



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 2x Flat panel displays (NEC)
- Videoconference codec (Cisco SX20)
- AIO Desktop PC (Dell)
- HDMI cable – To connect laptops at the meeting room table
- AV button control (at the front of the room)
- Cisco Remote Control

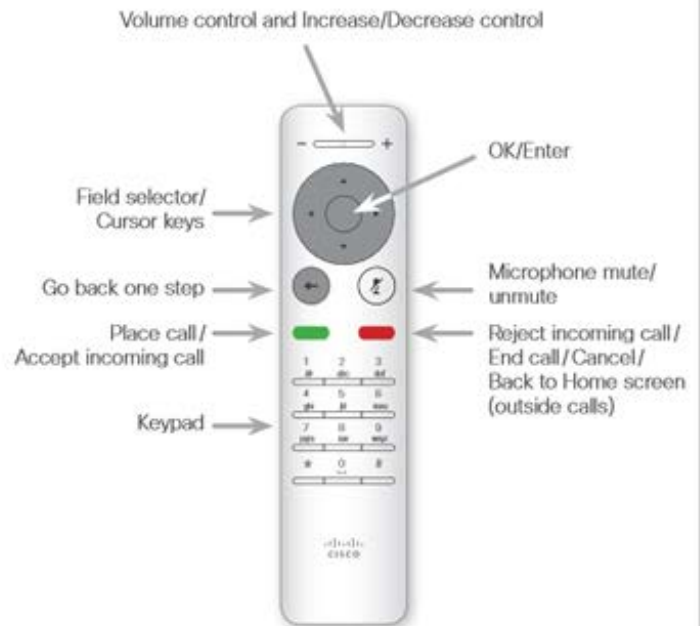
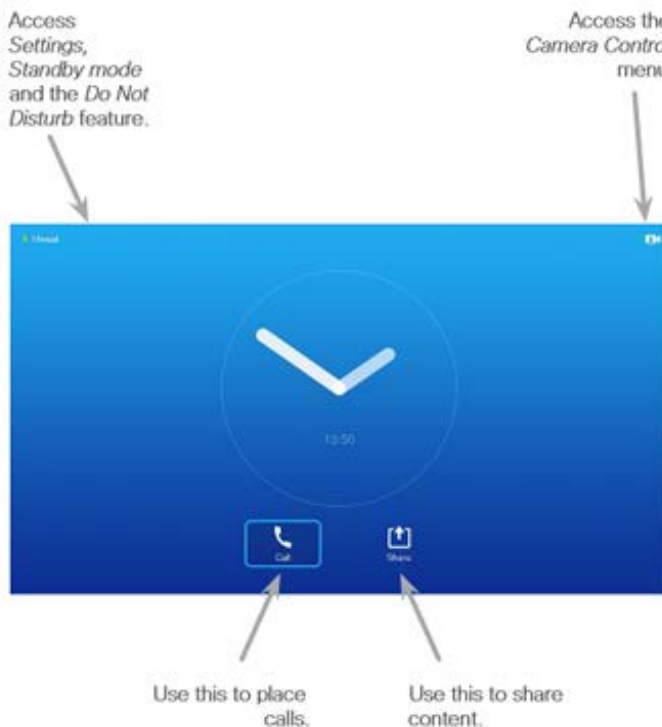


Cisco Remote Control

The Cisco Remote Control and AV button controller are used for some interaction with the AV system

Introduction to Video Conferencing

Tour the screen and the remote control



Operating Tips

- Move the cursor to the icon locations on the screen (Settings, Camera Control, Call and Share) with the Cisco remote about the screen and **OK/Enter key** to open the selected item.
- Use the **Back key** to go just one step back.

Local Presentation

Show desktop PC

Press the **PC** button on the AV button controller – ensure the PC is set to duplicate its display (Win/P/Duplicate)

Show laptop

Connect the HDMI cable available at the table, enable the laptop's dual display (Duplicate/Mirror) and press the **LAPTOP** button on the AV button controller. The presentation will be shown on both flat panel displays.

Audio

Press the **Volume up** or **Volume Down** button to adjust the playback volume of a PC or laptop presentation. Ensure the computer volume is turned up and not muted if the presentation contains an audio component.

Videoconferencing

1. Press the **VC** button on the AV button control – this will turn on both flat panels and show the splash screen.
2. Using the Cisco Remote, move the cursor to the **Camera Control icon** on the screen (the cursor location is indicated by a green square or circle around the icon) and press the **OK/Enter key**. Make the necessary adjustments by pressing the pan, tilt or zoom keys on the Cisco remote. A picture-in-picture at the top right of the screen, shows the current camera angle. Press the **Back key** to exit the camera control.

Conference calls are scheduled and automated by VAVS. To connect a conference manually, move the cursor to the **Call icon** on the screen and press the **OK/Enter key**. A Phonebook with subfolders will pop up. Select the room from the pop up and press the **Place call key** on the remote.

Videoconference Presentation

Using the Cisco remote, navigate to the Share icon on and press the OK/Enter button. If a laptop has been connected at the table using the HDMI cable, the laptop will be shown.

Audio

Use the Cisco remote to adjust the volume of the far end by pressing the – or + sign located at the top of the remote.

Support

AV Technical support Townsville:	Ext. 14643
AV Technical support Cairns:	Ext. 21700
Mediasite:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 16000