



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 1x Projector
- All-in-1 desktop PC with inbuilt camera and microphone for Mediasite Desktop Recordings
- Document camera/visualizer
- VGA & 3.5mm audio cables – To connect Analog laptops

AV Control

The AMX 8-button keypad 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 keypad buttons flashing

- If the **Off button** is lit steady on the keypad, the projector is ready for action. Press a media button to start the projector. The media button will be flashing for a few minutes while the projector is warming up.
- If the **Off button** is flashing, the projector is going through a cool down phase. Please do not press any buttons while a button is flashing.

Local Presentation

Show Desktop PC

Press the **PC 1** button on the keypad 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 VGA and 3.5mm audio cables, enable the laptop's dual display (Duplicate) and press the **PC 1** button to show it on the projector screen. Please note the maximum resolution is 1024x768 pixels for this system.

Show visualizer/document camera

Turn on the document camera power and press the **Visualiser** button to show it on the projector screen. Adjust the camera zoom as required.

Show Video

The Combined DVD/VHS tape player can be used for media playback but we recommend using the PC for playing DVDs.

Volume control

Volume is controlled by pressing the **Volume Up** or **Volume Down** button on the keypad. Ensure the desktop PC and laptop volume is turned up and not muted if the presentation contains an audio component.

Support

AV Technical support Townsville:	Ext. 14643
AV Technical support Cairns:	Ext. 21700
Mediasite:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000

