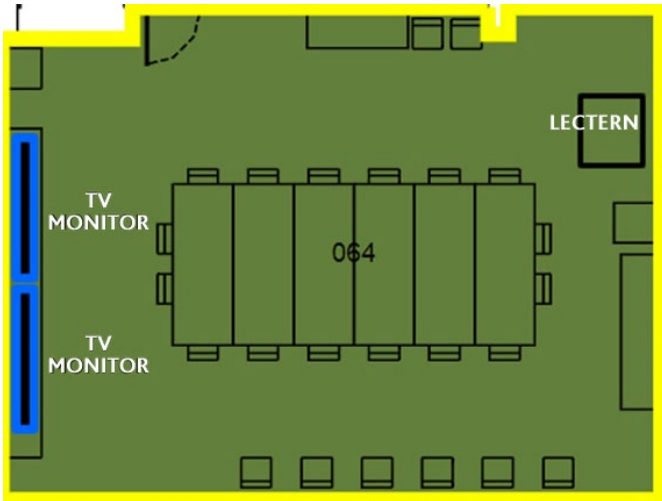




Room layout



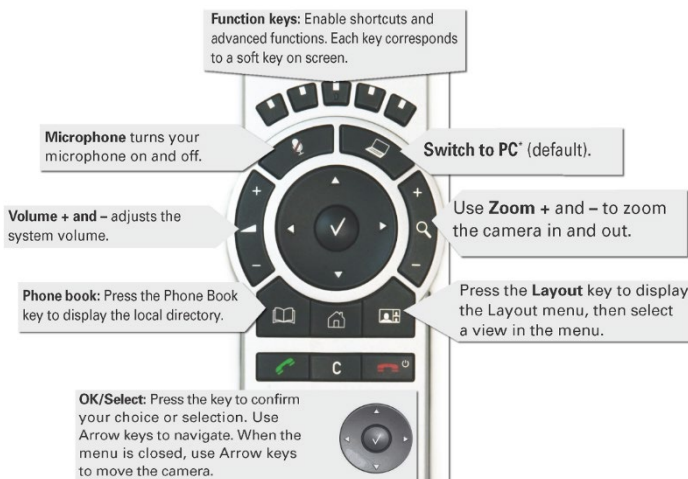
AV System

- 2x large TV monitors
- AiO Desktop PC
- Document camera
- Cisco videoconference codec
- Cisco remote control
- 1x video camera
- Microphone – 2x on table
- HDMI cable with adaptors

MS Teams is not compatible with the videoconference system

Cisco Remote Control

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



Activate the AV system

- The Cisco remote control is the activator for the system – pick up the remote to turn on the two large TV monitors.

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.

Show Presentation

- **Show Desktop PC**
Briefly press the **Switch to PC** key on the Cisco remote.

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

- **Show Document camera**
 1. Press the **Home key** (house) on the Cisco remote
 2. Select **Presentation**
 3. Select **Doc Cam** from the drop-down menu
 4. Press the **OK/Select key** (white tick)

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 PC/laptop. Ensure the PC/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 dual-screen display system – the far end will appear on the left TV monitor with the presentation showing on the right.

Support

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