



AV Equipment Guide

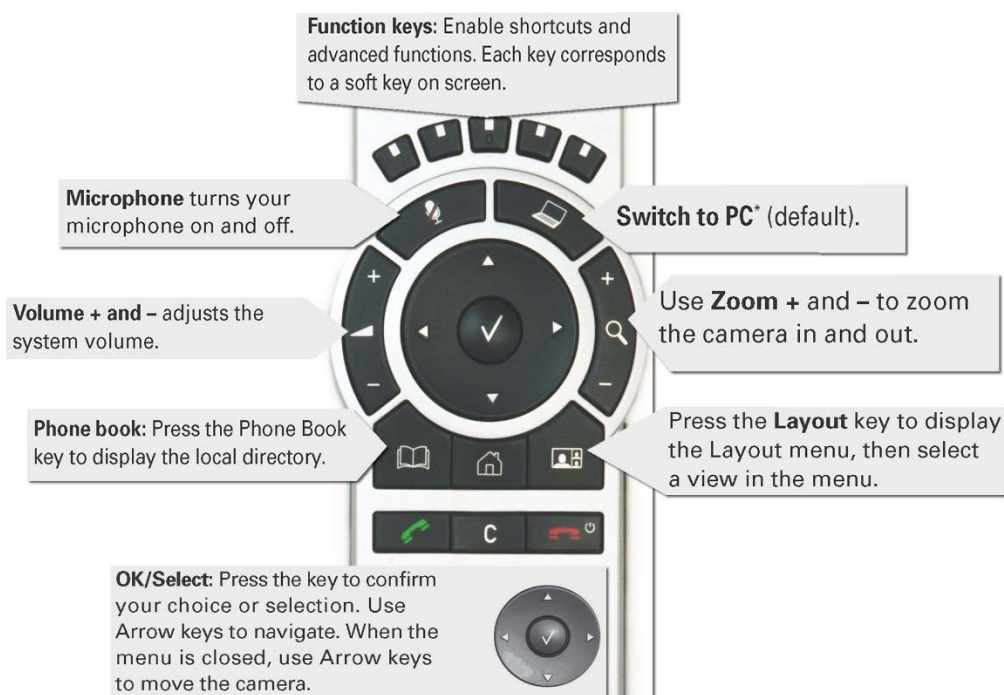
System Components

The following equipment is connected to the AV system:

- 2x Projectors
- 1x Flat panel display
- All-in-1 desktop PC
- Document camera/visualizer
- Videoconference codec
- Lecture Capture (Mediasite)
- Microphone – lectern & ceiling
- HDMI, VGA, Mini Display Port, 3.5mm audio cables – To connect Digital & Analog laptops

Cisco Remote Control

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



Log in to desktop PC

Use the JCU issued username and 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

Connect the appropriate cable and enable the laptop’s dual display (Duplicate) and 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).

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 left projector screen once the call is connected.

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:	LTSE Staff
Computers:	Ext.21777
A/C or electrical faults:	Mex request
Security:	Ext. 21293