

System Components

The following equipment is connected to the AV system:

- 2x Projectors
- 8x Flat panel displays (monitors)
- All-in-1 desktop PC
- Lecture Capture (Mediasite)
- 9x Wireless collaborator (lectern and work group tables)
- Wireless microphones
- HDMI and MiniDisplay port cables – To connect Digital laptops
- Hearing assist device

Touch Panel

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



The presenter controls onto which display device a presentation (media source) is pushed, by touching a display device tab (left screen, right screen or workgroup monitors) followed by a media button.

The projectors will take a few minutes to warm up before an image appears on the projector screens after pressing a media button (Computer, Laptop, Wireless Collaborator and Student Laptops).

Preview

Touch the **Preview** tab and a **media** button to preview it on the touch panel.

Desktop PC

Log in - Use the JCU issued username and your password

Mediasite Lecture Capture

Audio – the handheld or lapel microphone allows for freedom of movement and are to be used to record the lecturer's voice.

Presenter video - a presenter camera has been ceiling mounted in the room for the purpose of capturing the presenter. The camera angle can be previewed by touching the **Preview** button and **Presenter Camera** button on the touch panel. There is normally no need to adjust the camera setting before the recording starts.

Presentation - add the presentation to the recording by touching the **Computer** or **Laptop** button as you would for a local presentation.

Display Devices

The projector screens and workgroup monitors can show media independently.

*** The Projectors

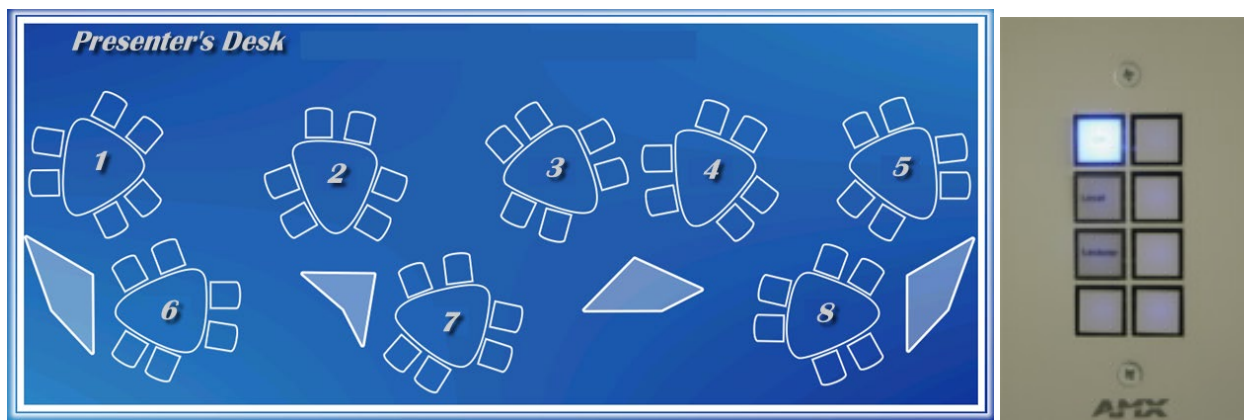
Can show the All-in-one desktop PC, Lectern laptop, Wireless Collaborator and Student Laptops (touch the work group table (1-8) at which the student laptop to be shown is connected)

*** Workgroup table monitors

The presenter controls what is pushed to the monitors by selecting from the following options:

- **Off (No Image)** – nothing is shown and the monitors are turned off
- **Monitors Under Local Control** – the individual work group tables can use the local AV button control (Off, Local or Presenter) to select what is shown on the monitor
- **Copy Left Screen** – presentation shown on the left projector screen is shown on all monitors
- **Copy Right Screen** – presentation shown on the right projector screen is shown on all monitors
- **Computer** – the presenter's desktop PC is shown on all monitors
- **Laptop** – a laptop connected at the lectern is shown on all monitors
- **Wireless Collaborator** – the presenter's wireless device will be shown on all monitors.
- **Student Laptops** – touch the work group table (1-8) at which the laptop to be shown is connect to show it on all the monitors. If a laptop is not connected the wireless collaborator device will be shown instead.

Workgroup table layout, numbering sequence and table button controller



Each workgroup table is fitted with a wall mounted flat panel display, HDMI and MiniDisplay port cables, Wireless presentation device (VIA Connect Pro) and a button controller.

Button Controller

- **Off** – monitor in stand by
- **Local** – Connect a laptop, if no laptop is connected, the monitor will show the Wireless Collaborator connection screen
- **Lecturer** – View the content pushed to the monitors by the lecturer

Lectern presentation

Show Computer

Touch the **Computer** button to show the All-in-one desktop PC – ensure the computer volume is turned up and not muted if the presentation contains an audio component. We recommend using VLC media player on the desktop PC to play downloaded material.

Duplicate or Extend 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.

Show Laptop

Connect the HDMI or MiniDisplay port cable, enable the laptop's dual display (Duplicate) and touch the **Laptop** button to show the laptop. Ensure the laptop audio is turned up and not muted if the presentation contains an audio component.

Show Wireless Collaborator

Touch the **Wireless Collaborator** button to show the collaborator connected at the lectern.

Show Student Laptop or Wireless Collaborator at Workgroup table

A laptop connected at a workgroup table can be shown by touching the Student Laptop button and the table (1-8) at which the laptop is connected. If no laptop is connected, the wireless collaborator device will be shown.

Volume control

Touch the **Audio** tab to access the volume control. The audio must be routed to the projector screen where the presentation is shown. Touch the **Sound to follow Left Projector** or **Sound to follow Right Projector**.

Microphone Volume – touch and slide to adjust the microphone volume in the room

Program Volume – touch and slide to adjust the audio component of the presentation. Ensure the PC or laptop volume is turned up and not muted.

Support

AV Technical support Townsville:	4781 4643
AV Technical support Cairns:	4232 1700
Mediasite content:	mediasite@jcu.edu.au
Computers:	4781 5500
A/C or electrical faults:	Mex
Security:	4781 6000