



# AV Equipment Guide

## System Components

The following equipment is connected to the AV system:

- 2x Projector
- All-in-1 desktop PC
- Lectern microphone (hanging from the ceiling)
- Wireless microphone (lapel)
- Lecture Capture (Mediasite)
- Document camera/visualizer
- HDMI, VGA & 3.5mm audio cables – To connect Analog & Digital laptops

## 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.

## Projector and touch panel

The projectors are lamp-less requiring only a short time for warm up and cool down.

## Mediasite Lecture Capture

**Audio** – a ceiling mounted hanging microphone is fitted for the purpose of recording the lecturer's voice. The wireless microphones are provided to allow free movement and are recommended for all recordings.

**Presenter video** - a presenter camera has been ceiling mounted for the purpose of capturing the presenter.

**Presentation** - add the presentation to the recording by touching the **Computer** or **Laptop button** as you would for a local presentation (only the presentation shown on the left projector is recorded).

## Local Presentation

The same or different media can be shown on the two projectors (referenced as Left and Right) screens. **Left projector** is the one closest to the lectern.

### Show Desktop PC

Press the **Computer button** on the touch panel 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 HDMI or 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.

### Show Visualizer/document camera

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

### Show Student Laptop

Connect the laptop to the AV system at the VGA plate situated near the floor at the column halfway down the room on the window side. Enable the laptop's dual display (Duplicate) and press the **Student Input button**.

### Show AirMedia

AirMedia provides a wireless connection solution of a BYOD (tablets, smart phones, laptops) to the AV system. Touch the **Air Media button** and follow the onscreen instructions.

### Volume control

Touch the **Sound & Volume tab** to access the volume control.

**Microphone Volume** – touch and slide to adjust the microphone volume in the room

**Program Volume** – touch and slide to adjust the audio component of the presentation. Ensure the PC or laptop volume is turned up and not muted.

## Support

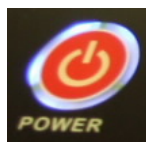
AV Technical support Townsville:	Ext. 14643
AV Technical support Cairns:	Ext. 21700
Mediasite content:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000

## Lumens Visualizer/document camera

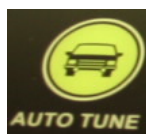
The positioning of the two lamps can be changed manually by moving the individual arms.  
The key features of this device are:

- High Definition
- 20x optical zoom
- HDMI output

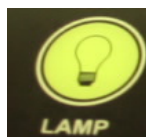
### Control buttons



**Power** – press to turn off/on  
Stand-by, indicated by a red glow around the button  
On, indicated by a blue glow around the button

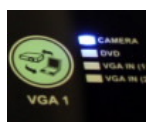


**Auto Tune**  
Press to automatically set best focus and brightness



**Lamp** – the lamp has three settings – press the button to change setting

1. Arm lamp (light from above)
2. Backlight
3. Off



**VGA 1** – The unit defaults to the camera being lit up  
Press the button to change if necessary

Use the controls for brightness and zoom to make finer adjustments to the image.