



# AV Equipment Guide

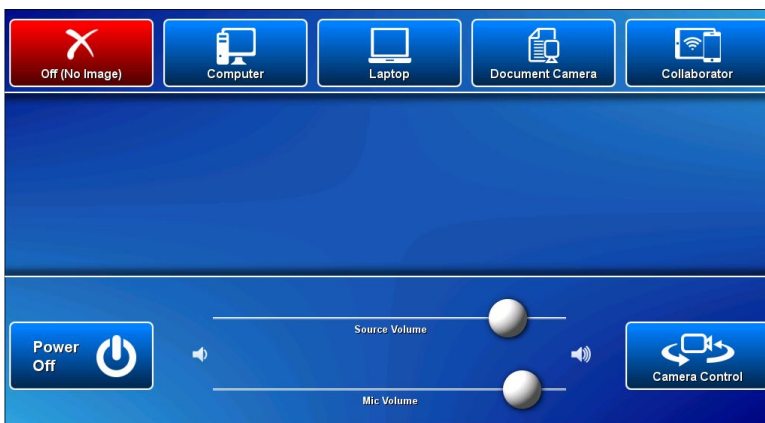
## System Components

The following equipment is connected to the AV system:

- 1x Projector
- Touch Panel
- All-in-1 desktop PC
- Document camera/visualizer
- Collaborator – wireless presentation device for connecting BYOD (laptops, smart phones and tablets)
- Preview monitor
- Lecture capture (Mediasite) with control and status light
- Lectern microphone (1x desk, 1x lapel radio mic, 1 handheld radio mic)
- Student microphones (ceiling mounted)
- 4x Ceiling mounted speakers
- HDMI cable with adaptors for connecting a laptop or other HDMI 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 your 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.

## Mediasite Lecture Capture

**Audio** – a microphone on the desk is used to record the lecturer's voice. Alternatively one of the two radio microphones can be used to allow for free movement. Ceiling mounted microphones are for student interactivity.

**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 one of the media buttons (Computer, laptop, Document Camera or Collaborator)

## Local Presentation

### Show Desktop PC

Touch the **Computer** button to show the desktop PC on the projector screen. We recommend using the VLC media player on the desktop PC to play downloaded videos etc. There is no DVD drive bay on the Dell 7460 installed in Feb 2019.

### Show Laptop

Connect the HDMI cable to the laptop, enable the laptop's dual display (Duplicate or Mirror) and touch the **Laptop** button to show it on the projector screen.

### Show visualizer/document camera

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

### Show collaborator

Touch the **Collaborator** button to show how to connect a BYOD to the AV system. The device must be connected wirelessly to the network by Eduroam.

### Show nothing

To stop the presentation without turning the projector off, touch the **Off (No image) button**.

### Volume control

Voice reinforcement in the room, is by way of the radio microphones only – touch and slide the mic volume button to adjust. Desktop and laptop playback audio can be adjusted by touching and sliding the **Source Volume** button. Ensure the desktop PC and laptop volume is turned up and not muted if the presentation contains an audio component.

## Preview

Touch the **Preview tab** and one of the media button **Lecture Capture Camera, Computer, Laptop** or **Document Camera buttons** to view the sources on the preview monitor.

## Support

AV Technical support Townsville:	Ext. 14643
AV Technical support Cairns:	Ext. 21700
Mediasite content:	<a href="mailto:mediasite@jcu.edu.au">mediasite@jcu.edu.au</a>
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000