



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 1x ceiling mounted projector
- All-in-one desktop PC with inbuilt camera and microphone for Mediasite Desktop Recordings
- Wireless Presenter (Kramer VIAGO)
- HDMI cable with Liberty adaptors – to connect digital laptops

AMX 8-button keypad

The AMX 8-button keypad is used for all interaction with the AV system



MCP-108-BL

Log in to desktop PC

Use your JCU issued username and your password

Duplicate or Extend 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.

Local Presentation

Turn the system on by pressing the System ON button – the projector will only take a few moments to warm up.

Show Desktop PC

Press the **Main PC** button on the keypad to show the desktop PC on the projector screen. We recommend using the VLC media player on the desktop PC to play DVDs.

Show Laptop

1. Connect the laptop to the AV system using the provided HDMI cable,
2. Duplicate or Mirror the laptop display and press the **Laptop** button to show it on the projector screen.

Wireless Presenter

Press the **Wireless Presenter** button on the keypad and follow the on screen instructions for how to connect a BYOD (laptop, tablet or smart phone).

Volume control

Ensure the desktop PC and laptop volume is turned up and not muted if the presentation contains an audio component. The PC, laptop and wireless presenter speaker volume is controlled by turning the round button on the keypad.

Support

AV Technical support Townsville:	Ext. 14643
AV Technical support Cairns:	Ext. 21700
Mediasite:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 21293