



# AV Equipment Guide

## System Components

The following equipment is connected to the AV system:

- 1x Projector
- Touch Panel
- All-in-1 desktop PC
- Document camera/visualizer
- Preview monitor
- Lecture capture (Mediasite)
- Lectern mic & 2x Radio mics (lapel & handheld)
- HDMI cable with adaptors

## Touch Panel

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



Log in to desktop PC

Use the JCU issued username and 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.

## Mediasite Lecture Capture

**Audio** – the lectern and wireless microphones are permanently connected to the AV system and are used to record the presenter’s voice. The wireless microphones are provided to allow for freedom of movement and recommended for all recordings.

**Presenter video** - a presenter camera has been ceiling mounted for the purpose of capturing the presenter. The camera angle can be previewed by touching the **Preview button** and **Lecture Capture Camera button** on the touch panel. There is no need to adjust the camera setting before the recording starts.

**Presentation** - add the presentation to the recording by touching the **Computer** or **Laptop button**.

## Local Presentation

Touch the **Projector tab** at the top left corner of the touch panel.

Show Desktop PC

Touch the **Computer button** 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

Connect the HDMI cable to the laptop, enable the laptop’s dual display (Duplicate) and touch the **Laptop button** to show it on the projector screen.

Show visualizer/document camera

Turn on the document camera power and touch the **Document Camera button** to show it on the projector screen. Adjust the camera zoom as required.

Show nothing

To stop the presentation without turning the projector off, touch the **Off (No image) button**.

Volume control

Touch and slide the round button at the bottom of the touch panel to adjust the PC/laptop volume. Ensure the desktop PC and laptop volume is turned up and not muted if the presentation contains an audio component.

## Preview

Touch the **Preview tab** and one of the media button **Lecture Capture Camera, Computer, Laptop** or **Document Camera buttons** to view the sources on the preview monitor.

## 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