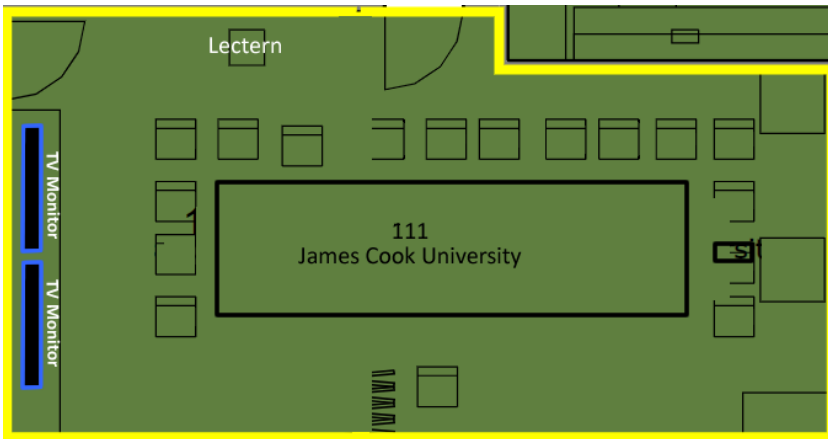




AUDIOVISUAL SERVICES
TECHNOLOGY SOLUTIONS DIRECTORATE
ROOM USER GUIDE



Room layout

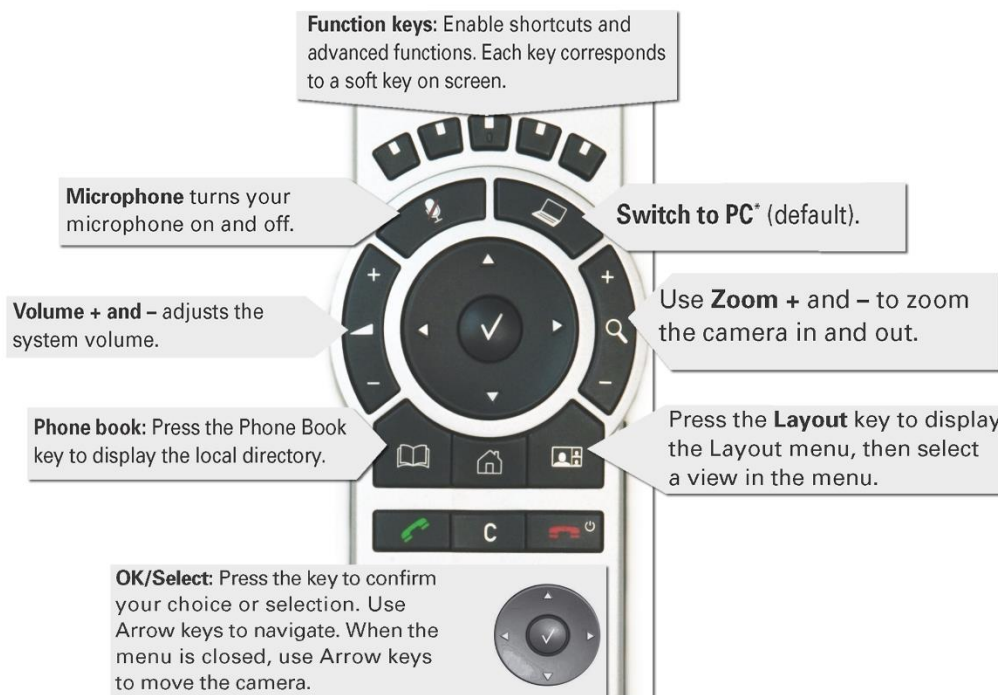


AV System

- 2x large TV monitors
- AiO Desktop PC
- Document camera
- Cisco Videoconference
- Cisco remote control
- 1x Video camera
- Lecture Capture (Panopto)
- Microphone – on credenza
- HDMI cable with adapters

Cisco Remote Control

- **Used for all interaction with the AV system – point towards the presenter camera**



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.

Panopto Lecture Capture

- **Audio** – microphone on the credenza is used for recordings.
- **Presenter Video** – 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 or laptop presentation to the recording.

Show Presentation

- **Show Desktop PC**
Briefly press the **Switch to PC** key.
- **Show Laptop**
 1. Connect the HDMI cable
 2. Enable the laptop's dual display (Duplicate/mirror)
 3. Briefly press the **Switch to PC** key.
- **Show Document camera**
 1. Press the **Home key** (house) on the Cisco remote
 2. Select **Presentation**
 3. Select **Doc Cam** from the dropdown menu
 4. Press the **OK/Select key** (white tick)

Volume control

- Press the **+/-** buttons on the Cisco remote control to adjust the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted.

Videoconferencing

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

Camera adjustment

1. Press the pan, tilt or zoom keys to adjust the camera angle and ensure you are visible to the far end at all times regardless of your anticipated movements. A picture-in-picture (PiP) at the bottom right of the display shows the current camera angle.
2. Close the PiP, 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 display).



Volume control

- Press the **+/-** buttons on the Cisco remote control to adjust the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted.

Connect to Zoom

1. Using the remote, enter 111 and press the green handset key
2. Enter the Zoom meeting ID followed by the #-key
3. Enter the Zoom passcode followed by the #-key

Support

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

