



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 1x projector
- Videoconference codec
- Touch panel
- Microphone (4x table mounted)
- HDMI, VGA and 3.5mm audio cables – Digital & Analog laptops

Touch Panel

The Touch Panel is used for all interaction with the AV system

For presentations, a laptop is required, as there is no desktop PC in this room.

Local Presentation



Show Presentation (laptop only)

Connect the appropriate cable and enable the laptop's dual display (Duplicate) and touch the **Laptop 2 button** to show the laptop on the projector screen. The **Laptop 1 button** is used if the laptop is connected at the projector end of the table.

The Computer button and BluRay DVD button are disabled.

Volume control

Touch the Volume button to adjust the audio component of the laptop presentation by touching and sliding the control.

Videoconferencing

Touch the **Videoconference Mode button** and the **Yes button** to set the system in videoconference mode.



A picture-in-picture on the projector screen will show the current camera angle. Adjust by touching the pan, tilt and zoom buttons on the touch panel.

Connect a Conference Call

Conference calls are scheduled by VAVS. To connect a conference manually, touch the Videoconference Controls button and enter the conference number manually. The far end will appear on the projector screen.

Videoconference Presentation (laptop only)

Touch the VC Presentation tab and touch the Laptop 2 button to show a laptop connected at the head of the table on the projector screen or the Laptop 1 button if the laptop is connected at the projector end of the table.

Videoconference Volume

Touch the **Volume button** to access the volume control. Touch and slide the **Program Volume control** to adjust the volume of the audio component of the laptop presentation. Touch and slide the **Videoconference Volume control** to adjust the volume of the audio coming from the far end.

Support

AV Technical support Townsville:	Ext. 14643
AV Technical support Cairns:	Ext. 21700
Mediasite:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000