

## System Components

- Touch panel for AV control
- 3x wall mounted monitors
- All-In-One PC
- Preview monitor
- Visualiser
- 1x Microphone – (lapel) - rechargeable
- HDMI cable and adaptors
- Ceiling mounted speakers
- Hearing Aid Assist
- Videoconference system

## AV Control

The touch panel is used for all interaction with the AV system.



### Log in to desktop PC

Use the JCU issued username and your password

### Duplicate desktop PC/laptop 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.

## Joining rooms

Rooms 142-110B and 142-110A can be jointly run from the touch panel in 142-110B by touching the **Link Zone 1** button on the 142-110B (Zone 2) touch panel. This option is available both in local and videoconference mode.

## Preview

The media sources can be viewed on the preview monitor before pushing the content to the projector.

Touch the **Preview** tab and a **media source** button to view it on the preview monitor.

## Local Presentation

Show desktop PC on the monitors

Touch the **Monitor** tab and the **Computer** button. If the presentation contains an audio component, ensure the PC audio is turned up and not muted. We recommend using the VLC media player on the desktop PC to play downloaded material.

Show a laptop on the monitors

Connect the laptop to the AV system by the provided HDMI cable (adaptors available) and ensure the laptop is set to duplicate its display (Win/P or MacBook mirror displays) and touch the **Monitor** tab and **Laptop** button. Ensure the laptop audio is turned up and not muted if the presentation contains an audio component.

Show the visualiser on the monitors

Touch the **Preview** tab and **Document Camera** button and make adjustments for the best viewing angle. When satisfied, touch the **Monitor** tab and **Document Camera** button.

Audio

Touch the **Audio** tab to adjust the volume levels of the presentation and lapel microphone. Ensure the PC/laptop audio is turned up and not muted if the presentation contains an audio component.

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## Videoconference mode

Touch the **Videoconference** tab and **Enter Videoconference Mode** button to ready the system for a videoconference.



Make adjustments to the videoconference camera by touching the **VC Presentation** tab and the **pan, tilt** and **zoom** buttons. Touch a **Camera Presets** button to recall a preset; touch and hold to set a preset.

Videoconference calls are usually scheduled by VAVS. To connect a call manually, use the phone books to locate the room in question and the call button associated with the room. Alternatively touch the **Keyboard** button and enter the number by touching the virtual keys on the keyboard and press then Call button.

Touch the **VC Presentation** tab and a **media** button to show a presentation.

Audio

Touch the **Audio** tab to adjust the volume levels of the presentation and lapel microphone by touching and sliding the controls. Ensure the PC/laptop audio is turned up and not muted if the presentation contains an audio component.

Far End Camera

Touch the **Far End Camera Control** tab and the **pan, tilt** and **zoom** buttons to adjust the camera of the far end if supported by the systems.

## 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