

System Components

The following equipment is connected to the AV system:

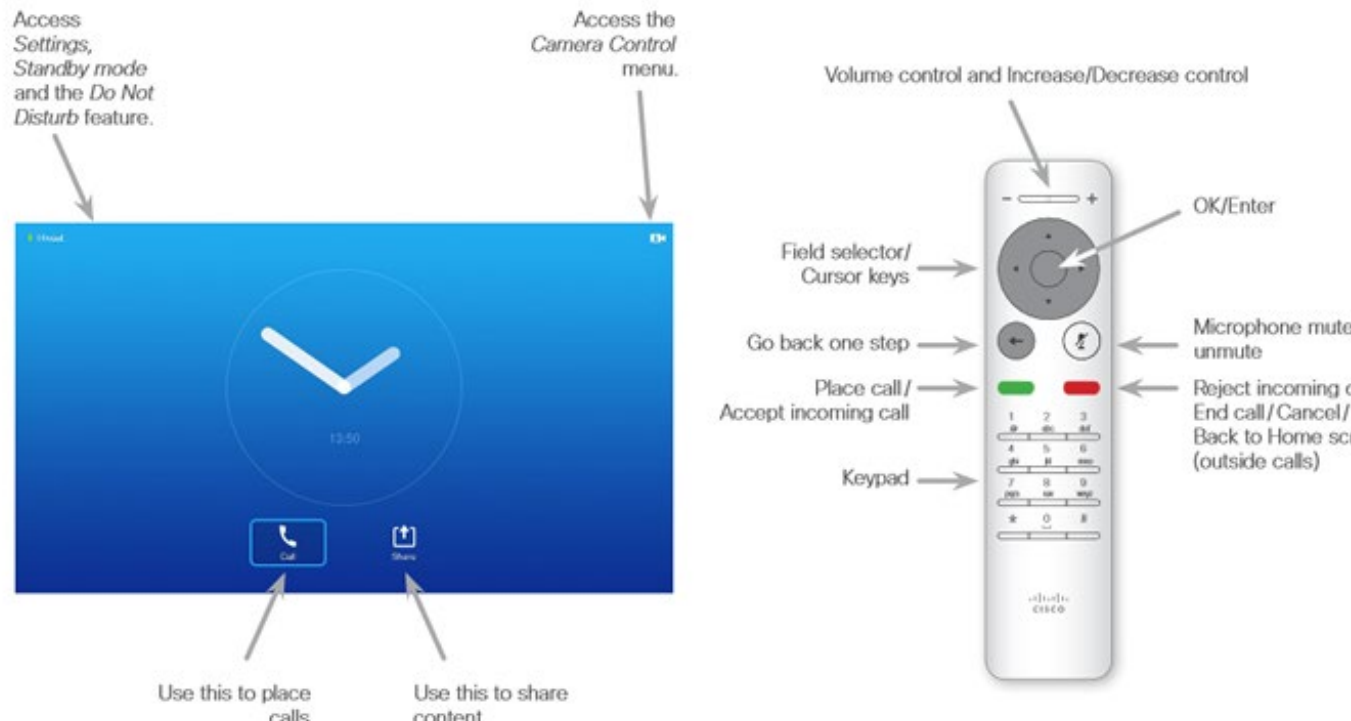
- 2x Flat panel displays (SONY)
- Videoconference codec (Cisco SX20) with Cisco remote control
- 2x wall mounted speakers
- 1x table microphone
- Hearing augmentation device (Williams)
- HDMI cable and adapters – To connect laptops
- Cisco Remote Control



Cisco Remote Control

The Cisco Remote Control and AV button controller are used for some interaction with the AV system

Introduction to Video Conferencing
 Tour the screen and the remote control



The diagram illustrates the interaction between a video conferencing screen and a Cisco remote control. On the left, a blue screen displays a clock and two icons: 'Call' and 'Share'. Labels with arrows point to these elements: 'Access Settings, Standby mode and the Do Not Disturb feature.' points to the top left of the screen; 'Access the Camera Control menu.' points to the top right; 'Use this to place calls.' points to the 'Call' icon; and 'Use this to share content.' points to the 'Share' icon. On the right, a white Cisco remote control is shown with various buttons labeled: 'Volume control and Increase/Decrease control' (top slider), 'Field selector/ Cursor keys' (directional pad), 'Go back one step' (left arrow), 'Place call / Accept incoming call' (green and red buttons), 'Keypad' (numeric keypad), 'OK/Enter' (center button), 'Microphone mute/ unmute' (muted microphone icon), and 'Reject incoming call / End call / Cancel / Back to Home screen (outside calls)' (right arrow).

Operating Tips

- Move the cursor to the icon locations on the flat panel display (Settings, Camera Control, Call and Share) with the Cisco remote and press the **OK/Enter** key to open the selected item.
 - Use the **Back** key to go just one step back.
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Local Presentation

Show desktop PC

Press the **PC** button on the AV button controller – ensure the PC is set to duplicate its display (Win/P/Duplicate) – the PC screen will be shown on both flat panel displays. We recommend using VLC media player on the desktop PC to play downloaded material

Show laptop

Connect the HDMI cable available at the boardroom table to the laptop, enable the laptop's dual display (Duplicate/Mirror) and press the **LAPTOP** button on the AV button controller. The presentation will be shown on both flat panel displays.

Audio

Press the **Volume up** or **Volume Down** button to adjust the playback volume of a PC or laptop presentation. Ensure the computer volume is turned up and not muted if the presentation contains an audio component.

Videoconferencing

1. Press the **VC** button on the AV button control – this will turn on both flat panels and show the splash screen.
2. Using 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 by pressing the pan, tilt or zoom keys on the Cisco remote. 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.

Conference calls are scheduled and automated 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.

Presentation

Using the Cisco remote, navigate to the Share icon on the left flat panel display and press the OK/Enter button. If a laptop has been connected at the table using the HDMI cable, the laptop will be shown.

Audio

Use the Cisco remote to adjust the volume of the far end by pressing the – or + sign located at the top of the remote.

Support

AV Technical support Cairns:	Ext. 14643
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Computers:	Ext. 21777
A/C or electrical faults:	Mex request
Security:	Ext. 21293