



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

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

AMX 17-button keypad

The AMX 17-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 on the keypad, it will take only a few seconds for the projector to warm up after a media button is pressed. The button will be flashing 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

Press the **On button** on the keypad to activate the system

Show Desktop PC

Press the **PC 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 Analog Laptop

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

Show Digital Laptop

Connect the HDMI cable, enable the laptop's dual display (Duplicate) and press the **DVI 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 **Visualizer button** to show it on the projector screen. Adjust the camera zoom as required.

Volume control

Turn the **round knob** on the keypad to adjust the presentation audio. Ensure the desktop PC and laptop volume is turned up and not muted if the presentation contains an audio component. Press the **Audio Mute button** to mute audio.

Support

AV Technical support Cairns:	Ext. 21700
AV Technical support Townsville:	Ext. 14643
Mediasite:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 21293