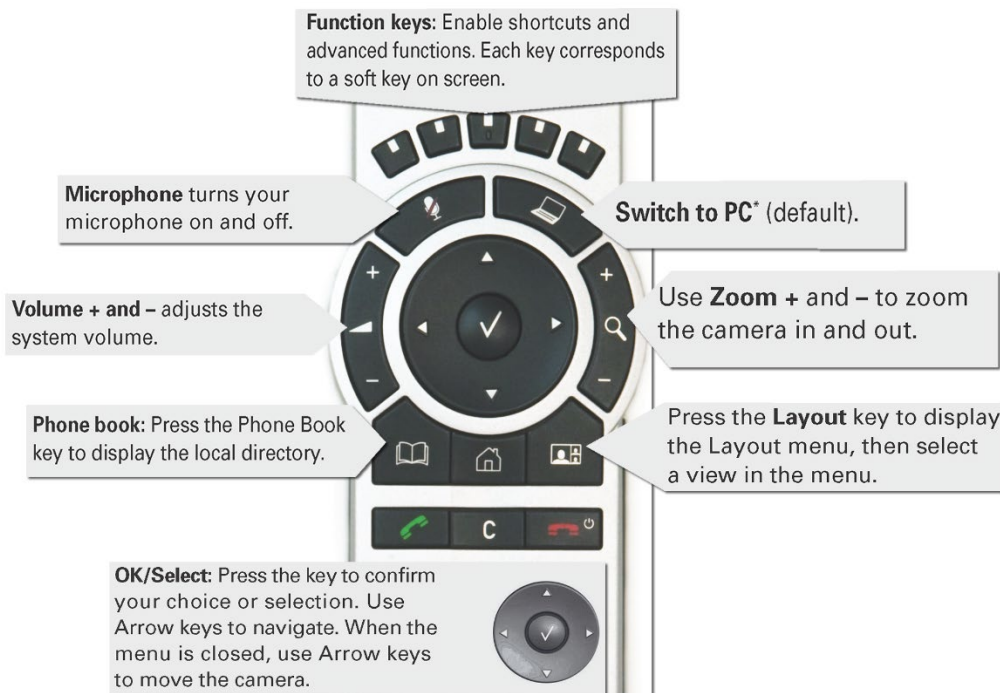## System Components

The following equipment is connected to the AV system:

- 2x Flat panel displays
- All-in-1 desktop PC
- Document camera/visualizer
- Videoconference codec with Cisco remote control
- Lecture Capture (Mediasite)
- Microphone
- HDMI, VGA, Mini Display Port, 3.5mm audio cables – Digital & Analog laptops

Cisco Remote Control

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

Function keys: Enable shortcuts and advanced functions. Each key corresponds to a soft key on screen.

Microphone turns your microphone on and off.

Switch to PC (default).

Volume + and – adjusts the system volume.

Use **Zoom +** and **–** to zoom the camera in and out.

Phone book: Press the Phone Book key to display the local directory.

Press the **Layout** key to display the Layout menu, then select a view in the menu.

OK/Select: Press the key to confirm your choice or selection. Use Arrow keys to navigate. When the menu is closed, use Arrow keys to move the camera.

Log in to desktop PC

Use the JCU issued username and your 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.

Mediasite Lecture Capture

Audio – the table microphones are permanently connected to the AV system and are used to record the presenter's voice.

Presenter Video - the camera is permanently selected as the recorded camera stream. Ensure the camera is set at an angle to adequately cover the scene.

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 and enable the laptop's dual display (Duplicate) and briefly press the **Switch to PC** key.

Show visualizer/document camera

Press & hold the **Switch to PC** key. A dropdown menu appears on the panel to the left. Select **Doc Cam** and press the **OK/Select** key (white 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.


Press the pan, tilt or zoom keys to adjust the camera settings.
A picture-in-picture showing the current camera angle is shown at bottom right.
Close the camera angle preview, by pressing the Exit button (the actions of the five function keys along the top of the remote, correspond to a soft key visible along the bottom of the flat panel.

Connect a Conference Call

Conference calls are usually 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).
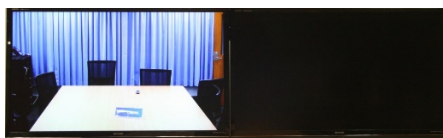
The far end will appear on the left screen once the call is connected.

Videoconference Presentation

See the instruction for a local presentation, the presentation will appear on the right screen.

Support

AV Technical support Townsville:	Ext. 14643
AV Technical support Cairns:	Ext. 21700
Mediasite content:	mediasite@jcu.edu.au
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000