



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 1x Flat panel display
- Videoconference codec
- HDMI cable – To connect Digital laptops
- Adaptors – HDMI to Mini HDMI, HDMI to Mini Display Port

Cisco Remote Control

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

Introduction to Video Conferencing
Tour the screen and the remote control

The diagram illustrates the interaction between a Cisco remote control and a video conferencing interface. On the left, a blue screen displays a large white checkmark and the time 12:50. At the bottom of the screen are two icons: a phone icon labeled 'Call' and a share icon labeled 'Share'. Arrows point from text labels to these icons: 'Use this to place calls.' points to the 'Call' icon, and 'Use this to share content.' points to the 'Share' icon. Above the screen, two arrows point to the top corners with labels: 'Access Settings, Standby mode and the Do Not Disturb feature.' on the left and 'Access the Camera Control menu.' on the right. On the right side of the diagram, a silver Cisco remote control is shown with various buttons labeled. At the top, a volume slider is labeled 'Volume control and Increase/Decrease control'. Below it is a circular directional pad labeled 'Field selector/ Cursor keys'. To its right is a button labeled 'OK/Enter'. Below the directional pad are two buttons: a left arrow labeled 'Go back one step' and a right arrow labeled 'Microphone mute/ unmute'. Below these are two buttons: a green one labeled 'Place call / Accept incoming call' and a red one labeled 'Reject incoming call / End call / Cancel / Back to Home screen (outside calls)'. At the bottom of the remote is a keypad labeled 'Keypad'.

Operating Tips

- Move the cursor to the icon locations on the screen (Settings, Camera Control, Call and Share) with the Cisco remote about the screen and **OK/Enter key** to open the selected item.
- Use the **Cancel key** to exit a menu (and return to the Home screen) undoing any changes.
- Use the **Back key** to go just one step back.

Local Presentation

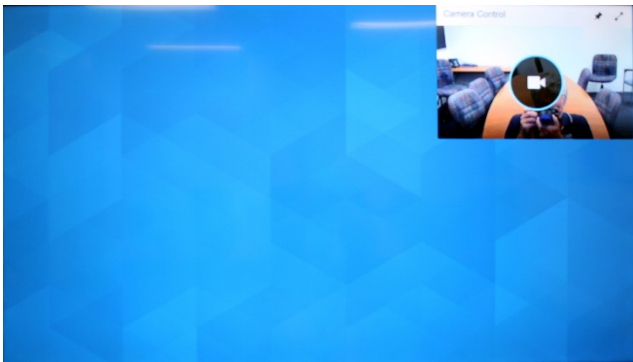
Show Laptop

Connect the HDMI cable, enable the laptop's dual display (Duplicate) and move the cursor to the **Share icon** on the screen and press the **OK/Enter key** on the remote.

Videoconferencing

Activate the AV system by picking up the Cisco remote.

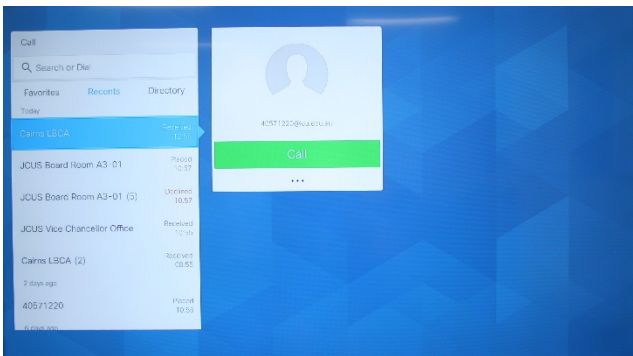
Move the cursor to the **Camera Control icon** on the screen (the cursor location is indicated by a green square or circle around the icon) and press the **OK/Enter key**.



Make the necessary adjustments to pan, tilt or zoom keys to adjust the camera angle. A picture-in-picture at the top right of the screen, shows the current camera angle. Press the **Back key** to exit the camera control.

Videoconference

Conference calls are scheduled by VAVS.



To connect a conference manually, move the cursor to the **Call icon** on the screen and press the **OK/Enter key**. A Phonebook with subfolders will pop up. Select the room from the pop up and press the **Place call key** on the remote.

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

Techsmith relay:

TLD Staff

Computers:

Ext. 15500

A/C or electrical faults:

Mex request

Security:

Ext. 16000