

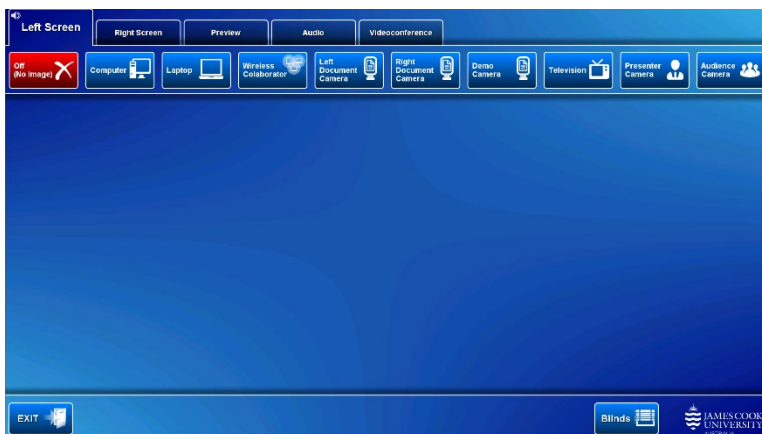
System Components

The following equipment is connected to the AV system:

- 2x Projectors
- All-in-1 desktop PC
- 2x Document Cameras (ELMO P30HD)
- 1x Camera (Lumens DC 192)
- Wireless Collaborator (Kramer)
- Lectern & Wireless microphones
- Lecture Capture (Mediasite)
- HDMI cable and adaptors
- Hearing Assist Device

Touch Panel

The touch panel is used for all interaction with the AV system



Log in to 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.

Mediasite Lecture Capture

Audio – the lectern and wireless microphones are permanently connected to the AV system and are used to record the presenter's voice. The wireless microphones are provided to allow for freedom of movement and recommended for all recordings.

Presenter Video - the presenter camera is by default selected as the recorded camera stream and changing to the audience camera will not change that. Ensure the camera is set at an angle to cover all the anticipated movements. Touch the **Preview** button and **Presenter Camera** button to make changes.

Presentation – touch the **Computer** or **Laptop** button to add the presentation stream to the recorder (only the presentation shown on the left projector will be recorded).

Projector and touch panel

The projectors will only take a few moments to warm up before an image appears on the projector screen after pressing a media button.

Preview

Touch the **Preview** tab and a **media** button to preview it on the touch panel.

Room lighting

The room lighting is controlled by a **Light control** located on the side of the front wall.

Blinds

Touch the **Blinds** button to control (up/stop/down) the window blinds.

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 downloaded material.

Show Laptop

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

Show Wireless Collaborator (Kramer Via)

A laptop, smartphone or tablet can be connected to the presenter. Touch the **Wireless Collaborator** 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 Visualizer/document camera

There are two document cameras (Left and Right) available to show documents or objects. Turn on the document camera power, touch the **Preview** tab and a **Document Camera** button to preview it on the touch panel. Make the necessary adjustments, touch the **Left Screen** tab and a **Document Camera** button to show it on the projector screens.

Show Demo Camera

A brightly red coloured document camera can be used for demonstration purposes. Touch the **Demo Camera** button to show it on the projector screen. You may want to preview it and make adjustments before showing it on the projector screen.

Show Television

Free to air television can be shown on the projector screen by touching the **Television** button and selecting a channel to view.

Show Presenter Camera

To show the presenter on the projector screen, touch the **Presenter Camera** button. Adjust the camera using the on screen controls.

Show Audience Camera

To show the audience on the projector screen, touch the **Audience Camera** button. Adjust the camera using the on screen controls.

Audio

Touch the Audio tab to access the volume level controls.

- Touch and slide to adjust the individual volumes of the Lapel and Handheld microphones
- Touch and slide the Presentation Volume to adjust the playback volume of a desktop PC or laptop presentation.

Videoconferencing

Touch the **Videoconference** tab, **Enter Videoconference Mode** button and the **VC Presentation** tab in preparation for a conference call.



Select Camera

Touch the **Presenter camera** in preparation for the conference call. A view of the current camera angle is shown on the touch panel. Touch the pan, tilt or zoom buttons to adjust the camera settings to ensure the presenter is visible throughout the conference irrespective of any 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 a **media button** to start the presentation. Refer to the Local Presentation section for how to show a presentation.

Videoconference Audio

Touch the **Audio tab** to access the volume level controls.

- Touch and slide the **wireless microphone** buttons to adjust the individual volumes of the Lapel and Handheld microphones
- Touch and slide the **Presentation Volume** to adjust the playback volume of a desktop PC or laptop presentation. Ensure the desktop PC or laptop audio is turned up and not muted if the presentation contains an audio component.
- Touch and slide the **Conference Volume** to adjust the Far End volume.

Far End Camera Control

In rooms supporting this control, you can make adjustments to the far end camera from the touch panel.

Support

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