



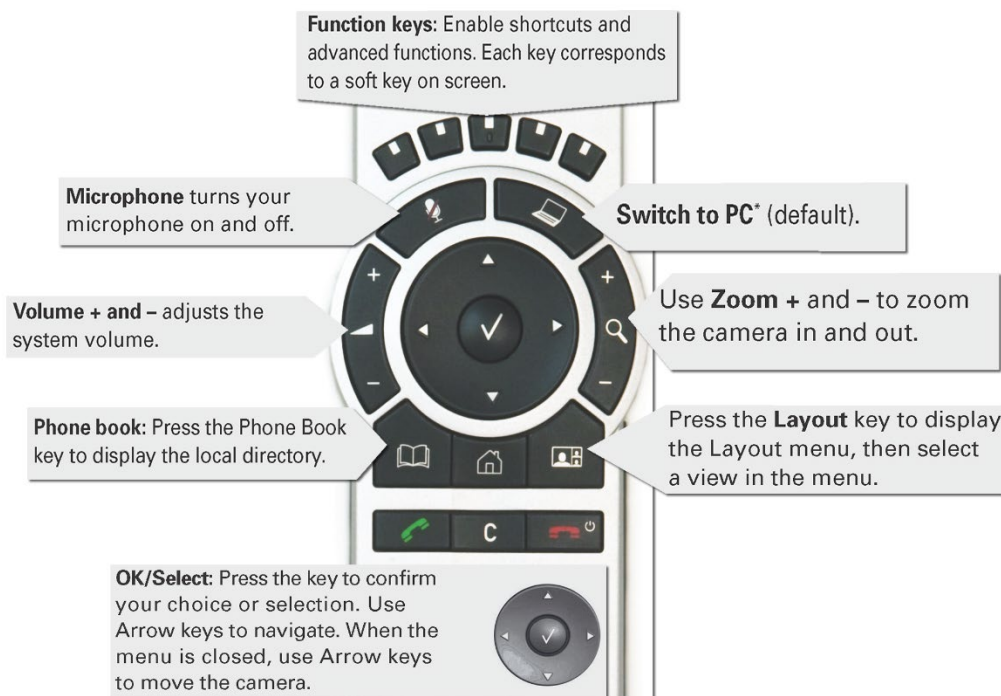
System Components

The following equipment is connected to the AV system:

- 2x Projectors with on/off control
- 1x Flat panel display
- All-in-1 desktop PC
- Document camera/visualizer
- Videoconference codec, camera and Cisco remote control
- Lecture Capture Device (Mediasite)
- Microphone – lectern & ceiling
- HDMI cable with adapters

Cisco Remote Control

The Cisco Remote Control is used for all interaction with the AV system



Log in to desktop PC

Use the JCU issued username and your password

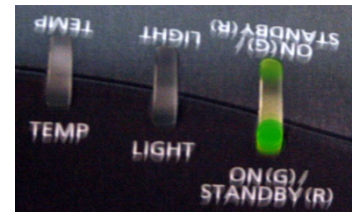
Duplicate desktop PC display

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.

Projector Control



Press the **On** button to turn on both projectors. In the event of a projector failure, please take note of the status lights and contact support.



Mediasite Lecture Capture

Audio – the presenter’s desk microphone is permanently connected to the AV system and is used to record the presenter’s voice.

Presenter Video - the presenter camera is by default selected as the recorded camera stream and changing to the audience camera will not change that. Ensure the camera is set at an angle to cover all the anticipated movements.

Presentation - press the **Switch to PC** key on the Cisco remote to add a computer presentation to the recording.

Local Presentation

Show Desktop PC

Briefly press the **Switch to PC** key on the Cisco remote.

Show Laptop

1. Connect the HDMI cable (use adaptors if required) to the laptop
2. Enable the laptop’s dual display (Duplicate or Mirror)
3. Briefly press the **Switch to PC** key.

Show visualizer/document camera

Press & hold the **Switch to PC** key. A dropdown menu appears on the panel to the left. Select **Doc Cam** and press the **OK/Select** key (tick).

Volume control

Press the **Volume + or -** key on the Cisco remote control to adjust the playback volume of the desktop PC and laptop presentation.

Videoconferencing

Activate the AV system by picking up the Cisco remote. If a menu appears in the bottom left corner, click the **Arrow left** key to close it.



Press the pan, tilt or zoom keys to adjust the camera settings.

A picture-in-picture showing the current camera angle is shown at bottom right.

Close the camera angle preview, by pressing the Exit button (the actions of the five function keys along the top of the remote, correspond to a soft key visible along the bottom of the flat panel.

Connect a Conference Call

Conference calls are scheduled by VAVS. To connect a conference manually, press the phone book key, navigate to the room/addressee in question and press the connect key (green handset). The far end will appear on the wall-mounted monitor and projector screen furthest from the presenter's desk.

Volume control

Press the **Volume + or -** key on the Cisco remote control to adjust the playback volume of the far end room(s) and the desktop PC and laptop volume.

Videoconference Presentation

See the instruction for a local presentation, the presentation will appear on the projector screen closest to the presenter's desk

Support

AV Technical support Cairns:	Ext. 21700
AV Technical support Townsville:	Ext. 14643
Mediasite content:	mediasite@jcu.edu.au
Computers:	Ext. 21777
A/C or electrical faults:	Mex request
Security:	Ext. 21293