



AV Equipment Guide

Pre-requisites

Users of this space need to attend the security office to sign out:

- 1) Swipe card to gain access to the touch panel located behind a locked door in the Miss Sushi foyer area.
- 2) A key to unlock the locker located in the outside area.

System Components

The following equipment is connected to the AV system:

- Quad mounted flat panel displays
- Digital signage server
- Television (set top box)
- Lectern & Wireless microphones (TechSmith enabled)
- HDMI, VGA and 3.5mm audio cables – To connect Analog & Digital laptops
- Desktop PC is not available

Touch Panel

The touch panel is used for all interaction with the AV system



Show Presentation

Show Laptop

Connect the HDMI or VGA and 3.5mm audio cable to the laptop, enable the laptop's dual display (Duplicate) and touch the **Laptop button** to show it on the flat panels.

Volume control

Touch the **Volume button** to access the volume control.

Program Volume – touch and slide to adjust the audio component of the presentation. Ensure the laptop volume is turned up and not muted.

Wireless Mic. Volume – touch and slide to adjust the microphone volume in the outdoor area

Cable Mic. Volume – touch and slide to adjust a microphone connected to the AV system in the outdoor area

Digital signage content can be shown on the flat panels in the outdoor area – this service is provided by other staff

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