



# AV Equipment Guide

## Boardroom

### Room Concept



The furniture in this space can be configured as a Boardroom or Moot court depending upon the requirement.

See the room transition guide for instructions. There are two options on the AV control (touch panel) which corresponds to the room setup i.e. Boardroom and Moot Court.

#### System Components

- Touch panel for AV control
- Desktop PC
- Wireless presenter
- Document camera
- Microphone (wireless)
- Ceiling mounted microphones
- Videoconference codec
- 2x HD cameras
- HDMI cable and adaptors
- 2x 75" wall mounted flat panel displays  
Additional monitors can be added as reqd
- Ceiling mounted speakers
- Hearing Aid Assist

#### 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.

## AV Control - Boardroom



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

### Local presentation

Media (Desktop PC, laptop, document camera and wireless presenter) can be pushed to left and/or right and/or bench/bar monitors as required. To select a destination touch the **Left Monitor**, **Right Monitor** or **Bench/Bar monitor** tab.

### Show desktop 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 **Program Volume** button to adjust the PC playback volume. Ensure the PC audio is turned and not muted.

### Show a laptop / document camera

The **Laptop/Doc Cam** button defaults to showing the document camera 0 ensure the laptop HDMI cable is disconnected. To show a laptop, connect the laptop to the AV system using 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/Doc Cam** button. Make sure the laptop audio is turned up and not muted if the presentation contains an audio component.

### Show the wireless presenter (Kramer)

A laptop, tablet or smartphone can be connected to the wireless presenter device. Touch the **Wireless 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, enter the 4-digit code generated by the wireless presenter to make the connection.

### Show document camera

Ensure the document camera is switched on and touch the **Laptop/Doc Cam** button to push the document camera to the screens.

### Audio/Volume

In local presentation mode, ensure the audio follows the screen where the presentation is shown. 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 volume.

## Videoconference



- 1) Touch the **Videoconference** Tab to set the system in videoconference mode.
- 2) Touch the **Camera 1** or **Camera 2** 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 picture-in-picture (PIP) on the monitor.
- 3) Touch the **Layout** button to change the PIP location.

### 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 selecting a room from the **Contacts** button or by entering the number by the **Dial** button.

### Show presentation

Once the connection to the far end has been established, indicated by the Far End appearing on the monitors, touch the **VC Presentation** tab and a **media** button (Computer, Laptop/Doc Cam, Wireless Presenter) 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.

## 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

