



AV Equipment Guide

iLearn Concept

- The iLearn area consists of three separate spaces: 18-02A, 18-02B and 18-02C (iLearn3). The rooms can be operated individually from the lecterns in each space or as joined spaces A&B&C or A&B or B&C operated from the touch panel in 18-02B. Wall partitions can be drawn for the purpose of separating the spaces.
- Each iLearn space is fitted with two projectors which will show identical images on both screens. The control of the audio visual equipment is by way of a touch panel fitted to each lectern.
- Monitors on the Work Group Tables are operated from a button control on each table. An HDMI cable and adaptors are provided to connect a laptop to the monitor.
- Videoconferences can only be conducted from 18-02B.

Joining Rooms

1. Touch the **Join Rooms Button** on the touch panel in 18-002B
2. Touch the imagined **wall** between the rooms to join or separate them
3. Touch the **Apply Button** to confirm the action – the AV systems will reboot to take the new settings.

System Components

The following equipment is connected to the AV system:

- 2x Projectors
- All-in-1 desktop PC
- Lecture Capture (Mediasite)
- Wireless microphone
- HDMI cables with adaptors to connect Digital laptops
- Adaptors – HDMI to Mini HDMI, HDMI to Mini Display Port
- Hearing Assist Device

Touch Panel

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



Log in to desktop PC

Use the JCU issued username and password

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.

Projector and touch panel

The projectors will take a few minutes to warm up until an image appears on the projector screens after pressing a media button (Computer, Laptop, Document Camera, Presenter and Audience Camera).

Room lighting

Touch the **Lights button** to access the room lighting controls and adjust accordingly.

Blinds

Blinds are fitted to 18-02A and B only. Touch the **Blinds button** to access the control and adjust accordingly.

Mediasite Lecture Capture

Audio – the lectern and wireless microphones are permanently connected to the AV system and are used to record the presenter's voice. The wireless microphones are provided to allow for freedom of movement and recommended for all recordings.

Presenter Video - the presenter camera is by default selected as the recorded camera stream and changing to the audience camera will not change that. Ensure the camera is set at an angle to cover all the anticipated movements. Touch the **Preview button** and **Presenter Camera button** to make changes.

Presentation – touch the **Computer** or **Laptop button** to record the presentation.

Local Presentation

Both projectors will show the same media once a presentation source is selected.

Show Desktop PC

Press the **Computer button** on the touch panel to show the desktop PC on the projector screens. We recommend using the VLC media player on the desktop PC to play DVDs.

Show Laptop

Connect the HDMI cable (use adaptors if required), enable the laptop's dual display (Duplicate) and press the **Laptop button** to show it on the projector screens.

Show Visualizer/document camera

Turn on the document camera power and press the **Document Camera button** to show it on the projector screens. Adjust the camera zoom as required.

Volume control

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

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.

Videoconference

Set the system in videoconference mode by touching the **Videoconference tab** and **Enter Videoconference Mode button**



Camera

Touch the **Local Camera Control button** and select the **Presenter camera**. Make the necessary adjustments to ensure it will show a view of the presenter at all times irrespective of movements.

Connecting a call

Calls are generally scheduled by VAVS. TO connect a call manually touch the **VC Control tab** and peruse the **phone book/directory** to locate a room and then press the **Call button**.

Show Presentation

Once the conference call has been connected, indicated by the far end room appearing on the projector screens the presentation source can be added by touching the **VC Presentation tab** and a **Media button**.

Volume Control

Touch the **Audio tab** to adjust the audio components. In addition to the Microphone Volume and Program Volume, adjust the **Videoconference Volume** (audio coming from the far end) by touching and sliding the control.

Support

AV Technical support Townsville:	Ext. 14643
AV Technical support Cairns:	Ext. 21700
Mediasite content:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000