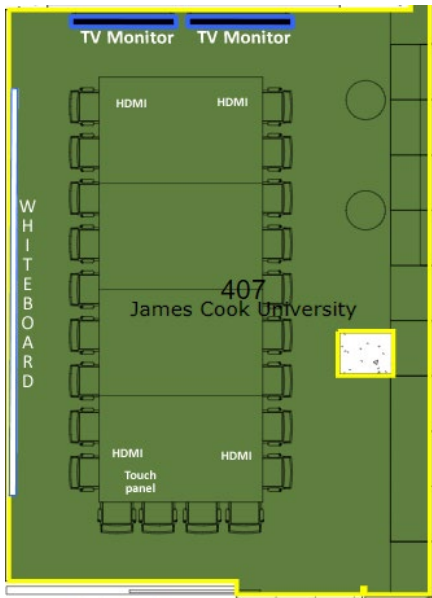




## Room layout



### AV System

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

There is no AiO desktop PC in this room

**MS Teams is not compatible with the videoconference system**

### Activate the AV System

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

### Touch Panel

Used for all interaction with the AV system



## 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.

## Videonferencing

Conference calls including Zoom meetings are usually scheduled by VAVS provided advice is furnished beforehand.

### 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>
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## 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. In **Video Conference** mode, touch the **VC Control** tab
2. Touch the **Contacts** button and scroll to the **Zoom Meeting Bridge (SIP)** entry
3. Touch the **Call** button
4. Enter the Zoom meeting ID followed by the #-key
5. 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