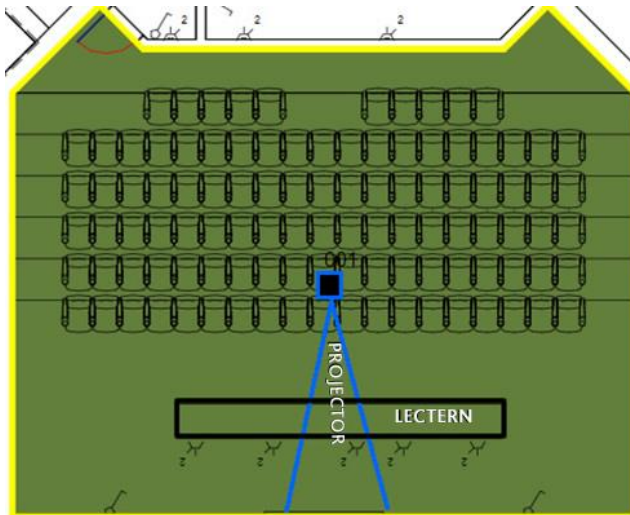


Room layout



AV System

- 1x Projector
- Touch Panel for AV control
- AiO desktop PC
- Document camera
- 1x Video camera
- Lecture Capture (Panopto)
- Microphone – lectern, wireless, audience
- HDMI cable with adapters
- Hearing assist device

Touch Panel

Used for all interaction with the AV system



Activate the AV System

- Touch the panel to activate the AV system

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.

Panopto Lecture Capture

- **Audio** – the lectern and wireless microphones record the presenter's voice.
- **Presenter Video** - a ceiling mounted camera is by default selected to record the video of the presenter. Ensure the camera is set at an angle to cover all the anticipated movements.
- **Presentation** – touch a media button on the touch panel.

Show Presentation

- **Show Desktop PC**
Touch the **Computer** button on the touch panel
- **Show Laptop**
 1. Connect the HDMI cable
 2. Enable the laptop's dual display (Duplicate/mirror)
 3. Touch the **Laptop** button on the touch panel
- **Show Document camera**
 1. Place the object or document on the tray
 2. Adjust the view using the controls on the device
 3. Touch the **Document Camera** button on the touch panel
- **Connect a BYOD (laptop, tablet, smart phone) to the AV system**
 1. Press the **Collaborator** button
 2. Follow the onscreen instructions how to connect

Volume control

Touch the **Audio** tab to open the volume control.

- Touch and slide the **Mic Volume** button to adjust the voice reinforcement in the room.
- Touch and slide the **Source Volume** button to adjust the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted.

Support

AV Technical support Townsville:

Ext. 14643

AV Technical support Cairns:

Ext. 21700

Panopto
Computers

videocapture@jcu.edu.au

Ext. 15500

A/C or electrical faults:

Mex request

Security:

Ext. 16000