



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 2x Flat panel displays (monitors)
- Table mounted microphones
- 4x HDMI cables – To connect Digital laptops
- HDMI to MiniDisplay port adaptor
- Wall & ceiling mounted speakers
- Infrared hearing assist device

Room lighting control

Touch the **Lights button** to adjust the room lighting – a wall mounted control provides more options.

Touch Panel

The touch panel is used for all interaction with the AV system and can be set in two different modes:

- 1) **Presentation Mode** – show laptop on the monitor(s)
- 2) **Videoconference Mode** – connect to another site



Show laptop presentation

There are four HDMI connection points for laptops:



Connect the laptop using one of the 4 HDMI cables, enable its dual display (duplicate or mirror), touch the **Left Monitor tab** and the **Laptop 1 HDMI button**. The same laptop can be shown on the Right Monitor as well or a laptop connected at one of the other three connection points can be shown.

If the presentation contains an audio component, ensure the laptop audio is turned up and not muted and that the audio is routed to the screen where the presentation is shown by

touching the **Sound to follow Left Monitor** or **Sound to follow Right Monitor button**. Adjust the volume by touching and sliding the **Volume button**.

Videoconference Mode



A picture-in-picture (pip) showing the current camera angle is shown at the bottom right of the monitor. Adjust the camera if required by pressing the pan, tilt and zoom buttons on the touch panel. To move 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** or touch the **Contacts button** to connect a call from the phone book.



The far end room will appear on the left monitor once the conference call has been connected.

Videoconference Presentation

See the instruction for a local presentation, the presentation will appear on the right screen.



Volume control

Main Volume – touch and slide the **Main Volume button** to adjust the volume of the presentation audio component.

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

Support

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