



# 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

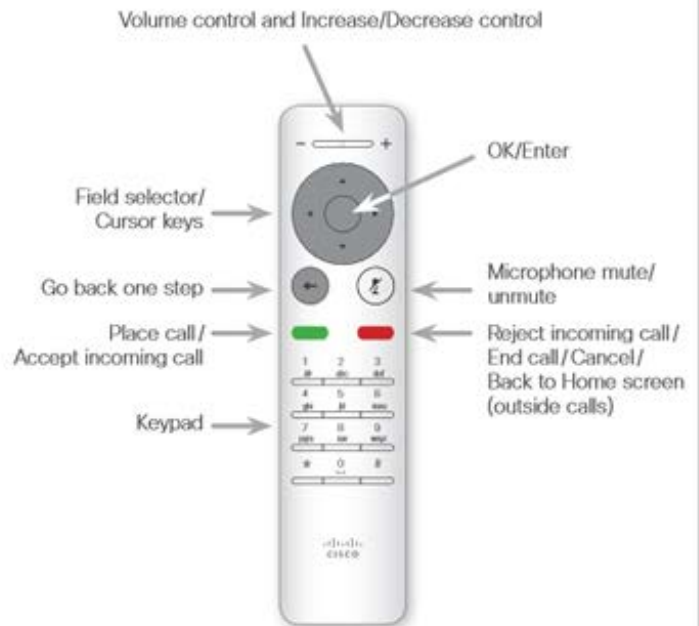
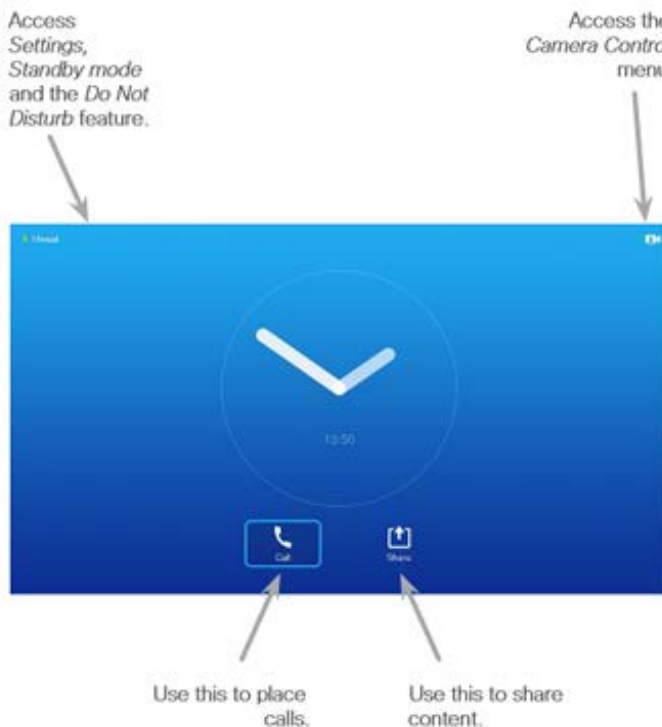


## Cisco Remote Control

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 flat panel display (Settings, Camera Control, Call and Share) with the Cisco remote and press the **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) – the PC screen will be shown on both flat panel displays.

### Show laptop

Connect the HDMI cable available at the boardroom table to the laptop, 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 the left flat panel display 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