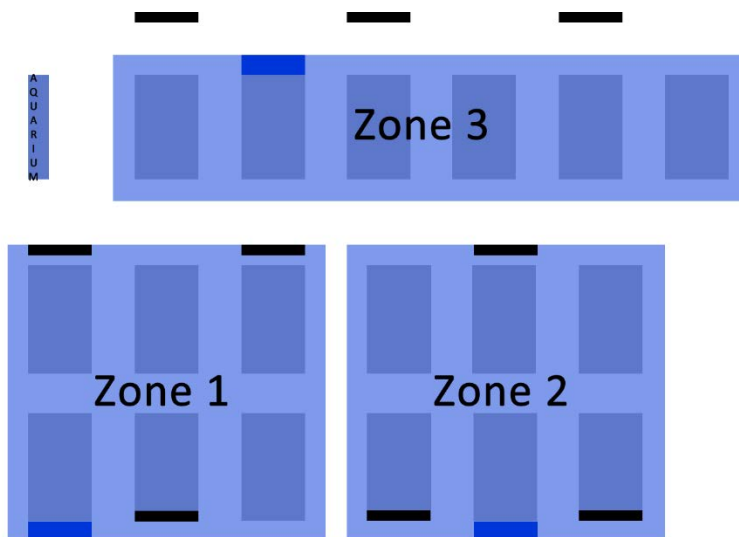




AV Equipment Guide

System concept

The Bio Lab is for AV purposes divided into three zones (1, 2 and 3).



The dark blue rectangles indicate the three lecture locations where the AV equipment is fitted.

The black rectangles indicate the positions of the monitors onto which content (desktop PC, laptop and document camera/visualizer) can be pushed from the touch panel.

The AV system in Zone 2 can be linked with Zone 1 and/or Zone 3 i.e. the same content can be pushed to all the flat panel displays in the entire lab. This feature is also available in videoconference mode.

A sophisticated speaker system enables the three zones be used concurrently for separate teaching activities. The wireless microphone is used for this purpose.

System Components

Each zone has the following equipment connected to the AV system:

- Touch panel for AV control
- 3x Flat panel displays
- All-in-1 desktop PC with inbuilt camera and microphone for Mediasite Desktop Recordings
- Preview monitor
- Document camera/visualizer
- Microphone – (wireless lapel) - rechargeable
- HDMI cable
- Directional speaker system



Log in to desktop PC

Use the JCU issued username and password

Duplicate desktop PC/laptop 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.

AV Control

The touch panel is used for all interaction with the AV system. Once activated, this is what you see!



Preview

The media sources can be previewed on the preview monitor before pushing the content to the monitors.

Touch the **Preview tab** and a **media source button** to view it. This function is particularly useful when using the document camera as it gives the lecturer an opportunity to adjust the view before pushing it.

Show desktop PC on the monitors in the zone

Touch the **Monitor tab** and the **Computer button**. If the presentation contains an audio component, ensure the PC audio is turned up and not muted.

Show a laptop on the monitors in the zone

Connect the laptop to the AV system by the provided HDMI cable (adaptors available) and ensure the laptop is set to duplicate its display (Win/P) and touch the **Monitor tab** and **Laptop button**.

Show the document camera/visualizer on the monitors in the zone

Ensure the document camera is turned on – adjust zoom, light, focus as required – and touch the **Monitor tab** and **Document Camera button**.

Audio

Touch and slide the **Microphone volume button** to adjust the microphone volume in the zone.

Touch and slide the **Program volume button** to adjust the playback volume of the desktop PC or laptop.

Link rooms

The AV system in Zone 2, can be linked with the systems in Zone 1 and/or Zone 3 – once linked the AV system in Zone 2 is used to push content to monitors across zones.

To link Zone 2 with Zone 1, touch the **Link Zone 1 button**

To link Zone 2 with Zone 3, touch the **Link Zone 3 button**

During linking, the touch panels in Zone 1 and Zone 3 respectively will be deactivated.

To unlink zones, touch the corresponding **Unlink button** which again will activate the touch panel in the unlinked zone.

Videoconferencing

The AV system in Zone 1 (142-101B) is fitted with controls for videoconferencing. A videoconference camera is located just above the preview monitor.

To prepare the system for a videoconference, touch the **Videoconference button** and the **Enter Videoconference Mode button** on the touch panel. Touch the **VC Presentation tab**, the **Presenter Camera button** and the **on screen controls** (pan, tilt and zoom) to adjust the camera.

Videoconferences can be viewed on the monitors in the adjoining zones (1 and 3) by linking them to the Zone 2 AV control. Touch the **Link Zone 1 button** and/or **Link Zone 3 button** to link the zones.

Videoconference connections are scheduled by VAVS, automatically connecting the calls usually at 5 minutes to the hour. Once the conference call has been connected, add a presentation source by touching one of the media buttons (Computer, laptop and document camera). The procedure is the same for a non videoconferenced presentation (see above for instructions).

Audio

Touch the **Audio tab** to access the volume controls:

Touch and slide the **Microphone volume button** to adjust the microphone volume in the room.

Touch and slide the **Program Volume button** to adjust the playback volume of the desktop PC and laptop.

Support

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