



AV Equipment Guide

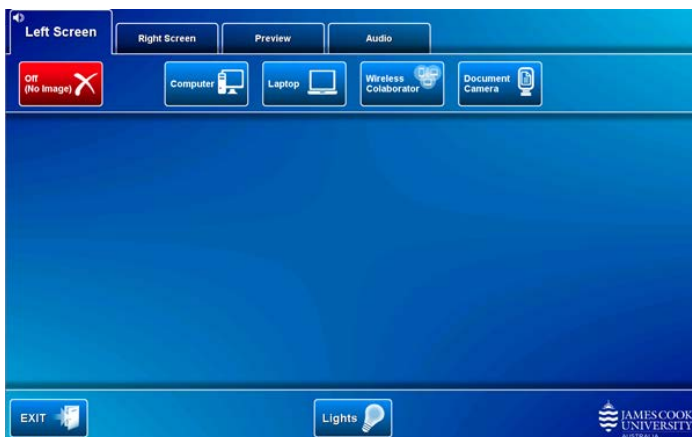
System Components

The following equipment is connected to the AV system:

- 2x Projectors
- All-in-1 desktop PC
- Lectern & Wireless microphones
- Lecture Capture (Mediasite)
- HDMI, VGA & 3.5mm audio cables – To connect Analog & Digital laptops
- Adaptors – HDMI to Mini HDMI, HDMI to Mini Display Port
- Hearing Assist Device

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, Wireless Collaborator or Document Camera).

Room lighting

Touch the **Lights button** to access the room lighting controls and adjust accordingly. Wall mounted room lighting controls are also located near the exit doors.

Mediasite Lecture Capture

Audio – the lectern, handheld or lapel microphone must be used to record the lecturer’s voice.

Presenter video - a presenter camera has been ceiling mounted at the rear of the room for the purpose of capturing the presenter. The camera angle can be previewed by touching the **Preview button** and **Presenter Camera button** on the touch panel and make adjustments if required.

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 will be recorded).

Local Presentation

The same or different media can be shown on the two projectors (referenced as Left and Right) screens. Touch the **Left Screen tab** or **Right Screen tab** to select the projector to be used.

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 HDMI or VGA and 3.5mm audio cables, enable the laptop’s dual display (Duplicate) and touch the **Laptop button** to show it on the projector screen.

Show Wireless Collaborator (ENZO)

Touch the **Wireless Collaborator button** to show it on the projector screens. There is a dedicated mouse to be used to interact with the touch panel for this device.

Show Visualizer/document camera

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

Volume control

Touch the **Audio tab** to access the volume control. The audio must be routed to the projector screen where the presentation is shown.

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

