



AV Equipment Guide

System Components

- Touch panel for AV control
- 1x projector
- PC Monitor (the PC is rack mounted under the table)
- Preview monitor
- Visualiser/document camera
- 2x Microphone – (handheld and lapel) - rechargeable
- HDMI cable and adaptors
- Ceiling mounted speakers
- Hearing Aid Assist

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. The PC is rack mounted under the table top.

Lights

The room lighting is controlled from the touch panel – touch the **Lighting button** and make adjustments as required.

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 viewed on the preview monitor before pushing the content to the projector. Touch the **Preview tab** and a **media source button** to view it.

Show desktop PC on the projector

Touch the **Projector 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 projector

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 or MacBook mirror displays) and touch the **Projector tab** and **Laptop button**. Ensure the laptop audio is turned up and not muted if the presentation contains an audio component.

Show the wireless presenter (Kramer) on the projector

A laptop, smartphone or tablet can be connected to the presenter. Touch the **Projector tab** and **Presenter button** to show the IP address to be used to connect to the presenter. Once the IP address is entered in the app, use the 4-digit code generated on the presenter screen to make the connection.

Show document camera on the projector

Touch the **Projector tab** and the **Doc Camera button**. Use the preview to adjust the view of the document camera before showing it on the projector screen

Audio

Touch the **+/- buttons** to adjust the volume levels of the presentation, Lapel Mic and Hand Held Mic. Ensure the PC/laptop audio is turned up and not muted if the presentation contains an audio component.

Joining rooms

Rooms 142-023 and 142-022 can be jointly run from the touch panel in 142-023 by touching the **Join Rooms button** on the 142-023 touch panel.

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