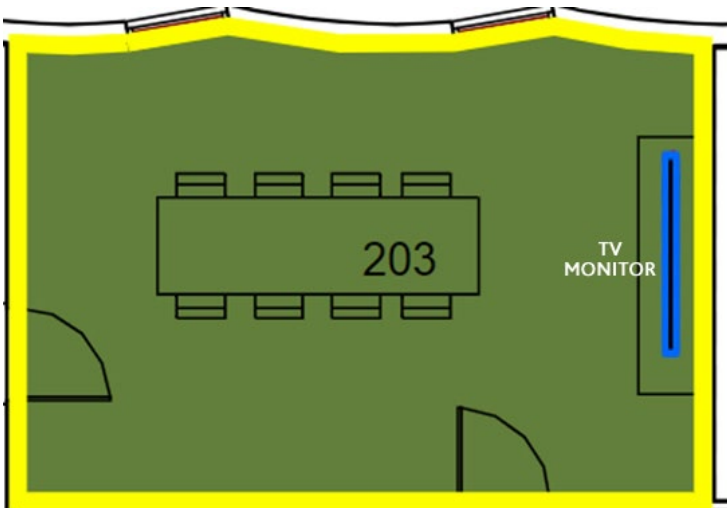




Room layout



AV system

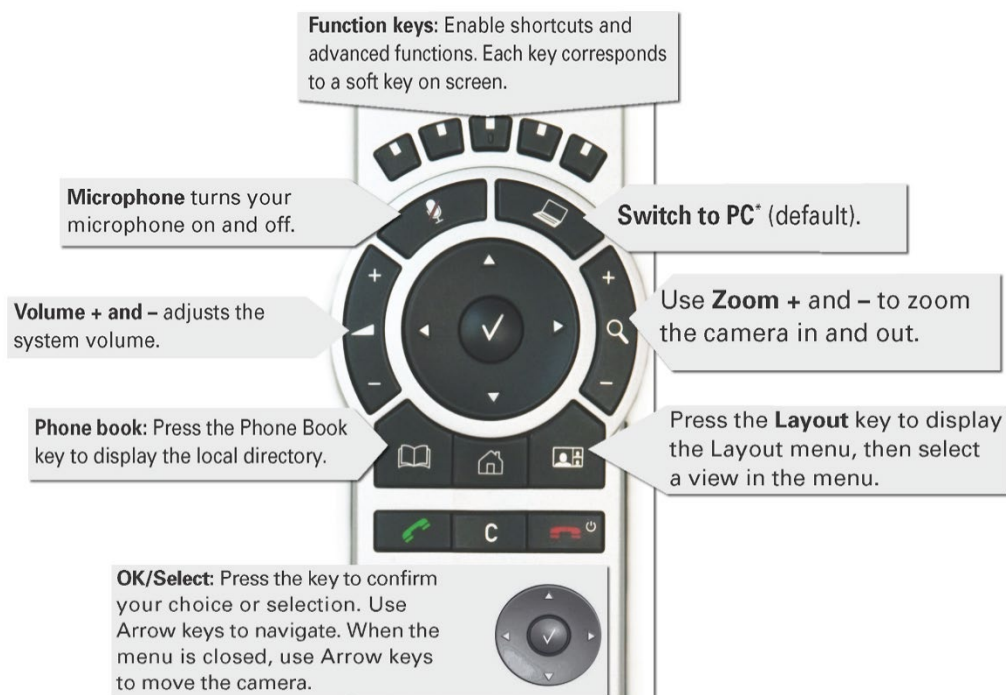
- 1x large TV monitor
- Cisco videoconference
- Cisco remote control
- 1x Video camera
- Microphone - table
- HDMI cable with adaptors

There is no AiO Desktop PC in this room

MS Teams is not compatible with the videoconference system

Cisco Remote Control

- Used for all interaction with the AV system – point towards the video camera



Show Presentation

- **Show Laptop**
 1. Connect the HDMI cable
 2. Enable the laptop's dual display (Duplicate/mirror)
 3. Briefly press the **Switch to PC** key on the Cisco remote

Videoconferencing

- Videoconferences including Zoom meetings are usually scheduled by VAVS provided advice is furnished beforehand.

Volume control

- Press the Volume +/- buttons to adjust the far end audio and playback volume of the laptop. Ensure the laptop volume is turned up and not muted.

Camera adjustment

1. Press the pan, tilt or zoom keys to adjust the camera angle and ensure all room participants are visible to the far end at all times. A picture-in-picture (PiP) at the bottom right of the display shows the current camera setting.
2. Close the PiP, by pressing the **Exit** button (the actions of the five function keys along the top of the remote, correspond to a soft key visible along the bottom of the display).

Connect to Zoom manually

1. Using the remote, locate the **Zoom Meeting Bridge (SIP)** entry in the directory and press the green handset key on the remote control.
2. Enter the **Zoom meeting ID** followed by the #-key
3. Enter the **Zoom passcode** followed by the #-key

Picture layout

This is a single screen system – to change the picture layout (Far end/Presentation composition):

1. Press the **Layout** button
2. Select one of the other options.

Support

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