



## AV Equipment Guide

### Room concept

Groups of six can collaborate at each of the seven work group tables. Each table is fitted with cables (VGA, 3.5mm audio and HDMI) to connect a laptop to the flat panel display on the wall. To show the laptop, push the VGA Laptop or HDMI Laptop button on the wall mounted 8-button control. A presentation pushed from the lectern will override the content on the work group table monitors.

### System Components

The following equipment is connected to the AV system:

- 7x wall mounted flat panel displays (one for each work group table)
- All-in-1 desktop PC
- Document Camera
- Lectern & wireless microphones
- Lecture Capture (Mediasite)
- HDMI, VGA & 3.5mm audio cables – To connect Analog & Digital laptops

### 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.

Local Student Display

When this button is activated, the monitors at the work group tables can be used to show local content.

### 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** - a presenter camera has been ceiling mounted for the purpose of capturing the view of the presenter. The camera angle can be previewed by touching the **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 **Main PC, Laptop VGA or Laptop HDMI button** as you would for a local presentation.

## Local Presentation from Lectern

### Show Desktop PC

Touch the **Main PC button** on the touch panel to show the desktop PC on all the monitors. We recommend using the VLC media player on the desktop PC to play DVDs.

### Show Analog Laptop

Connect the VGA and 3.5mm audio cables, enable the laptop's dual display (Duplicate) and touch the **Laptop VGA button** to show it on all the monitors.

### Show Digital Laptop

Connect the HDMI cable, enable the laptop's dual display (Duplicate) and touch the **Laptop HDMI button** to show it on all the monitors.

### Show Visualizer/document camera

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

### Volume control

Touch and slide the **Mic Volume button** to adjust the microphone volume

Touch and slide the **Presentation Volume button** 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