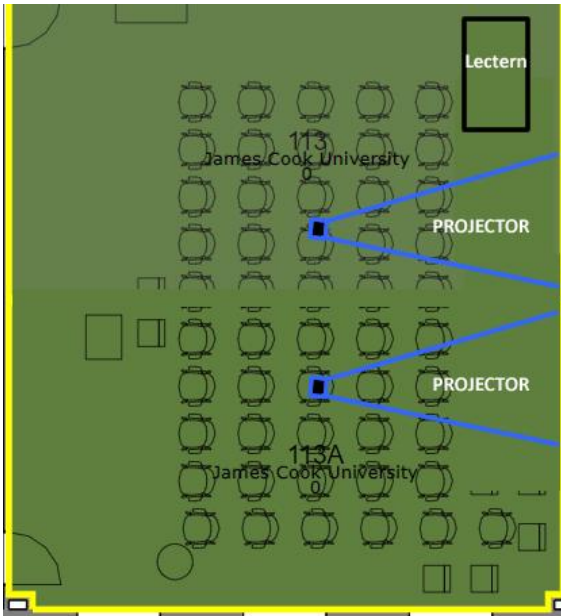




Room layout



AV System

- 2x Projectors
- Touch panel for AV control
- AiO Desktop PC
- Document Camera
- Microphone – Lectern, wireless
- Cisco Videoconference
- 2x Video Cameras
- Lecture Capture (Panopto)
- HDMI cable with adapters
- Hearing Assist Device

Touch Panel

Used for all interaction with the AV system

Activate the AV system

- Touch the panel to activate the system



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.

Local Presentation mode

- The projector screens can show identical or different media when presenting in local mode.

Panopto Lecture Capture

- **Audio** – microphone on the lectern used for recordings
- **Presenter Video** - the presenter camera is by default selected as the recorded camera stream. Changing to the audience camera will not change the recorded camera stream. Ensure the camera is set at an angle to cover all the anticipated movements.
- **Presentation** – touch a media button to add a computer or laptop presentation to the recording.
- Only media showing on the left projector screen will be recorded.

Local Presentation

- **Show Desktop PC**
Touch the **Computer** button
- **Show Laptop**
 1. Connect the HDMI cable
 2. Enable the laptop's dual display (Duplicate/mirror)
 3. Touch the **Laptop** button
- **Show Document camera**
 1. Place the object or document on the tray
 2. Adjust the view using the controls on the device
 3. Touch the **Document Camera** button

Volume control

Touch the **Audio** tab

- **Microphone Volume** – touch and slide to adjust the room voice reinforcement.
- **Program Volume** – touch and slide to adjust the playback audio of the PC and laptop. Ensure the PC/laptop volume is turned up and not muted.
- The audio must be routed to the projector screen where the presentation is shown.

Videoconference mode

- In preparation for a videoconference, touch the **Video Conference** tab and the **Yes** button.

Camera adjustment

- Check the current camera angle on the touch panel and adjust the camera by using the controls on the touch panel for **Pan**, **Tilt** and **Zoom** to ensure you are visible to the **Far End Room(s)** at all times irrespective of your anticipated movements.

Show a presentation

- Touch the **VC Presentation** tab and one of the media buttons to show it on the left projector screen and to the far end room(s). This action is not available until the video call has been established which is indicated by the Far End Room(s) appear on the right projector screen.

Volume control

Touch the **Audio** tab to open the volume control.

- Touch and slide the **Microphone Volume** button to adjust the voice reinforcement in the room.
- Touch and slide the **Videoconference Volume** button to adjust the audio of the Far End Room(s) the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted.

Connect to Zoom

1. Dial 111 and touch the **Call** button
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