



AV Equipment Guide

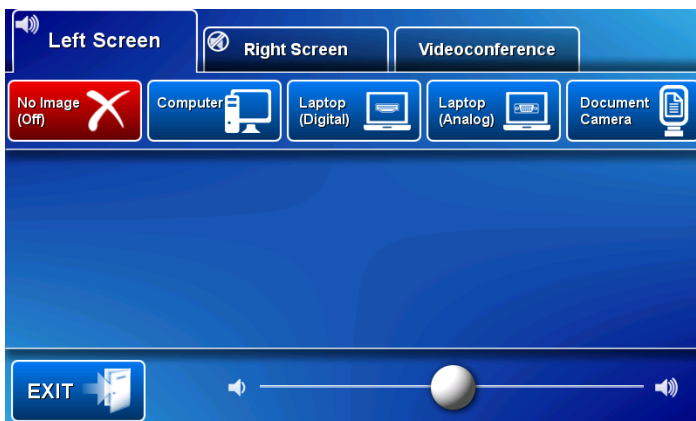
System Components

The following equipment is connected to the AV system:

- 2x Projectors
- All-in-1 desktop PC
- Document Camera
- Lecture Capture (Mediasite)
- Microphone
- HDMI, 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 or Document Camera).

Mediasite Lecture Capture

Audio – the microphone is permanently connected to the AV system and is used to record the presenter's voice.

Presenter Video - the presenter camera is by default selected as the recorded camera stream and changing to the audience camera will not change that.

Presentation – touch the **Computer** or **Laptop button** to add the presentation stream to the recorder.

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 (Digital)

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

Show Laptop (Analog)

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

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 and slide the volume button along the bottom of the touch panel to adjust the audio component of the presentation. Ensure the PC or laptop volume is turned up and not muted.

Videoconferencing

Touch the **Videoconference button** on the touch panel to proceed to videoconference mode, a pre-requisite for content server recordings as well as conference calls. The touch panel in videoconference mode is shown on the image below.



Select Camera

Touch the **Main Camera tab** and **Presenter camera button** in preparation for the conference call.

Touch the pan, tilt or zoom buttons to adjust the camera settings to ensure the presenter is visible throughout the conference irrespective of anticipated movements.

Show Presentation

Once the conference call has been connected, indicated by the far end room(s) appearing on the right projector screen, touch the **Presentation tab** and a **media button** to start the presentation. Refer to the Local Presentation section for how to show a presentation.

Videoconference Volume control

Touch and slide the volume button along the bottom of the touch panel to adjust the videoconference volume.

Support

AV Technical support Cairns:

Ext. 21700

AV Technical support Townsville:

Ext. 14643

Mediasite content:

LTSE Staff

Computers:

Ext. 21777

A/C or electrical faults:

Mex request

Security:

Ext. 21293