



AV Equipment Guide

Room Concept

There is a lecturer's podium located in the middle of the collaborative teaching space and nine work group tables for students, each with two flat panel displays for local presentations and videoconferencing. Students can connect a laptop to the flat panel at each table and work independently. The lecturer can push content to all flat panels in the room from the podium, overriding the local laptop content at each work group table.

System Components

- Touch panel for AV control (lecturer's podium)
- AIO PC (lecturer's podium)
- Wireless presenter
- 2x Microphone – (handheld and lapel) – rechargeable
- Ceiling mounted microphones
- Preview monitor (lecturer's podium)
- HDMI cable and adaptors (for connecting a laptop to the AV)
- 18x flat panel displays (2 at each work group table)
- Ceiling mounted speakers
- Hearing Aid Assist
- Lecture capture (Mediasite)

AV Control

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



Log in to desktop PC

Use the JCU issued username and your password

Duplicate desktop PC

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.

Preview

The media sources at the podium, can be viewed on the preview monitor before pushing the content to the flat panel displays around the room. Touch the **Preview tab** and a **Media source button** to view it.

Local presentation

Media from the lecturer's podium can be pushed to the top and/or bottom screen at each work group table. Touch the **Bottom Screen tab** or **Top Screen tab** on the touch panel to select the destination. The same or different media can be shown on the top and bottom screens.

Show desktop AIO PC

Touch the **Computer button**. If the presentation contains an audio component, ensure the PC audio is turned up and not muted. Touch the **Audio Tab** and touch and slide the **Presentation Volume button** to adjust the PC playback volume. Ensure the PC audio is turned and not muted.

Show a laptop connected at the podium

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/Duplicate or MacBook mirror displays) and touch the **Laptop button**. Ensure the laptop audio is turned up and not muted if the presentation contains an audio component.

Show the wireless presenter (Kramer)

A laptop, smartphone or tablet can be connected to the wireless presenter device. Touch the **Presenter button** to show the IP address to be used to connect to the presenter. Once the IP address is entered in the laptop or app, use the 4-digit code generated on the wireless presenter screen to make the connection.

Show document camera

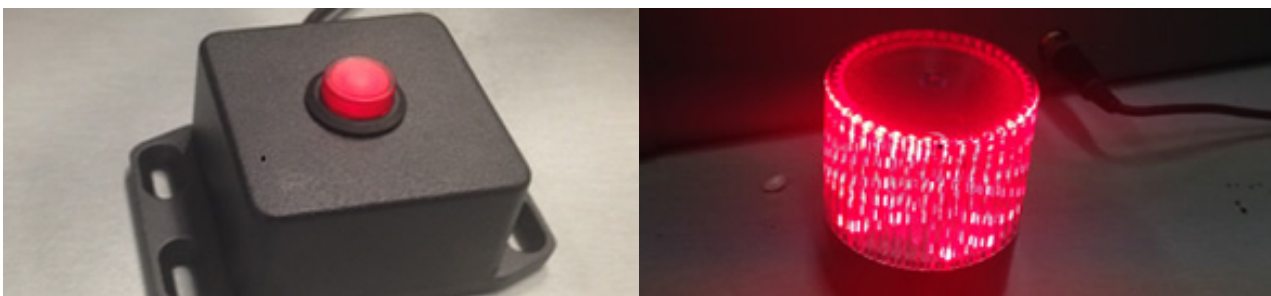
Adjust the document camera/visualiser view by selecting the **Preview tab** and **Document Camera button** before pushing the document camera to the screens by selecting the top or bottom screen and touching the **Document Camera button**.

Audio/Volume

In local presentation mode, ensure the audio follows the screen where the presentation is shown. Audio from PC and laptop defaults to following the top screen. Touch and slide the **Microphone Volume button** to adjust the microphone volume in the room. Touch and slide the **Program Volume button** to adjust the PC and laptop playback volume.

Mediasite

Usually lectures are scheduled to record automatically. To record ad-hoc, press and hold the recording start button until the red light is lit indicating a recording is in progress. Momentarily press the recording button to pause or press and hold until the red light goes out to finish the recording. Remember to fill out the online ad-hoc recording form.



Videoconference

- 1) Touch the **Videoconference Tab** and to set the system in videoconference mode.
- 2) Touch the **Presenter Camera button** and adjust the camera angle by touching the **pan, tilt and zoom buttons**. Touch the **Selfview button** to show the current camera angle in a small window on the screens. Ensure you are visible to the far end audience at all times, taking into account your anticipated movements.
- 3) Please use a wireless microphone if you move more than a meter away from the podium.

Scheduled/automated connections

Videoconferences are usually scheduled by VAVS and will be automatically connected at 5 minutes to the hour.

Manual connections

Videoconferences can be connected manually by touching the **VC Control tab** and the **Keypad button**.

Show presentation

Once the connection to the far end has been established, indicated by the Far End appearing on the top screen, touch the **VC Presentation tab** and a **media button** to show a presentation.

Audio/Volume

Touch the Audio tab to adjust the volume levels.

- Touch and slide the **Microphone Volume button** to adjust the microphone volume in the room
- Touch and slide the **Videoconference Volume button** to adjust the volume of the Far End.
- Touch and slide the **Program Volume button** to adjust eh PC and laptop playback audio.

The microphone can be muted for privacy purposes by touching the **Mute button** on the touch panel.

Layout

The relative picture composition of the Far End view and the Presentation can be changed by touching the **Layout button** and selecting an option to suite.

Support

AV Technical support Cairns:	Ext. 21700
AV Technical support Townsville:	Ext. 14643
Mediasite content:	LTSE Staff
Computers:	Ext. 21777
A/C or electrical faults:	Mex request
Security:	Ext. 21293