



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
- DVD/VHS tape player
- VGA & 3.5mm audio cables – To connect Analog laptops

AMX 8-button keypad

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.

Keypad buttons flashing

- If the **Off button** is lit on the keypad, it will take a few minutes 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.
- To protect the projector bulb, the projectors are programmed to turn off after 3 hours continuous use. To reset the timer before the 3 hour limit, change the media input momentarily.

Local Presentation

Show Desktop PC

Press the **Main PC button** on the keypad to show the desktop PC on the projector screen. We recommend using the VLS 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 **Laptop button** to show it on the projector screen. Please note the maximum resolution for this system is 1024x768 pixels.

Show visualizer/document camera

Ensure the document camera power is turned on and press the **Visualizer** button to show it on the projector screen. Adjust the camera zoom as required.

Show VHS tape

Press the **Video button** on the keypad, insert the VHS tape and press the play button on the player to show the videotape on the projector screen. Please note video tape players may not be available in all rooms.

Picture blank

To stop the presentation without turning the projector off, press the **Picture Blank button**.

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 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