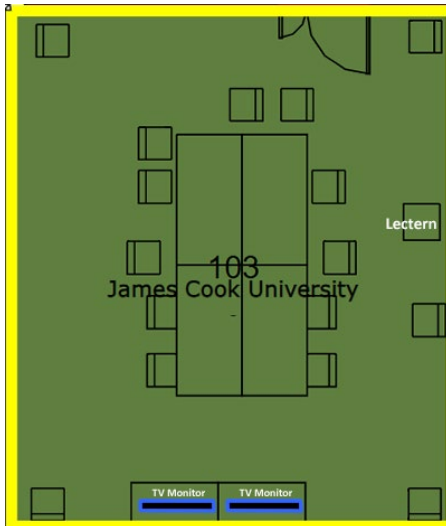


## Room layout



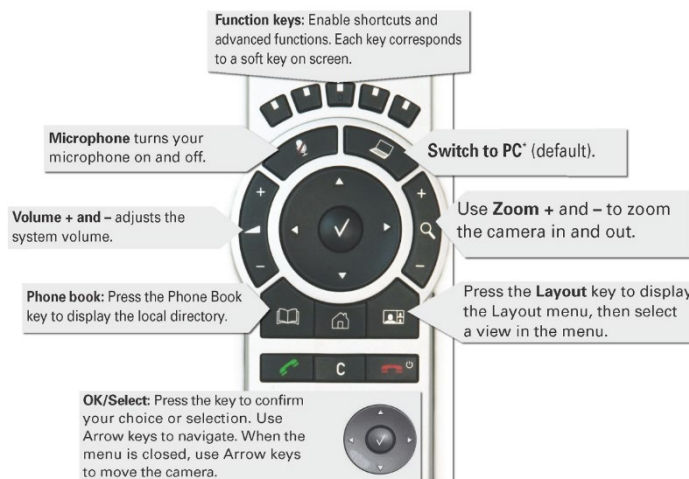
### AV System

- 2x large TV monitors
- AiO desktop PC
- Document camera
- Cisco videoconference codec
- Cisco remote control
- 1x video camera
- Microphone – on credenza
- HDMI cable with adapters

**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.

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## Support

AV Technical support Cairns:	Ext. 21700
AV Technical support Townsville:	Ext. 14643
Computers:	Ext. 21777
A/C or electrical faults:	Mex request
Security:	Ext. 21293