



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- Touch panel for all AV control
- 2x wall mounted flat panel displays
- Videoconference codec with 2x HD cameras (presenter and audience)
- Mediasite lecture capture recording system
- All-in-1 desktop PC
- Document Camera
- 4x ceiling mics and 2x wireless microphones
- HDMI cable with 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.

Room lighting

Main light switches are wall mounted near the exit door.

Mediasite Lecture Capture

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

Lecture Recording Camera - the presenter camera is by default selected as the recorded camera stream and changing to the audience camera will not alter that. Touch the **Preview** button and **Lecture Recording Camera** button to view the current camera angle. Touch the **Videoconference** tab, **Presenter Camera** button and **Local Camera Control** button to change the angle.

Presentation – touch the **Computer**, **Laptop** or **Document Camera** button to add the presentation stream to the recorder (only the presentation shown on the left screen can be recorded).

Local Presentation

The same or different media can be shown concurrently on the two flat panel displays in the room.

Show Desktop PC on the left display

Touch the **Left Screen** tab and **Computer** button on the touch panel to show the desktop PC on the left flat panel display. We recommend using the VLC media player on the desktop PC to play DVDs.

Show Laptop on the left display

Connect the HDMI cable, duplicate the laptop's display (Win/P or mirror displays) and touch the **Left Screen** tab and **Laptop** button to show the laptop on the left flat panel display.

Show Visualizer/document camera on the left display

Turn on the document camera power, touch the **Left Screen** tab and **Document Camera** button to show it on the left flat panel display. Adjust the document camera zoom as required.

Volume control

Touch and slide the **Main Volume** button to adjust the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted if the presentation contains an audio component.

Videoconferencing

Touch the **Videoconference** tab on the touch panel to proceed to videoconference mode, a pre-requisite for conference calls. The touch panel in videoconference mode is shown on the image below. Videoconference calls are scheduled by VAVS and will be connected automatically.



Select Camera

Touch the **Presenter Camera** or **Audience Camera** button in preparation for a conference call. A view of the current camera angle is shown on the preview monitor. Touch the **Local Camera Control** button and the on screen pan, tilt or zoom buttons to adjust the camera settings. Please ensure the presenter is visible throughout the conference irrespective of anticipated movements. To close the shown camera angle, touch the **Selfview** button.

Show Presentation

Once the conference call has been connected, indicated by the far end room(s) appearing on the right flat panel display, touch a **media** button to start the presentation. The Presentation buttons will be greyed and cannot be selected until the call has been connected.

Videoconference Volume control

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

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