



AV Equipment Guide

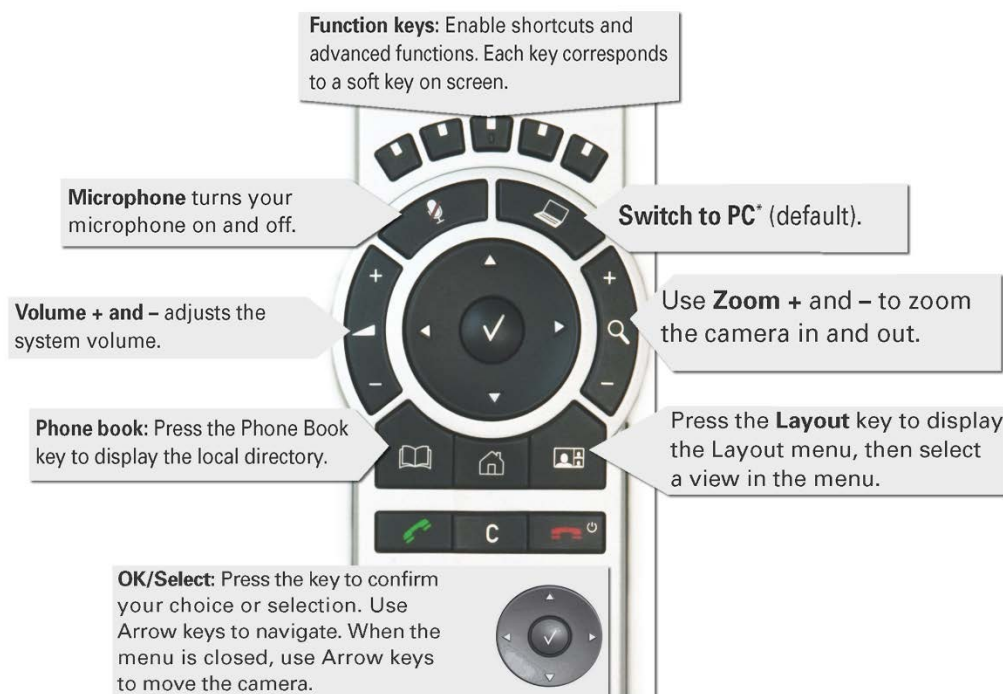
System Components

The following equipment is connected to the AV system:

- 1x Flat panel display
- Videoconference codec
- Microphone
- HDMI cable – To connect Digital laptop

Tandberg Remote Control

The Tandberg Remote Control is used for all interaction with the AV system



Local Presentation

Show Laptop

Connect the HDMI cable and enable the laptop's dual display (Duplicate) and briefly press the **Switch to PC** key.

Videoconferencing

Activate the AV system by picking up the Tandberg remote. If a menu appears in the bottom left corner, click the Arrow left key to close it.



Press the pan, tilt or zoom keys to adjust the camera settings.

A picture-in-picture showing the current camera angle is shown at bottom right.

Close the camera angle preview, 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 flat panel).

Connect A Conference Call

Conference calls are scheduled by VAVS. To connect a conference manually, press the phone book key, navigate to the room/addressee in question and press the connect key (green handset).

The far end will appear on the flat panel display once the call is connected.

Videoconference Presentation

See the instruction for a local presentation, the presentation will appear on the projector screen closest to the presenter's desk.

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