



AV Equipment Guide

Council Chambers Audio Visual/Videoconferencing Guide

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Inventory

The audio visual system in the Council Chambers consists of the following components:

- 2 ceiling mounted NEC projectors
- 2 wall mounted flat panel displays
- 4 cameras
- 12 wireless microphones and charging bays
- 1 Cisco C60 videoconferencing unit
- 2 touch panels (one for outer table and one for the inner)
- VGA cables to connect a laptop to the AV system (one for each table)

Turn the AV system on

The touch panel is the hub for controlling the audio visual equipment in the Chamber. Please touch the screen to activate the system. The following screen is the result of this action.



The projectors and flat panel displays will remain switched off until you select Laptop1 or Laptop 2. In case the motorised screens do not come down after selecting Laptop 1 or 2, press please the **Motorised Screens** button

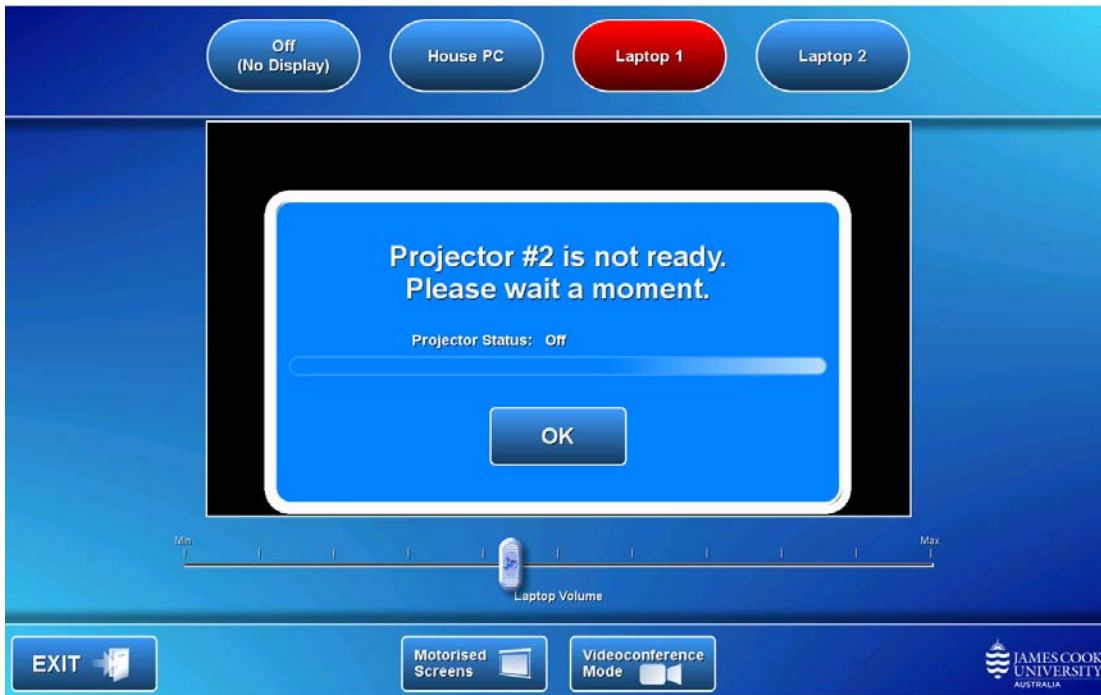
Local laptop presentation

1. Connect the laptop cable (VGA only) and duplicate its display (Win/P – duplicate or mirror display)
2. Touch the **Laptop 1** button (when laptop is connected at the outer table) or touch the **Laptop 2** button if the laptop is connected at the inner table

This action will lower the projector screens, turn on both projectors and both the flat panel displays as well as show the laptop image on all four display devices in the chamber.

Audio

If there is an audio component on your presentation, please make sure the laptop audio is not muted and turned up then adjust the volume on the touch panel screen by touching and sliding the **Laptop Volume** control left or right.



House PC is not available.

Press the **Off (No display)** button to remove the presentation from the display devices without turning the projectors or flat panel displays off.

Videoconferencing

To connect to other videoconferencing systems in the world, the system needs to be set in videoconferencing mode. Press the **Videoconferencing mode** button at the bottom of the touch panel. The following screen appears on the touch panel:



Videoconferencing allows for sending two video streams, usually a room view/presenter and a presentation.

There are four cameras in the Chamber, each numbered accordingly.

- Camera 1 = East - above the entry door to the Chamber
- Camera 2 = West - above and behind the VC's position
- Camera 3 = North
- Camera 4 = South

The system default is Camera 1 with a camera view feedback appearing in the black window above. Camera adjustments are made by touching the

- PAN (**left or right arrow** button),
- TILT (**up or down arrow** buttons) and
- ZOOM (**+ or –** buttons)

Microphones

There are 12 wireless microphones resting in individual charging bays on top of the equipment rack.



It is under normal conditions sufficient to have one microphone for every two persons. The microphones need to be turned on by way of the **on/off** switch on the resting side.



Each microphone must also be turned on by pressing the power button on the top of the base of each microphone. A red light indicates the microphone has been turned on correctly. No light means microphone is muted.



Please turn the microphone(s) off after use and return them to the recharging bays.

Connect a videoconference call




Videoconference connections are generally scheduled by VAVS (Videoconferencing and Audio Visual Services) hence most conferences will appear automatically.

Connect a call manually


Press the **VC Controls** tab to bring up the following screen (if a menu appears on the display devices, touch the left side arrow button to remove it):



Connect using the address book

1. Touch the  **Directory button** to show the directory folders.
2. Navigate through the folders by touching the **arrow buttons** on the far right of the touch screen and touch the  **OK button** to open the folder view. Navigate through the folder until the cursor rests at the room to which you want to connect.
3. Touch the  **Call button**.

Enter a number



1. Use the number pad to enter the number.
If you are connecting to a phone number you must use the prefix **10#**
2. Touch the  **Call button** to connect.

Add a call to an already established videoconference call



The Council Chamber videoconferencing system can connect 3 video calls and 3 telephone calls simultaneously. If you need to connect calls beyond this number of participants, please contact Videoconferencing and Audio Visual Services on x14643



To add another call

1. Touch the  **Directory button**.
2. Navigate to the room in question.
3. Touch the  **Call button**.

Alternatively

1. Touch the  **Home button** on the touch screen.
2. Manually enter the number on the number pad.
3. Touch the  **Call button**.

Add a laptop presentation to a videoconference call



Once the call has been established, add a laptop presentation to the conference as follows:

1. Connect the laptop cable (VGA only) and duplicate its display (Win/P – duplicate or mirror display)
2. Touch the **VC Presentation** tab
3. Touch the **Laptop 1** or **Laptop 2** button (1 for the outer table, 2 for the inner table). The laptop image will be shown on the display devices. Make sure the laptop's external display has been enabled.



Conference image layout

To change the layout of the images on the display devices (TVs and projectors)

1. Touch the **VC controls** tab
2. Touch the  **Layout** button
3. Navigate the options shown in the bottom left corner of the displays.
4. Touch the  **OK** button

Alternatively if there is no laptop presentation to show, you may want to send a second camera as your presentation, particularly when one camera does not cover all the participants in the Chambers.

Adjust Volume

There are two volume controls available while in a videoconference.



- **Laptop volume** = Adjusts the audio component on a laptop presentation. Make sure the laptop audio is not muted and turned up.
- **Video Conference Audio** = Audio coming into the Chamber from the rooms or telephones to which you are connected.

To adjust, touch and slide the **Laptop Volume** and/or **Video Conference Audio** left or right.

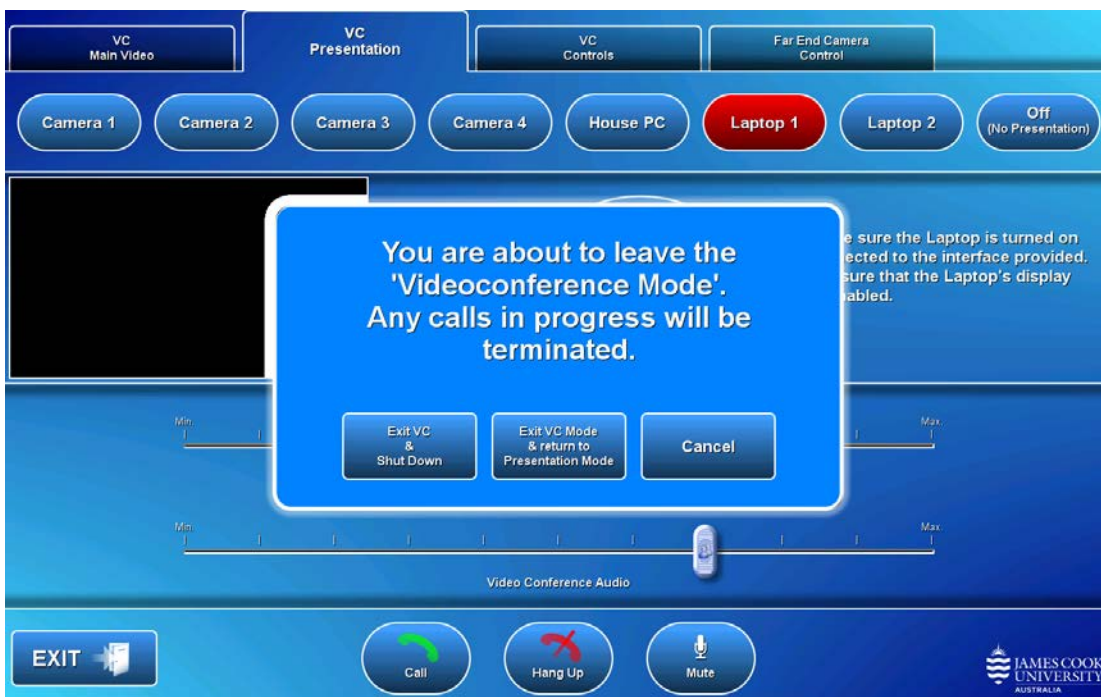
Disconnect a call



At the end of the video/teleconference, please terminate all connections by touching the **Hang Up** button.

Turn off the system

Press the EXIT button and make your selection from the pop up window, returning you to the local presentation mode or turning the system off completely.



Please turn off all microphones and place them in the recharging bays on the equipment rack before leaving the room!