



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 2x Flat panel displays (monitors)
- Microphones – desk mounted at Bench, Councils, Defendant and Witness
- HDMI cables – To connect Digital laptops at Bench, Clerk and Councils
- 8x Ceiling mounted speakers
- Display monitors – Bench and Clerk
- All-in-one Desktop PC (Clerk)
- Lecture Capture (Mediasite)

Touch Panel

The touch panel at the Clerk's position is used for all interaction with the AV system and can be set in:



- 1) **Presentation Mode** – show PC or laptop
- 2) **Videoconference Mode** – connect to another site

Presentation Mode

The Clerk controls onto which of the four monitors (Left, Right, Bench and Clerk) the connected media sources (PC or laptops) will be shown. It is possible to show the same or different sources on the monitors.

Laptops

Laptops can be connected to the AV system by the provided HDMI cables at the Bench, Clerk and both Councils. Enable the laptop's dual display (mirror or duplicate) then select the option which matches the requirement.

Show Clerk PC presentation:

To show the Clerk's PC on the wall mounted monitor to the left, touch the **Left Monitor tab** and **Clerk's PC button**.

Volume

If the desktop PC or laptop content has an audio component, its volume can be adjusted by touching and sliding the **Volume button**. Please ensure the desktop PC or laptop audio is turned up and not muted. Touch the **Audio button** to ensure **Sound follows** the wall mounted monitor (left or right) where the content is shown.



right) where the content is shown.

Mediasite Lecture Capture

Audio – the desk mounted microphones are used to record the speakers in the room.

Presenter video – the videoconference camera mounted on the left hand side is used for the purpose of capturing the speaker. The camera angle defaults to a state to cover the court room except the jury.

Presentation - add the presentation to the recording by touching the **button appropriate to the media being used**, as you would for a local presentation.

Videoconference Mode



A picture-in-picture (pip) showing the current camera angle is shown on the wall monitors. Select the camera which is best suited for the requirements and adjust the camera if required by pressing the pan, tilt and zoom buttons on the touch panel. To relocate the pip, touch the **Layout button**. Close the pip by touching the **Selfview button**.

Conference call

Conference calls are scheduled by VAVS. To connect a conference call manually, touch the **Dial button**, enter the number and press the **Call button**. Touch the **Contacts button** to connect the call from the phone book. The far end room will appear on the wall mounted monitors once the conference call has been connected.

Videoconference Presentation

See the instruction for a local presentation, the presentation will appear on both monitors. To change the conference picture layout, touch the **Layout button** and select from the available formats.

Volume control

VC Volume – Touch and slide the **VC Volume button** to adjust the volume of the far end room.

Volume – touch and slide the **Volume button** to adjust the volume of the desktop PC/laptop audio component.

Support

AV Technical support Townsville:	4781 4643
AV Technical support Cairns:	4232 1700
Mediasite content:	LTSE Staff
Computers:	4781 5500
A/C or electrical faults:	Mex request
Security:	4781 6000