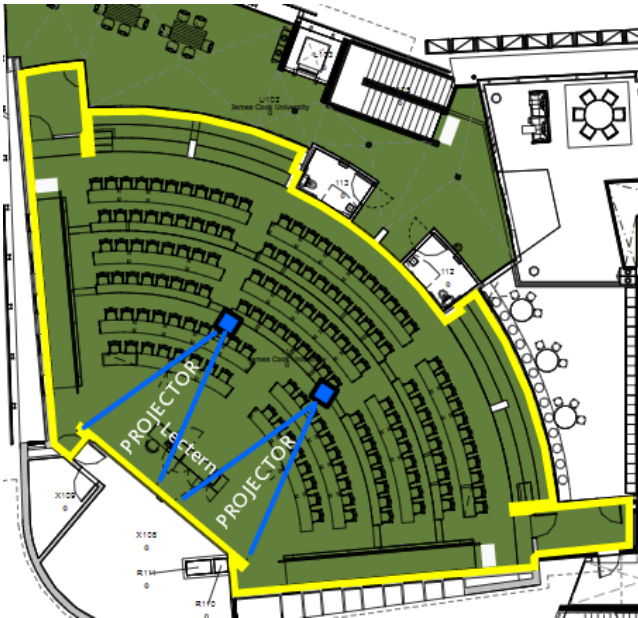




Room layout



AV System

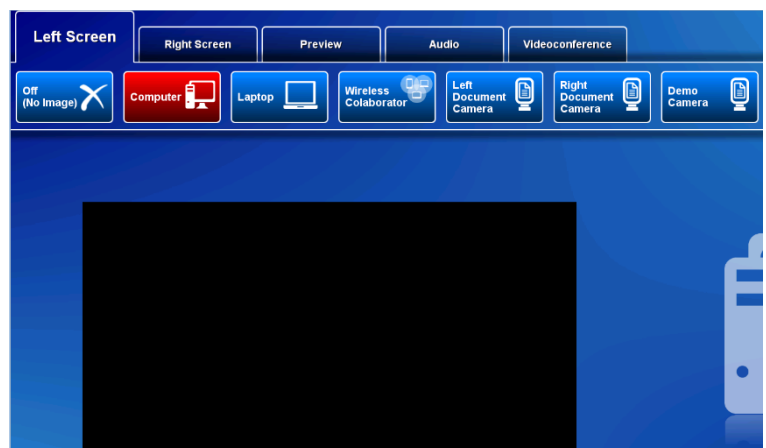
- 2x Projectors
- Touch Panel for AV control
- AiO desktop PC
- 3x Document camera
- Cisco videoconference
- 2x Video cameras
- Lecture Capture (Panopto)
- Wireless presenter
- Microphone – lectern, wireless
- HDMI cable with adapters
- Hearing Assist Device

Touch Panel

Used for all interaction with the AV system

Activate the AV System

- Touch the panel to activate the AV system



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.

Local Presentation

- The projector screens can show identical or different media when presenting in local mode.

Panopto Lecture Capture

- **Audio** – the lectern and wireless microphones 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 does not change the recorded video. Ensure the camera is set at an angle to cover all the anticipated movements.
- **Presentation** – touch a media button on the touch panel – only presentation shown on the left projector screen is recorded.

Show Presentation

- **Show Desktop PC**
Touch the **Computer** button on the touch panel
- **Show Laptop**
 1. Connect the HDMI cable
 2. Enable the laptop’s dual display (Duplicate/mirror)
 3. Touch the **Laptop** button on the touch panel
- **Connect BYOD (laptop, tablet, smart phone) to the AV system**
 1. Touch the **Wireless Collaborator** button
 2. Follow the instructions shown on the display system
- **Show Document camera (left, right or demo)**
 1. Place the object or document on the tray
 2. Adjust the view using the controls on the device
 3. Touch the **Document Camera** button on the touch panel

Volume control

Touch the **Audio** tab to open the volume control.

- Touch and slide the **Radio Microphone** button to adjust the room voice reinforcement of the Lapel and Handheld microphones
- Touch and slide the **Presentation Volume** button to adjust the playback volume of the desktop PC or laptop presentation – ensure the PC/laptop volume is turned up and not muted.

Videoconference mode

- In preparation for a videoconference, touch the **Video Conference** tab and the **Yes** button.

Camera adjustment

- Check the current camera angle on the touch panel and adjust the camera by using the controls on the touch panel for **Pan**, **Tilt** and **Zoom** to ensure you are visible to the **Far End Room(s)** at all times irrespective of your anticipated movements.

Show a presentation

- Touch the **VC Presentation** tab and one of the media buttons to show it on the left projector screen and to the far end room(s). This action is not available until the video call has been established which is indicated by the Far End Room(s) appear on the right projector screen.

Volume control

Touch the **Audio** tab to open the volume control.

- Touch and slide the **Wireless Microphone** button to adjust the voice reinforcement in the room.
- Touch and slide the **Presentation Volume** button to adjust the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted.
- Touch and slide the **Conference Volume** button to adjust the Far End volume

Connect to Zoom

1. In **Video Conference** mode, touch the **VC Control** tab
2. Touch the **Contacts** button and scroll to the **Zoom Meeting** entry
3. Touch the **Call** button
4. Enter the Zoom meeting ID followed by the #-key
5. Enter the Zoom passcode followed by the #-key

Support

AV Technical support Townsville:

Ext. 14643

AV Technical support Cairns:

Ext. 21700

Panopto:

videocapture@jcu.edu.au

Computers:

Ext. 15500

A/C or electrical faults:

Mex request

Security:

Ext. 16000