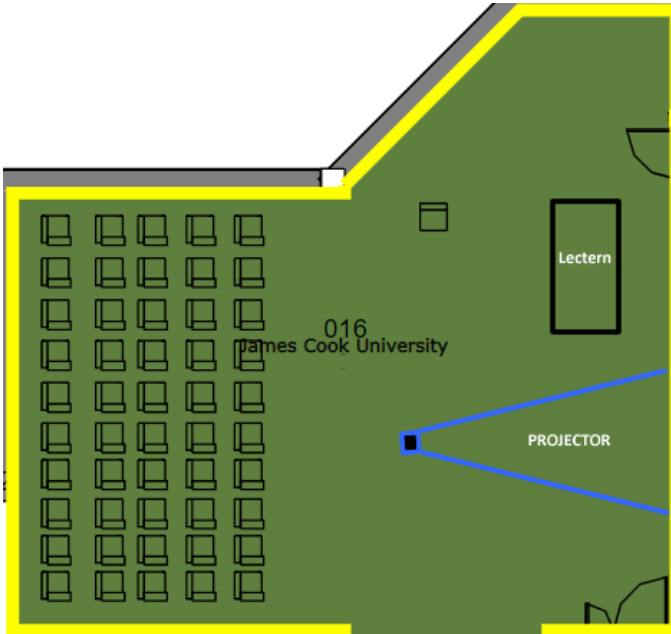




## Room layout



### AV system

- 1x Projector
- Touch Panel for AV control
- AiO Desktop PC
- Document camera
- 1x Video camera (Panopto)
- Lecture capture (Panopto)
- Microphone - wireless (lapel & handheld)
- HDMI cable with adapters

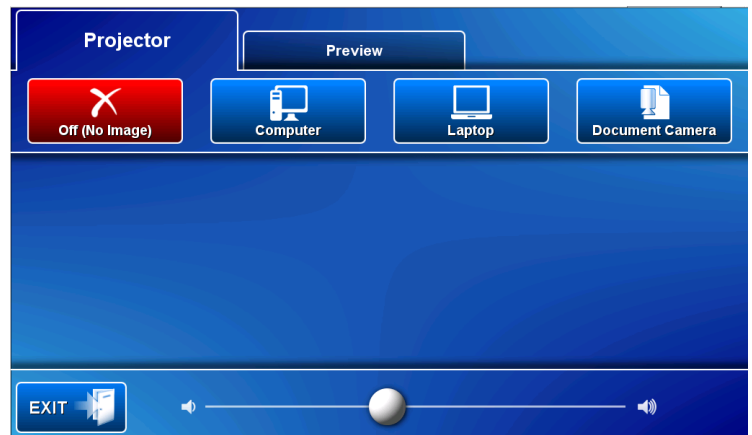
A whiteboard is located behind the projector pull down screen

### Touch Panel

Used for all interaction with the AV system

### Activate the AV System

- Touch the panel to activate the AV 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.

## Panopto Lecture Capture

- **Audio** – the presenter’s desk microphone is permanently connected to the AV system and is used to record the presenter’s voice.
- **Presenter Video** – a fixed ceiling mounted camera records a view of the presenter.
- **Presentation** – touch a media button on the touch panel to add a presentation to the recording.

## Show Presentation

Touch the **Projector** tab

- **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 and slide the **volume** button to adjust the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted.

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## Support

AV Technical support Cairns:	Ext. 21700
AV Technical support Townsville:	Ext. 14643
Panopto:	<a href="mailto:videocapture@jcu.edu.au">videocapture@jcu.edu.au</a>
Computers:	Ext. 21777
A/C or electrical faults:	Mex request
Security:	Ext. 21293