Council Chambers
Audio Visual/Videoconferencing Guide

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The Audio Visual (AV) system

The audio visual system in the Council Chambers consists of the following components:

- 2x ceiling mounted SONY high definition projectors and motorized projector screens (North & South)
- 2x wall mounted flat panel displays (East and West)
- 4x cameras for Mediasite recordings, video conferences and Zoom meetings
- 2x Shure 60cm ceiling array microphone
- 1x Cisco C60 videoconferencing unit
- 2x touch panels (one for outer table and one for the inner)
- HDMI cables and adaptors to connect laptop to the system from inner and outer tables
- 1x All-in-one desktop PC
- 1x Mediasite recording hardware
Turning on the AV System

Touch Panels
There are two touch panels for all AV control. One is located on the outer table on the Western side and one on the inner table Southern end.

Activate the Audio Visual System
To activate the AV system touch either touch panel which sets the system in local presentation mode in readiness for showing a Laptop or Desktop PC presentation.

Recording a meeting
Proceedings in the Chamber can be recorded to the provided Mediasite Recorder – select one of the four cameras by touching the Recording Camera button followed by the Camera 1, 2, 3 or 4.

- **Start recording**
  - Press and hold the Mediasite button until the recording light shows a steady red.

- **Stop recording**
  - Press and hold the Mediasite button until the recording light goes out.

- **Pause recording**
  - Momentarily press the Mediasite button – the light pulses red.

- **Resume recording**
  - Momentarily press the Mediasite button – the light shows a steady red.

Laptop
Laptops can be connected to the AV system at the Inner or Outer table by the provided HDMI cable at each location. A laptop connected at the Inner table is referenced on the touch panel as Laptop Inner and Laptop Outer when connected at the outer table.
Show a presentation

Show a laptop

1. Connect the laptop to the AV system using the HTML cable/adaptor and duplicate or mirror its display (Win/P – duplicate or mirror display)
2. Touch the Laptop Inner button when laptop is connected at the inner table or touch the Laptop Outer button if the laptop is connected at the outer table. This action will lower the projector screens and turn on the projectors as well as the flat panel displays
3. Ensure the laptop volume is turned up and not muted if the presentation contains an audio component. Adjust the laptop playback volume by touching and sliding the Presentation Volume button.

Show Local PC

1. Log in to the Desktop PC, located on top of the equipment rack, by entering your JCU issued user name and your password. Ensure the PC is set to duplicate its screen (Win/P and select duplicate).
2. Touch the Local PC button to show the PC screen on all four display devices in the Chamber.
3. Ensure the local PC volume is turned up and not muted if the presentation contains an audio component. Adjust the laptop playback volume by touching and sliding the Presentation Volume button.
**Videoconference Mode**

To connect to Zoom and to other videoconferencing room systems in the world, the system needs to be set in videoconferencing mode. Press the *Video Conference* button – the touch panel below shows the AV system set in video conference mode:

![Videoconference Mode Diagram]

Video conference calls and Zoom meetings can be scheduled by VAVS – these calls will connect the Council Chamber automatically to the conferences/meetings provided the connections details are forwarded to videoconferencing staff prior to the event.

**Cameras**

There are four cameras in the Chamber, each numbered accordingly. To show the selected camera on the display system, touch the *Selfview* button on the touch panel.

- Camera 1 = East - above the entry door to the Chamber
- Camera 2 = West
- Camera 3 = North
- Camera 4 = South

Adjustments can be made by touching the pan, tilt and zoom buttons or recalling a camera pre-set by touching one of the four (1, 2, 3 or 4) camera pre-set buttons. To set a new preset, make the necessary camera adjustments and press and hold the button to store the preset until the message *‘Preset Stored’* pops up.

**Microphones**

There are two ceiling mounted array microphones which have been set up to cover participants both at the inner and outer tables. For privacy purposes, the microphones can be muted by touching the *Microphone Mute* button on the touch panel. The mute button on the touch panel turns red and a red light on the array microphones, indicates the microphones are muted.

**Videoconference presentation**

Touch the *Laptop Inner*, *Laptop Outer* or *Local PC* button on the touch panel to show a presentation. Adjust the video layout on the display system by touching the *Layout* button.

**VC Volume**

Touch and slide the *VC Volume* button to adjust the volume of the audio from the videoconference rooms and Zoom participating.
Zoom

Schedule a Zoom meeting in Outlook
Zoom meetings conducted in the Council Chamber are scheduled via outlook by the organizer. An invite containing instructions on how to connect to the meeting is created by Outlook and then forwarded to all participants including videoconferencing@jcu.edu.au – VAVS will then automate the Zoom connection in the Chamber.

Participating by phone
Participants can connect to the Zoom meeting by following the instructions provided in the invitation.

Connect a Zoom meeting manually
1. Set the AV system in videoconference mode on the touch panel

2. Touch the Dial button

3. Enter 111 and touch the Call button
4. Touch the **Dial** button and **Keyboard** icon

5. Using the virtual keyboard, touch the ?123 button

6. Enter the **Zoom Meeting ID** followed by the # key

7. Note: Do not connect the Room PC to the Zoom meeting as this will distort the audio component of the meeting.

If a participant in the Chamber is connected to Zoom by a laptop, ensure the laptop microphone is muted and its volume turned off.
Change the video layout on the display system in the Chamber. Once the Zoom call has been connected it will show the Active speaker in a larger portion of the display system and the other participants as a film strip along the bottom of the screen.

Change the video layout to Gallery View (showing all participants)

1. Touch the Dial button on the touch panel

2. Touch the 1 button

3. A menu pops up on the display screens
4. Touch the 1 button to change the video layout – repeat this action until the desired layout is shown.

Support Numbers

IT Help Desk 15500
AV Support Townsville 14643
AV Support Cairns 21700
Mediasite mediasite@jcu.edu.au