



AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- AV button control (wall mounted at exit door)



- 2x Flat panel displays (NEC)
- Cisco Touch Pad (10 inch)



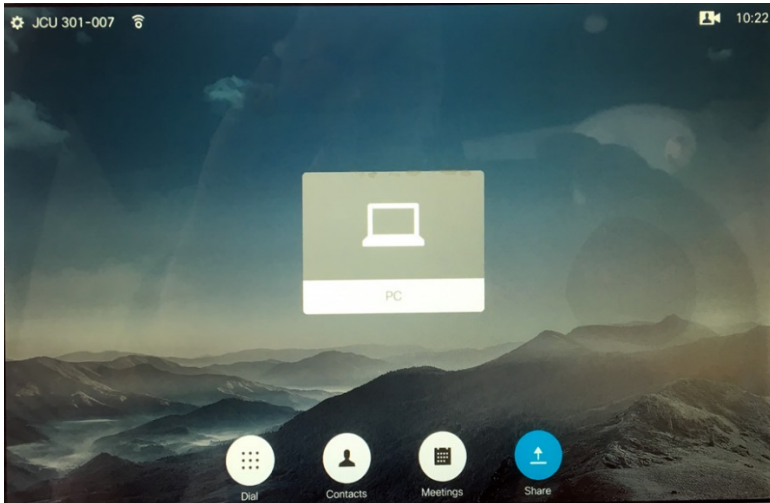
- Videoconference codec (Cisco SX20)
- HDMI cable with adapters – connect laptops to the AV system
- 2x wired table microphones
- 2x wall mounted speakers

Please note there is no PC in this room – a laptop is required to show presentations.

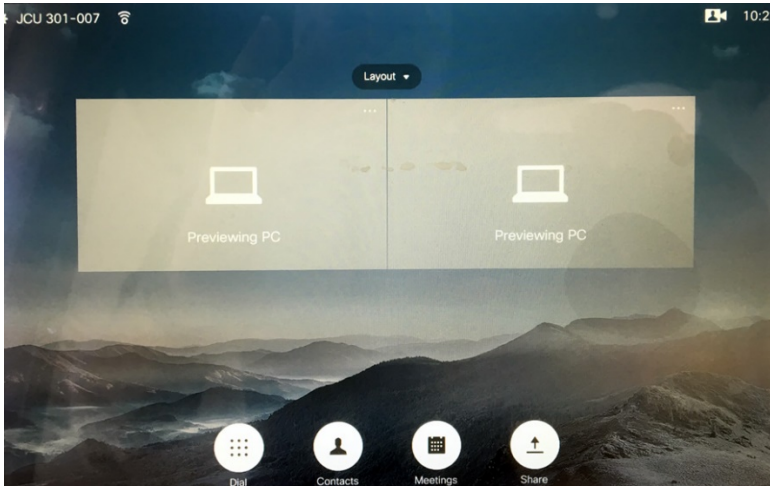
Local Presentation

Show laptop on both screens

1. Press the **ON** button on the **AV button control**.
2. Connect the HDMI cable to the laptop, enable the laptop's dual display (Duplicate /Mirror)
3. Press the **LAPTOP** button on the **AV button control**.

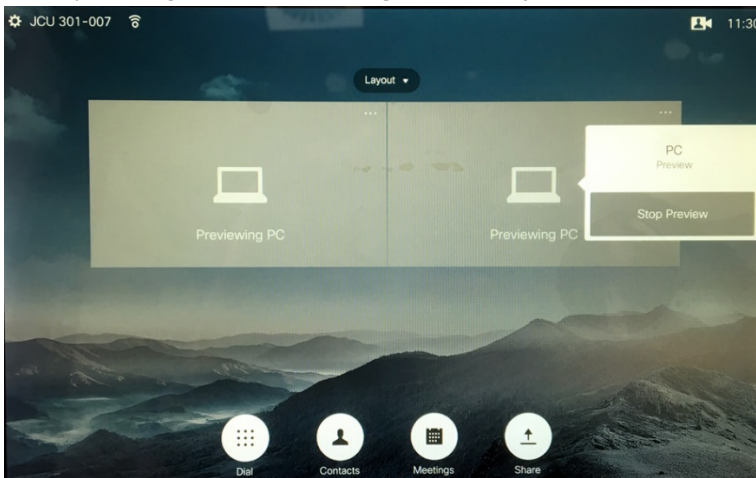


4. Touch the **Share** button and **PC** image on the touch pad.



Laptop is shown on both flat panel displays

5. To stop sharing, touch **Previewing PC** and **Stop Preview** on the touch pad

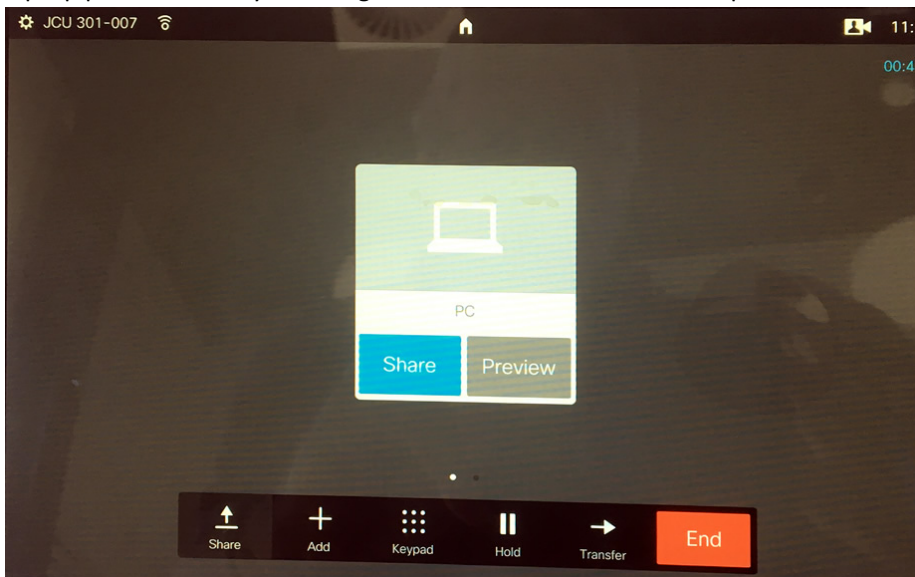


Audio

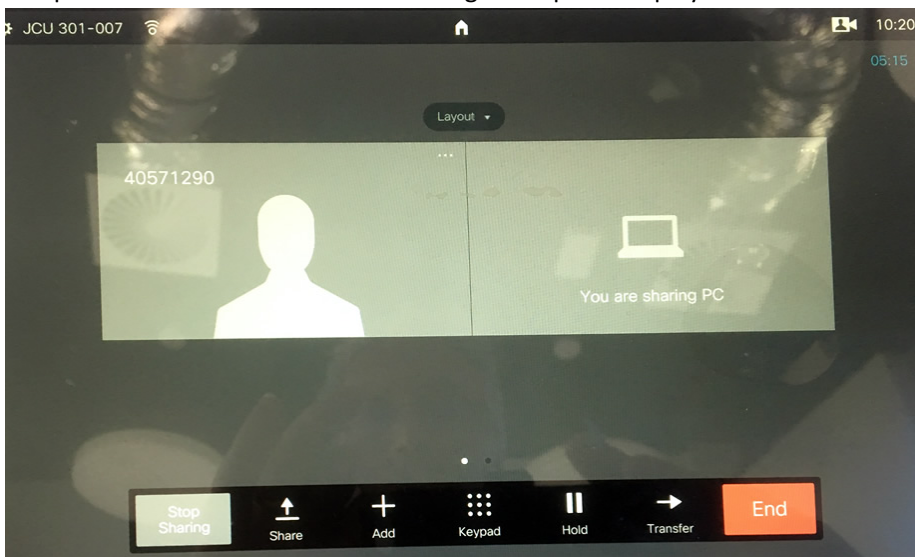
Press the **Volume up** or **Volume Down** button on the touch pad to adjust the playback volume of a laptop presentation. Ensure the laptop volume is turned up and not muted if the presentation contains an audio component.

Videoconferencing

1. Press the **ON** button on the AV button control – this will turn on both flat panels and show the splash screen.
2. Conference calls are usually scheduled and automated by VAVS. To connect a conference manually, touch the **Dial** button on the touch pad or select a room from the **Contacts** button
3. Once the conference call has been connected (the far end will be shown on the left flat panel display), show a laptop presentation by touching the **Share** button on the touch pad.



4. The presentation will be shown on the right flat panel display.



Audio

Press the **Volume Control** buttons on the touch pad to adjust the videoconference volume (far end rooms) playback volume of a laptop presentation.

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 |