



AV Equipment Guide

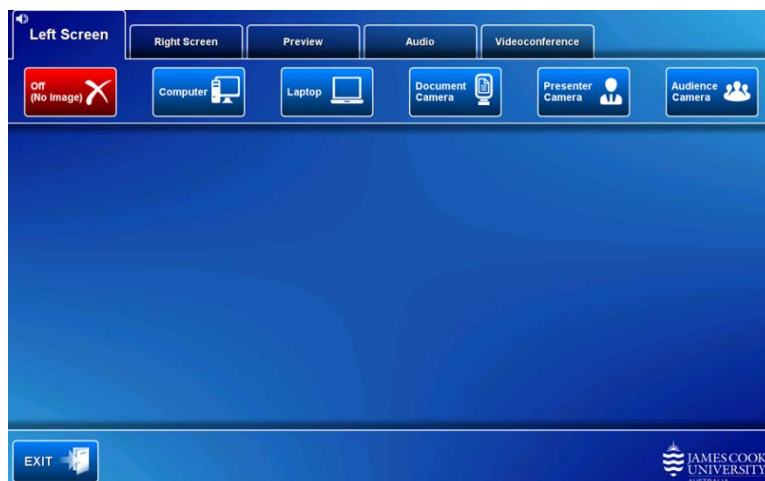
System Components

The following equipment is connected to the AV system:

- 2x Projectors (lectures)
- All-in-1 desktop PC
- Document Camera
- Lectern & Wireless microphones
- Lecture Capture (Mediasite)
- HDMI cable and adaptors to connect Digital laptops
- 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 only take a few moments to warm up before an image appears on the projector screens after pressing a media button (Computer, Laptop or Document Camera).

Preview

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

Room lighting

The room lights are controlled from a control mounted on the lectern.

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 add the presentation stream to the recorder (only the presentation shown on the left projector will be recorded).

Local Presentation

The same or different media can be shown on the two projectors (referenced as Left and Right) screens. Touch the **Left Screen tab** or **Right Screen tab** to select the projector to be used.

Show Desktop PC

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

Show Laptop

Connect the HDMI cable, enable the laptop’s dual display (Duplicate) and touch the **Laptop button** and **HDMI button** to show the laptop on the projector screen. Audio from the laptop can also be routed to the AV system by connecting the 3.5mm audio cable to the **laptop audio out port** (headphones) and touching the **Laptop button** and **Analog Audio button**.

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. The audio must be routed to the projector screen where the presentation is shown.

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.

Videoconferencing

Touch the **Videoconference button** on the touch panel to proceed to videoconference mode, a pre-requisite for content server recordings as well as conference calls. The touch panel in videoconference mode is shown on the image below.



Select Camera

Touch the **VC Main Image tab** and **Presenter camera** in preparation for the conference call. A view of the current camera angle is shown on the touch panel. Touch the pan, tilt or zoom buttons to adjust the camera settings to ensure the presenter is visible throughout the conference irrespective of anticipated movements.

Show Presentation

Once the conference call has been connected, indicated by the far end room(s) appearing on the right projector screen, touch the **VC Presentation tab** and a **media button** to start the presentation. Refer to the Local Presentation section for how to show a presentation.

Far End View

Touch the **Far End View tab** to view the audience at the far end.

Videoconference Volume control

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

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

Videoconference Volume – touch and slide to adjust the volume of the audio coming from the room(s) to which you are connected.

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:	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