



# AV Equipment Guide

## 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 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 the same or different media concurrently.

### Left Screen (Projector)

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

### Right Screen (Projector)

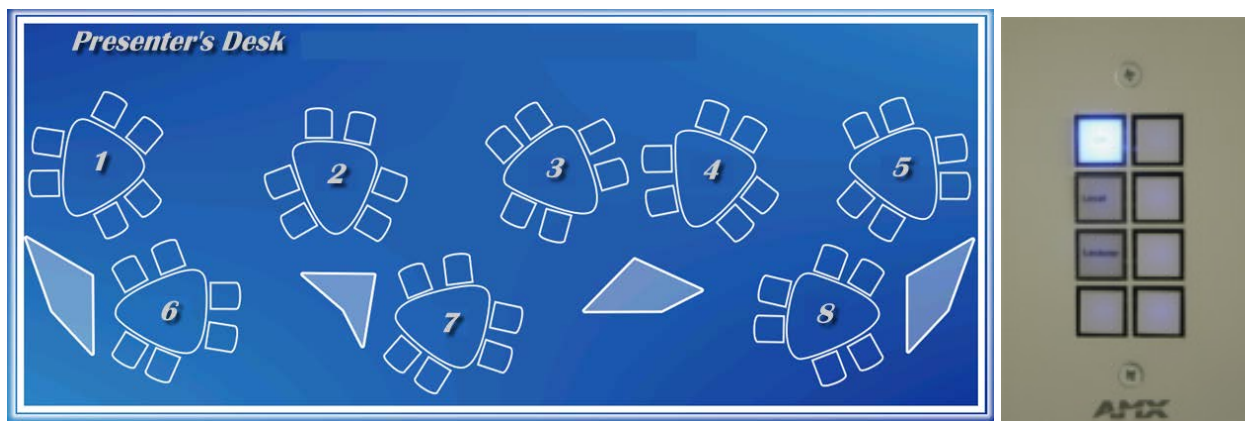
Can show the All-in-one desktop PC, lectern laptop, Wireless Collaborator and Student Laptops - touch the work group table (1-8) at which the student laptop to be shown is connected

### 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

## Media Sources

### 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.

### 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:	LTSE Staff
Computers:	4781 5500
A/C or electrical faults:	Mex request
Security:	4781 6000