



AV Equipment Guide

Council Chambers Audio Visual/Videoconferencing Guide

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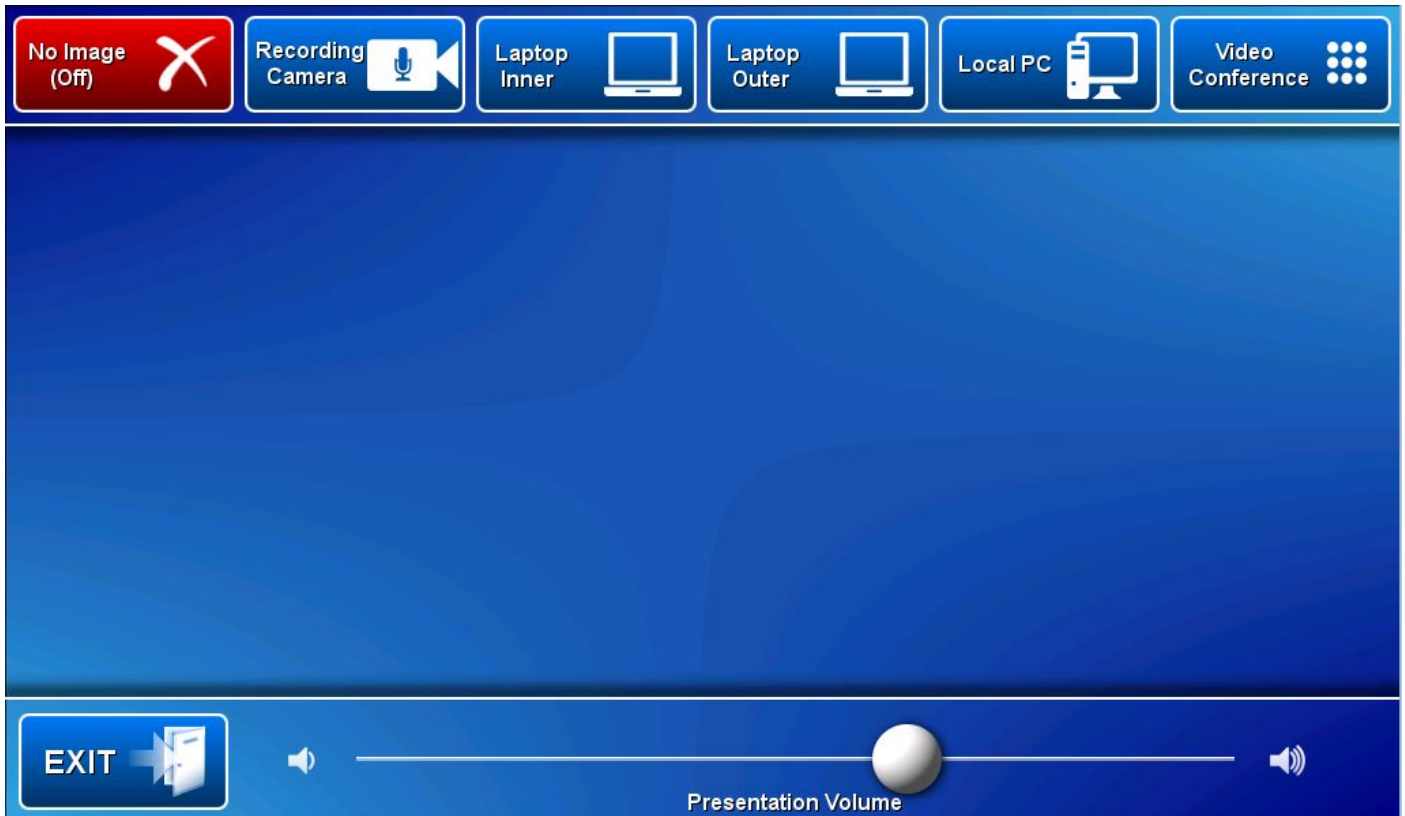
The AV system

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
- 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

Turn On the AV system

The touch panels are the hub for controlling the audio visual system in the Chamber. When the system is turned off, both touch panels will go into a sleep mode. Touching the screens will turn the touch panels on, showing the JCU logo. To activate the audio visual system, touch the panels again. The following screen is shown:



There are four high definition cameras in the Chamber which can be used to record proceedings. Select a camera by touching the **Recording Camera** button and the camera of your choice. Adjustments to the camera angle are done by touching the pan, tilt and zooms buttons on the panel.

The projectors and flat panel displays will remain switched off until you select a media source to display (Laptop Inner, Laptop Outer or Local PC) or proceed to Videoconference mode.

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.

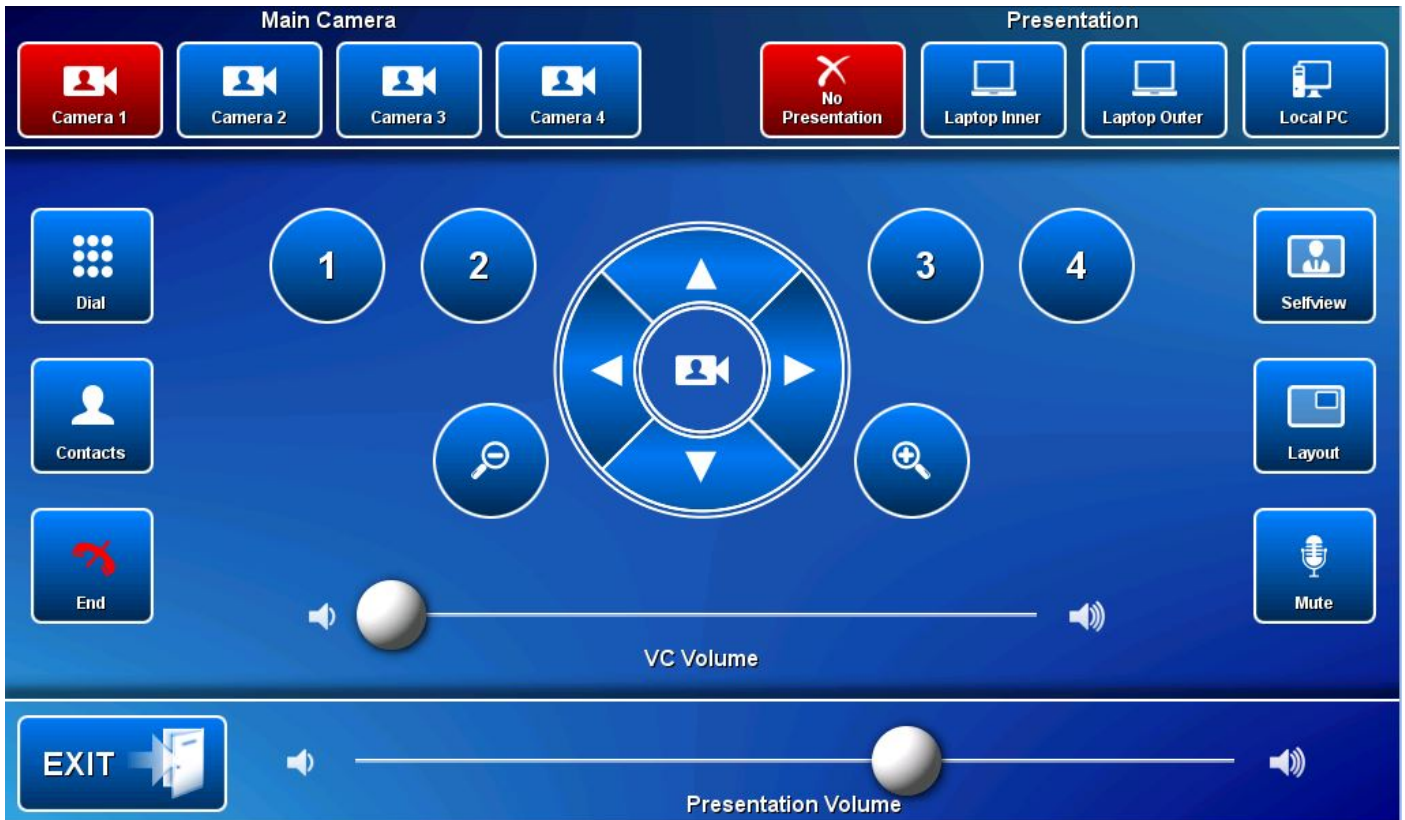


Show Local PC

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

To connect to other videoconferencing systems in the world, the system needs to be set in videoconferencing mode. Press the **Video Conference** button and the screen shown below, appears on the touch panel:



In a videoconference, the system is capable of sending a camera view of the Chamber, a Laptop or PC presentation to the participating rooms as well as receiving a camera view of the participating rooms.

Cameras

There are four cameras in the Chamber, each numbered accordingly. The selected camera will be shown on the four displays in the Chamber. Select a camera by touching the corresponding **Camera** button.

- 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.

Miscellaneous

Microphones

The rechargeable microphones have been removed and replaced with 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. A red light on the array microphones, indicates the microphones are muted.

Videoconference presentation

Follow the instructions on page 3 for how to show a presentation.

VC Volume

Touch and slide the **VC Volume** button to adjust the volume of the audio from the participating room(s).

Adding a telephone call to the videoconference manually

The system in the Chamber can connect one video call and three telephone calls concurrently – further connections requires the use of bridging equipment by prior arrangements with VAVS Staff. To add a telephone call, the phone number must be preceded by #10#.

Recordings

A Mediasite recorder has been added to the AV system. See the separate document for a description of the recording procedure.

Technical Support

The Townsville AV Office is open from 7am to 6pm Mo-Fr – phone 14643

The Cairns AV Office is open 8am to 5pm Mo-Fr – phone 21700

Zoom

Zoom is a videoconferencing system designed to enhance collaboration and communication and is available to all staff from 17/3/2018.

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.

Connect to a Zoom meeting manually

1. Using the touch panel, set the AV system in **videoconference mode**
2. Touch the **Contacts** button
3. Touch the **Directory** button
4. Touch the **down pointer** button
5. Touch the **Zoom Meeting** entry
6. Touch the **Zoom Meeting Bridge** entry
7. Touch the **Call** button
8. Touch the **Dial** button
9. Using the virtual keypad, enter the **Zoom Meeting ID** followed by the **#** key
10. Close the virtual keypad by touching the X in the top right corner of the touch panel

An automatic connection to a Zoom meeting

If the organizer requires an automated connection, please include VAVS (videoconferencing@jcu.edu.au) in the list of invitees, otherwise each participant will connect to the Zoom meeting manually.

Connect to the Zoom Meeting by telephone (landline and mobile)

From within Australia – dial 02 8015 2088 and enter the Zoom Meeting ID followed by the # key

From within Singapore – dial 3158 7288 and enter the Zoom Meeting ID followed by the # key