

AV EQUIPMENT GUIDE

Townsville City Boardroom 407

2xflat panels/Cisco SX80/ Touch Panel

Room layout:



The following devices are connected to the AV system:

- AV control - Touch panel
- Videoconference codec/HD video camera
- Microphones – table and ceiling mounted
- Speakers – wall and ceiling mounted
- Infrared Hearing assist device

Cables are provided as follows:

(Macbook users may need other adaptors to match these cables)

- 4x HDMI (marked HDMI 1, 2, 3 and 4) to connect laptops
 - 1x MiniDisplayPort to HDMI adaptor
- Ensure the laptop's dual display is enabled
(duplicated or mirrored, not extended).

Other equipment:

- Whiteboard – along the Western wall

Room Lighting control:

A CBus lighting control is wall mounted to the left of the board room table. The room lights can be further controlled by touching the **Lights** button on the touch panel and adjusted as required.

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



Touch the

- **Presentation Mode** button to show a local presentation on the monitor(s) or the
- **Videoconference Mode** button to connect to another site.

Local presentation: (Default touch panel state shown below)



Left Monitor, Off (No presentation source) and **Sound to Follow Left monitor** selected by default.

Show Laptop:

- 1) Connect the laptop(s) to the AV system using the provided HDMI cable(s). Enable the laptop's dual display (**duplicated or mirrored, not extended**). 240V power is available in the wells at each of the four laptop connection point
- 2) Touch the button which corresponds to the location where the laptop is connected to the AV system (Laptop 1 HDMI, Laptop 2 HDMI, Laptop 3 HDMI or Laptop 4 HDMI). The same laptop or two laptops can be shown concurrently on the two monitors.

If the presentation contains an audio component (Youtube, DVD etc.) please ensure the sound follows the monitor where the images are shown by touching the **Sound to follow Left Monitor** or **Sound to follow Right Monitor** button.

Volume:

Audio is adjusted by touching and sliding the **Volume** slider button left or right. Please ensure the laptop audio is not muted and turned up if the presentation contains an audio component.

Please turn system off before leaving by touching the **Shut Down** button and the **Yes** button to confirm turning the AV system off

Videoconferencing: (Default touch panel state shown below)



No Presentation Local Camera Only and **Selfview** selected by default.

*A picture-in-picture (Selfview) on the monitor shows the current camera angle. Touch the **pan, tilt** or **zoom** buttons on the Local Camera Control Section to adjust. Touch the **Selfview** button to close the camera preview window*



Conference calls are scheduled by VAVS. To connect a conference manually, press the **Dial** button, enter the number and touch the green **Dial** button.



The connected participant (far end) will appear on the left monitor once the call is connected.

Show a laptop during Videoconference:

- 1) Connect the laptop(s) to the AV system using the provided HDMI cable(s). Enable the laptop's dual display (**duplicated or mirrored, not extended**). 240V power is available in the wells at each of the four laptop connection point
- 2) Touch the button which corresponds to the location where the laptop is connected to the AV system (Laptop 1 HDMI, Laptop 2 HDMI, Laptop 3 HDMI or Laptop 4 HDMI).



The presentation will appear on the right monitor.

Volume:

There are two volume controls in videoconference mode:

- **Main Volume** – touch and slide the **Volume** button on the left hand side of the touch panel, to control the volume of the laptop audio. Please ensure the laptop volume is turned up and not muted.
- **VC Volume** – touch and slide the **Volume** button on the right hand side of the touch panel, to control the volume of the audio from the sites to which you are connected.

Please turn system off before leaving by touching the **Shut Down** button and the **Yes** button to confirm the system turn off.

Support:

AV Technical support Townsville (Douglas Campus):	Ext. 47814643
AV Technical support Cairns:	Ext. 42321700
Techsmith relay:	TLD Staff
Computers:	Ext. 47815500
A/C or electrical faults:	Mex request
Security:	Ext. 47816000