



AV Equipment Guide

Room concept

Groups of six can collaborate at each of the eight work group tables. Each table is fitted with cables to connect a laptop (VGA only) and a wall mounted button control to select a source to be shown on the associated wall mounted flat panel display. The tables are numbered one to eight, starting with the table to the left as you enter the room.

The lecturer can show a presentation from the lectern using the desktop PC, laptop or document camera, on all monitors in the room. This action overrides any sources selected on the individual work group tables. The lecturer can also preview any of the laptops connected the work group tables as well as showing a particular laptop connected at a work group table on all the monitors in the room.

System Components

The following equipment is connected to the AV system:

- 8x flat panel displays
- Desktop PC
- Document Camera (ceiling mounted above the lectern)
- Lectern & Wireless microphones
- HDMI, VGA and 3.5mm audio cables – To connect Analog & Digital laptops

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.

Room lighting

The room lights are controlled from the touch panel. There is no light switch on the wall.

Preview

Any of the media sources including laptops connected at the work group tables can be previewed on the touch panel by the presenter. Touch the **Preview tab** and a **media source button** to view it.

Local Presentation

Show desktop PC

Touch the **Computer button** to show the desktop PC on all the monitors in the room. Ensure the desktop PC volume is turned up and not muted if the presentation contains an audio component.

Show Laptop

Analog laptop – Connect the VGA and 3.5mm audio cable to the laptop, enable the laptop's dual display (Duplicate) and touch the **Laptop Analog button** to show it on all the monitors.

Digital laptop - Connect the HDMI cable to the laptop, enable the laptop's dual display (Duplicate) and touch the **Laptop Digital button** to show it on all the monitors.

Show document camera

Touch the **Document camera button** to show it on all the monitors in the room. The camera is ceiling mounted above the lectern to the right hand side

Show Table 1 laptop

Touch the **Table 1 button** to show the laptop connected to the work group table one on all the monitors in the room. Ensure the laptop volume is turned up and not muted if there is an audio content component.

Volume control

Touch the **Volume button** to access the volume control.

Microphone Volume – touch and slide to adjust the microphone volume in the room.

Program Volume – touch and slide to adjust the audio component of the presentation. Ensure the laptop volume is turned up and not muted.

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. 16000