



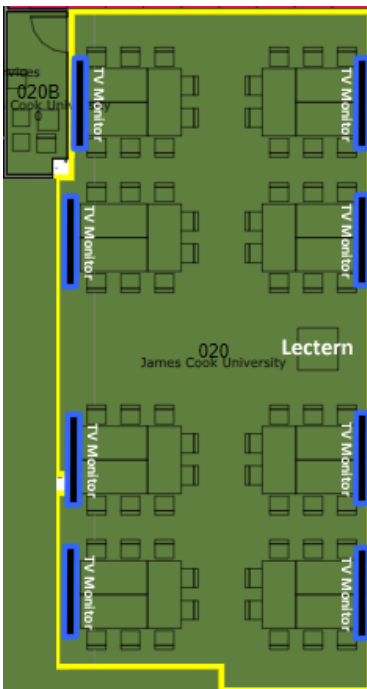
AUDIOVISUAL SERVICES
TECHNOLOGY SOLUTIONS DIRECTORATE
ROOM USER GUIDE



Room concept

Presentations are pushed from the lectern to all the TV monitors in the room. Touch the **Student Input** button to enable local laptop input at the work group tables.

Room layout



AV System

- 8x Large TV monitors
- AiO Desktop PC
- Wireless presenter
- Document Camera
- Lecture Capture (Panopto)
- Presenter Camera (Panopto)
- Microphone – Lectern, wireless
- HDMI cable with adaptors
- Hearing Assist Device
- A camera is fitted for future lecture recordings.

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 lectern and wireless microphones record the presenter’s voice.
- **Presenter Video** - ensure the camera is set at an angle to cover all the anticipated movements.
- **Presentation** – touch a media button on the touch panel.

Show Presentation

Touch the **Displays** 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
- **Connect BYOD (laptop, tablet, smart phone) to the AV system**
 1. Touch the **Wireless Presenter** button
 2. Follow the instructions shown on the display system
- **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 **Microphone Volume** button to adjust the room voice reinforcement.
- Touch and slide the **Program Volume** button to adjust the playback volume of the PC/laptop. Ensure the PC/laptop volume is turned up and not muted.

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