



## AV Equipment Guide

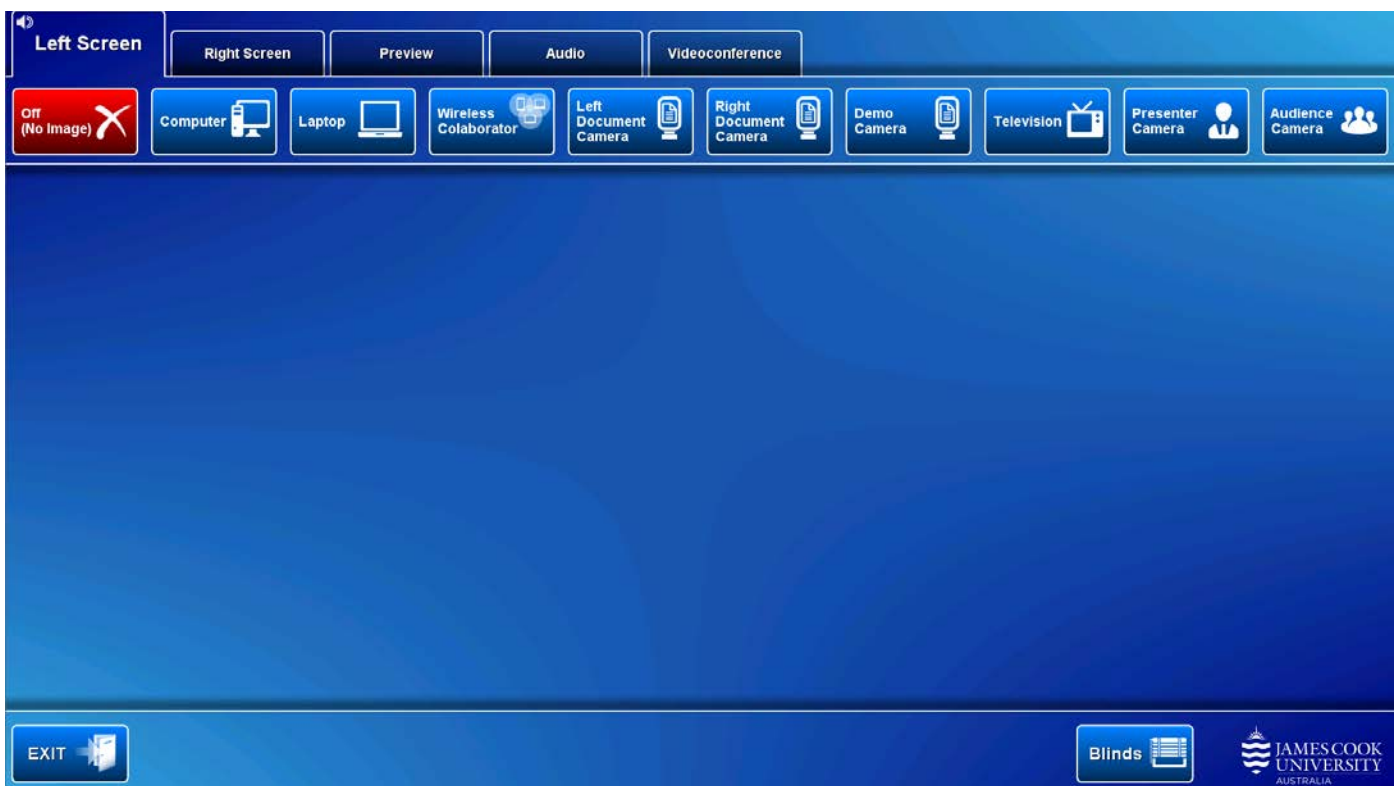
### System Components

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



There are tabs along the top of the touch panel and buttons representing the media sources in a row below the tabs. The AV system can be operated in local presentation mode or videoconference mode.

## AIO (All In One) Desktop PC

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.

### 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 (Computer, Laptop, Wireless Collaborator, Left Document Camera, Right Document Camera, Demo Camera, Television, Presenter Camera and Audience Camera).

### 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.

### 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.

### 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).

## 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

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 **Projector tab** and **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

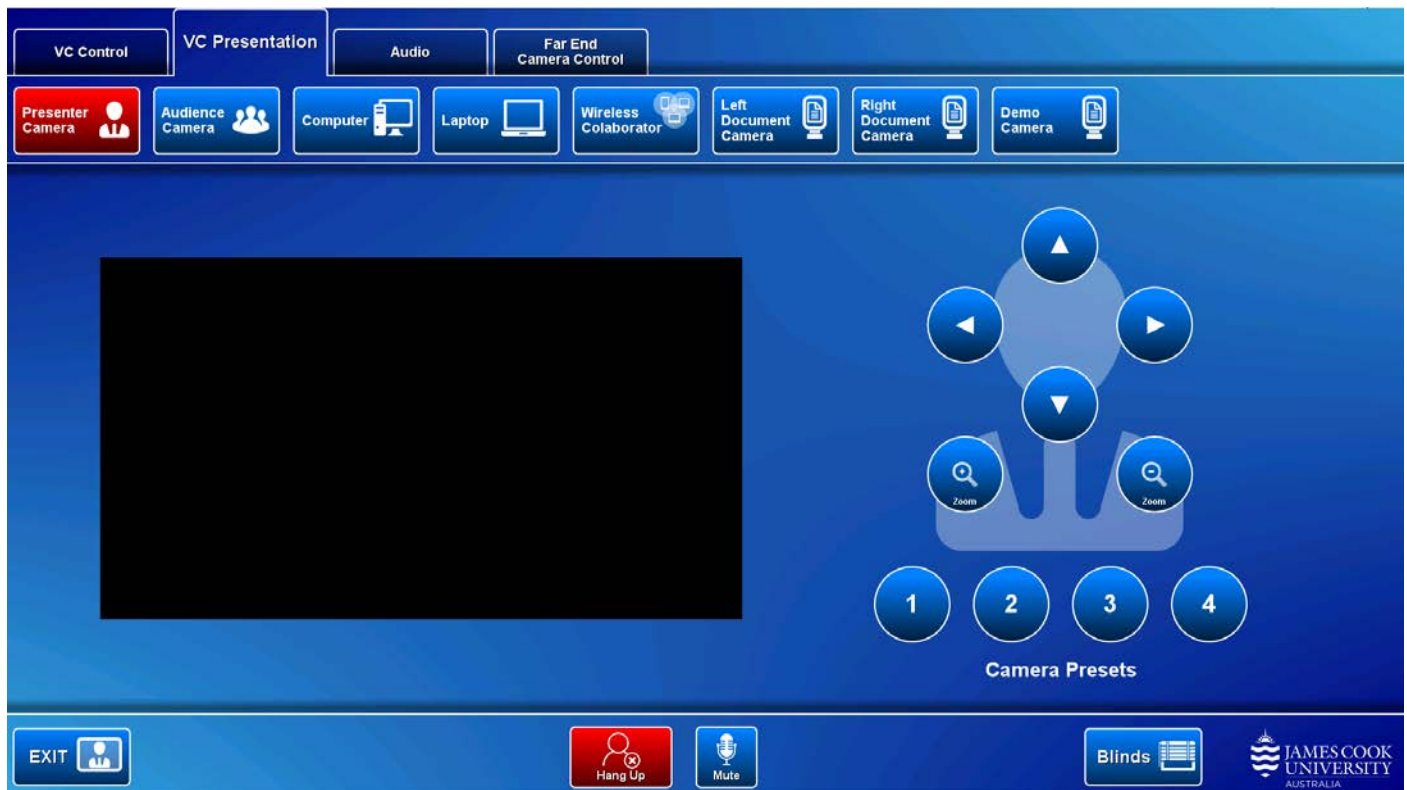
To show the presenter on the projector screen, touch the Presenter Camera button. Adjust the camera using the on screen controls.

### Show Audience Camera

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

## Videoconferencing

Touch the **Videoconference tab**, Enter Videoconference Mode button and the **VC Presentation tab** in preparation for a conference call. The touch panel in videoconference mode is shown on the image below.



### 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:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000