



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 2x Projectors (lectures)
- All-in-1 desktop PC with inbuilt camera and microphone for Mediasite Desktop Recordings
- Document Camera
- Auxiliary RCA input plate
- 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 will take a few minutes to warm up before an image appears on the projector screens after pressing a media button (Computer, Laptop, Document Camera).

Local Presentation

Show Desktop PC

Touch 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 VGA and 3.5mm audio cables, enable the laptop's dual display (Duplicate) and touch the **Computer button** to show it on the projector screen.

Show Visualizer/document camera

Turn on the document camera power and press the **Document Viewer button** to show it on the projector screens. Adjust the camera zoom as required.

Show VHS Video

Turn on the tape player and press the **Video button** to show it on the projector screens.

Show Auxiliary Input

An input plate with RCA connector provides a connection point for any device with RCA cables. Touch the **Auxiliary Input button** to show the device on the projector screen.

Volume control

Touch and slide the **Mic Volume button** to adjust the microphone volume

Touch and slide the **Computer Volume button** 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:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000