



AV Equipment Guide

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

Joining rooms

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

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.



AV Control

The touch panel is used for all interaction with the AV system. Once activated, this is what you see!

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.

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.

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.

Videoconference mode

Touch the **Videoconference tab** 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 Townsville:	Ext. 21700
Mediasite content:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000