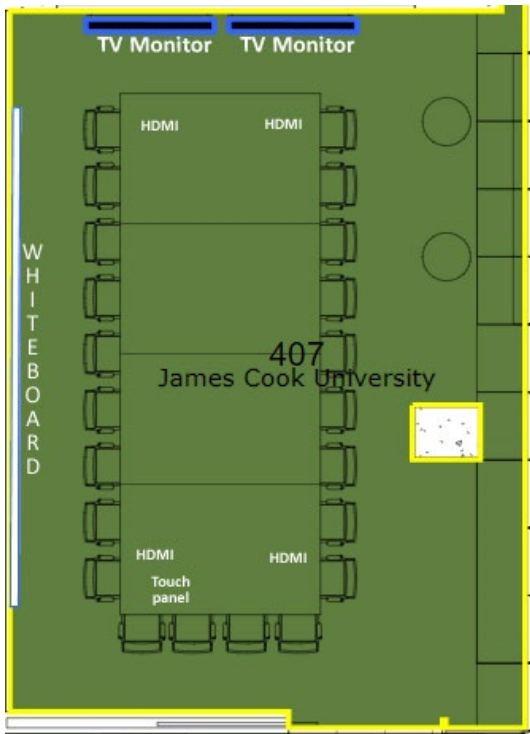




AUDIOVISUAL SERVICES  
TECHNOLOGY SOLUTIONS DIRECTORATE  
ROOM USER GUIDE



## Room layout



### AV System

- 2x large TV monitors
- Touch panel for AV control
- Cisco Videoconference
- 1x Video camera
- Microphones – 4x on table
- HDMI cable and adaptors
- Hearing assist device

There is no AiO desktop PC in this room

### Touch Panel

Used for all interaction with the AV system

### Activate the AV System

- Touch the **Presentation Mode** button for a laptop presentation
- Touch the **Videoconference Mode** button for conferences including Zoom meetings



## Presentation Mode

### ➤ Show Laptop

1. Connect the laptop at one of the four HDMI cable locations



2. Enable the laptop's dual display (Duplicate/mirror)
3. Touch the **Laptop** (1, 2, 3 or 4) button

## Volume control

- Sound to follow the wall mounted TV monitor where the presentation is showing.
- Touch and slide the **Volume** button to adjust the playback volume of the laptop - ensure the laptop volume is turned up and not muted.

## Videoconference Mode



A picture-in-picture (pip) shows the current camera angle on the wall mounted TV monitors. Adjust the camera angle by pressing the **Local Camera Control** 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 usually scheduled by VAVS and automatically connected.

### Connect conference call manually

<ol style="list-style-type: none"> <li>1. Touch the <b>Dial</b> button</li> <li>2. Enter the number</li> <li>3. Press the <b>Call</b> button</li> </ol>	<ol style="list-style-type: none"> <li>1. Touch the <b>Contacts</b> button</li> <li>2. Locate the room in the phone book</li> <li>3. Press the <b>Call</b> button</li> </ol>
---	--

## Videoconference Presentation

- See the instruction for a local presentation, the presentation will appear on the right TV monitor with the far end on the left..
- To change the conference picture layout (far end view and presentation), touch the **Layout button** and select from the available formats.

## Volume control

- Touch and slide the **VC Volume** button (vertical to the right) to adjust the far end volume.
- Touch and slide the **Main Volume** button (vertical to the left) to adjust the playback volume of the laptop – ensure the laptop volume is turned up and muted.

## Connect to Zoom

1. Dial 111 and touch the **Call** button
2. Enter the Zoom meeting ID followed by the #-key
3. Enter the Zoom passcode followed by the #-key

## Support

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