



AUDIOVISUAL SERVICES  
TECHNOLOGY SOLUTIONS DIRECTORATE  
ROOM USER GUIDE



## Cairns City Campus Room 111. Transitioning between Board Room & Moot Court.

Room 111 is a multi-function space which is primarily used in Board Room mode. The room is also used as a Moot court which requires furniture and audio visual equipment moves to set the space up for each mode of operation. This guide describes the set ups and shows how to reconfigure the space for each mode.

### Moot Court Mode – Description.



**7 tables in total** (6 large and 1 small)

Judge's Table 1. Judge's Table 2.

(Judge's Tables can be positioned on portable stage)

Clerk's Table.

Bar Table 1. Bar Table Centre. Bar Table 2.

Witness's Table (small table)

Chairs for all tables and along the side wall.

### Audio Visual Equipment

5 - Acer preview monitors (Judge's Tables 1 and 2, Clerk's Table, Bar Tables 1 and 2).

1 - Wireless keyboard and mouse (for control of PC in AV rack)

1 - USB input for PC located on Store Room wall.

1 - HDMI Input cable at Clerk's Table for Laptop input.

1 - Document camera at Clerk's Table.

5 - Wireless Table microphones (Judge's table 1, Clerk's Table, Bar Tables 1 and 2, Witness's table)

1 - AMX Touch panel for control of AV Input selection and videoconferencing system.

4 - Ceiling Microphones.

1 - Videoconferencing system with Dual monitors and cameras.

1 - Infra Red Hearing Assist system.

(Audio Visual and Videoconferencing equipment located in Store Room AV Rack.)

## Board Room Mode – Description.



### **6 tables in total** (6 large)

Judge's Table 1.

Judge's Table 2.

Clerk's Table.

Bar Table Centre.

2 – Tables from store room.

14 Chairs.

1 – Wireless keyboard and mouse (for control of PC in AV rack)

1 – USB input for PC located on Store Room wall.

1 – HDMI Input cable at Clerk's Table for Laptop input.

1 – Document camera at Clerk's Table.

1 – AMX Touch panel for control of AV Input selection and videoconferencing system.

4 – Ceiling Microphones.

1 – Videoconferencing system with Dual monitors and cameras.

1 – Infra Red Hearing Assist system.

(Audio Visual and Videoconferencing equipment located in Store Room AV Rack.)

## Reconfiguring furniture and Audio visual system for both modes.

- Configuring this space for the 2 different modes of operation involves repositioning tables, chairs and Audio Visual equipment.
- You will need access to the store room.
- Each Table is labelled for easy identification.
- The AMX Control system utilises a Touch Panel that has selectable modes ie Moot Court or Board Room which are available at start up.
- Both modes of operation have local display and videoconferencing capability.
- The document camera that is connected via the Clerk's table can be removed if required by disconnecting its power and HDMI lead.
- When reconfiguring the space please pay close attention not to strain, crush or kink any cables.
- Please test the system out after it has been reconfigured to ensure that all functionality is present.
- VAVS staff are available to assist with reconfigurations and testing.
- When using the hand held or lapel microphones it is important to turn off the wireless gooseneck microphones by pressing the power button located underneath the microphones.

## Conversion from Board Room to Moot Court mode.

Image below showing identities of Tables in correct locations for Board Room mode.

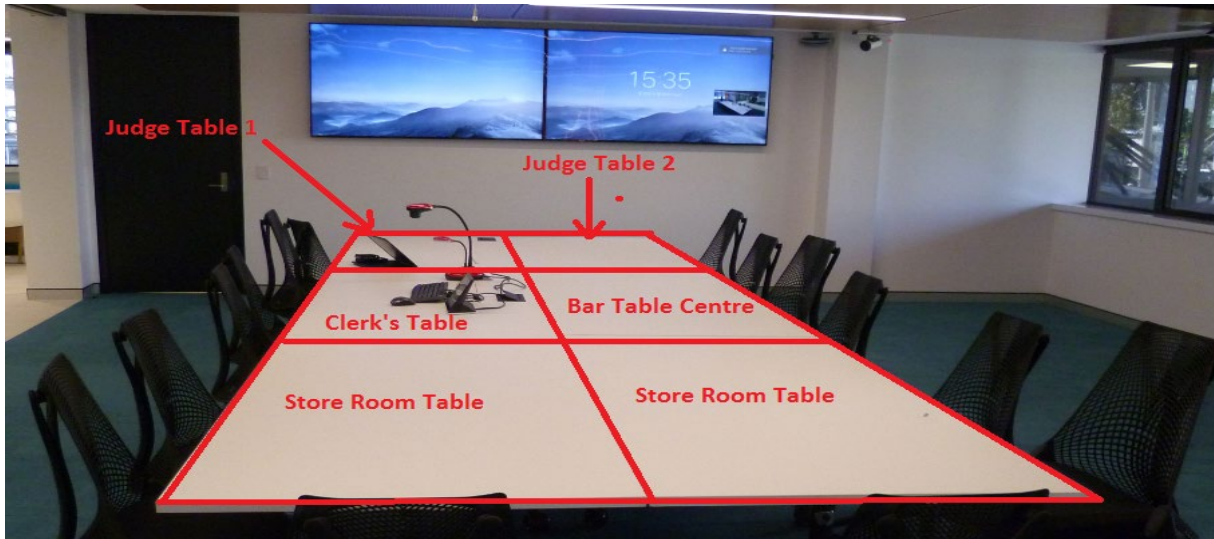
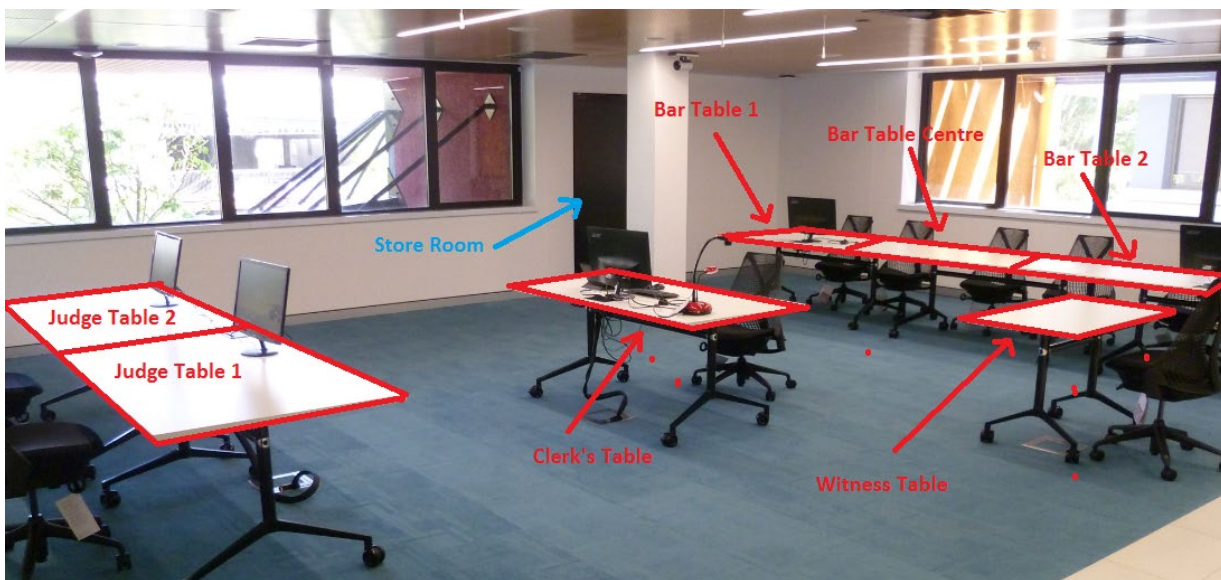


Image below showing identities of Tables in correct locations for Moot Court mode.



## Conversion from Board Room to Moot Court mode.

Step 1. Ensure that the AV system is turned off by shutting down using the AMX Touch Panel.

Step 2. Move all chairs to the sides of the room to allow room for tables to be moved.

Step 3. Move both Store Room Tables and Witness's table to side of room. These will be put into store room later on.

Step 4. Rotate both Judge's tables 1 and 2 and reposition them noting the position of Table 1 in relation to the floor box.

Step 5. Rotate the Clerk's table and reposition it noting the correct location in relation to the floor box.

Step 6. Move Bar Tables 1 and 2 from the store room and position them along with Bar Table Centre. Leave the Preview monitors on Bar Table 1 for the time being.

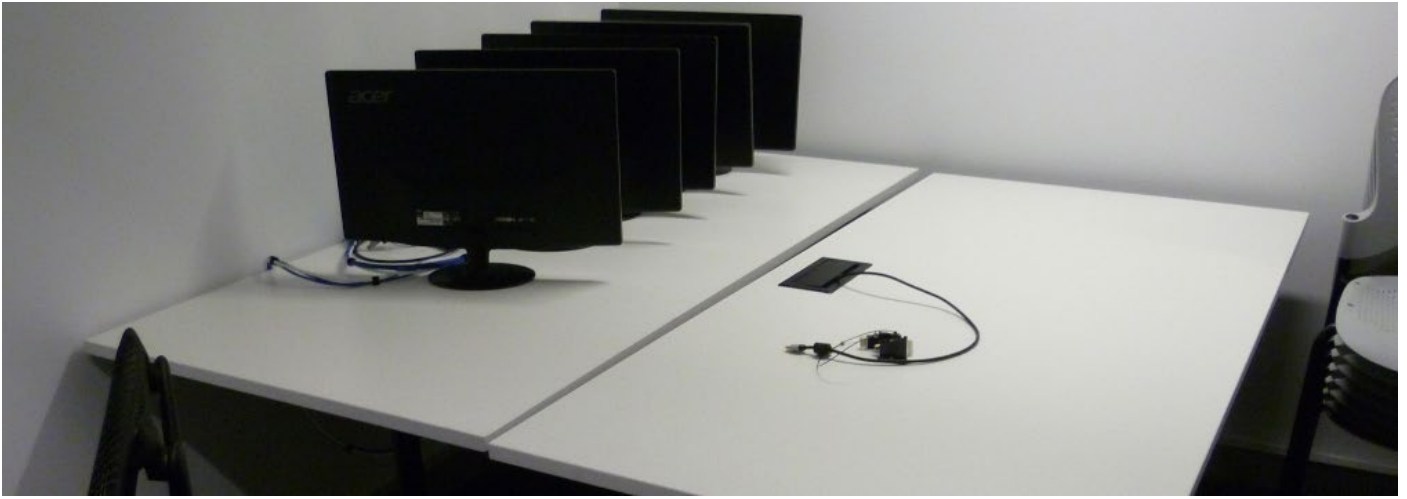


Image above showing Bar tables 1 with 5 Preview Monitors and long cable loom plus Bar table 2.

Step 7. Connect Bar table services by placing Bar Table 1 power and data cables into the cable carrier/hooks underneath the tables. Bar Table 1 services run underneath all 3 Bar tables with Bar Table 2 positioned closest to the wall outlets.



Image above showing Bar Table 1 Data and Power cable run underneath table.

Step 8. Plug in Bar tables 1 and 2 power leads and turn on power at wall. Connect 4 x Data leads labelled 19, 20, 40 and 41 into the correct sockets on the side of the column.



Image above showing connection points for Bar tables 1 and 2.

Step 9. Move Preview Monitors to Judge's Tables 1 and 2, Bar tables 1 and 2 and Clerk's Table, and connect. Connect the power lead and HDMI cable which are located inside the cable cubbies on the tables.



Images above showing Preview Monitors, Table mounted Cable Cubby, HDMI and Power loads.

Step 10. Tidy up excess cable using Velcro ties to ensure that cables are not unsightly or in the way of peoples feet.

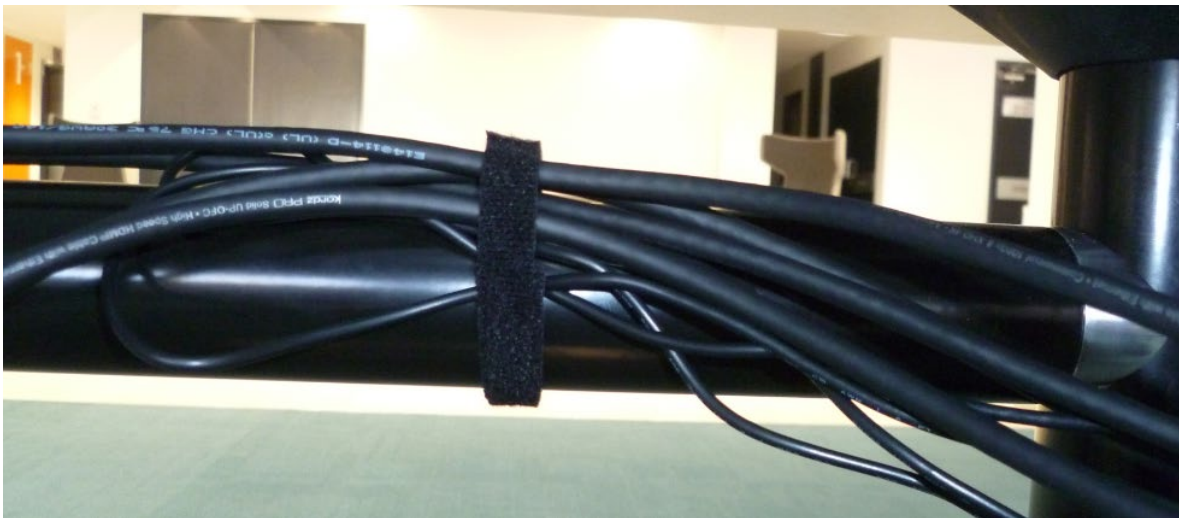


Image above showing excess cables secured using Velcro ties.

Step 11. Slide the 4 x wireless gooseneck microphones from their charging unit and locate them onto the appropriate tables. Typically Judge's table 1, Witness's table, Bar 1 and Bar 2 tables.



Image above showing wireless gooseneck microphones in charger on top of AV equipment rack.

Step 12. Use AMX Touch Panel on the Clerk's table to select Moot Court Mode.

Step 13. Test system to ensure that the Preview monitors, Wall mounted displays, Laptop input and microphones are working. Make a videoconference call to test videoconferencing functionality.

Step 14. Position Chairs at tables. Remaining chairs to be lined up along the side wall with the window.

Step 15. Move the 2 x Store Room tables into the store room.

### Conversion from Moot Court to Board Room mode.

Image below showing identities of Tables in correct locations for Moot Court mode.

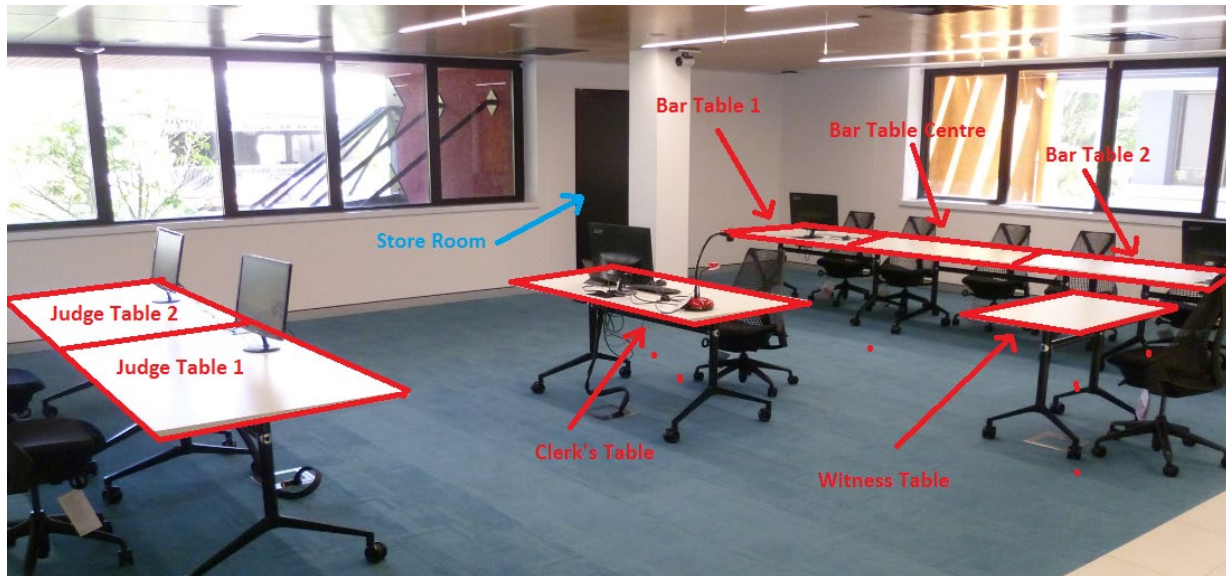
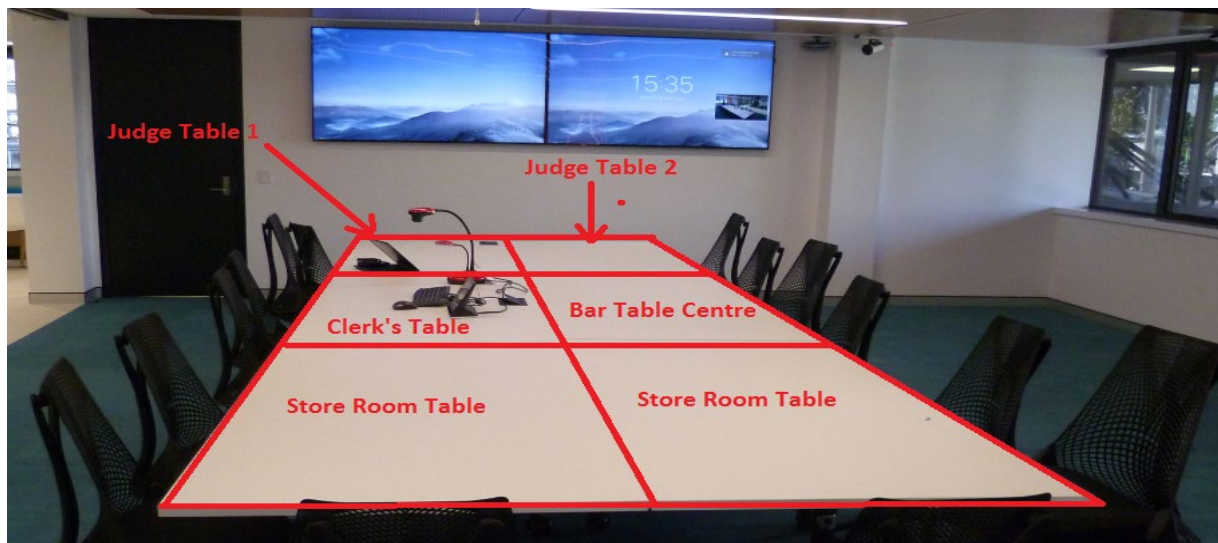


Image below showing identities of Tables in correct locations for Board Room mode.



### Conversion from Board Room to Moot Court mode.

Step 1. Ensure that the AV system is turned off by shutting down using the AMX Touch Panel.

Step 2. Move all chairs to the sides of the room to allow room for tables to be moved.

Step 3. Disconnect HDMI and Power leads from all 5 x Preview monitors and sit the monitors on Bar table 1.



Images above showing Preview Monitors, Table mounted Cable Cubby, HDMI and Power loads.

Step 4. Rotate Judge's table 1 and reposition it noting the position of the table in relation to the floor box.



Image above showing correct location of Judge's Table 1 in relation to the floor box.

Step 5. Reposition Judge's Table 2 so that it is opposite Judge's Table 1.

Step 6. Rotate the Clerk's table and reposition it next to Judge's table 1 paying attention not to damage the cables running to the floor box.

Step 7. Turn off the power and unplug the 2 x power cables and 4 x Data cables from wall outlets on the column next to the Bar tables.



Image above showing Bar table connection to sockets on column. Data outlets 19, 20, 40 and 41 plus 2 x power.

Step 8. Remove the wireless gooseneck microphones from the tables and place them back into their charger unit on top of the AV Rack in the Store room.



**Image above showing wireless gooseneck microphones in charger on top of AV equipment rack.**

Step 9. Unhook the cables from Bar Table 1, Bar Table Centre and Bar Table 2 located underneath the tables and coil the cable loom up loosely and place on Bar Table 1 along with the 5 x Preview Monitors..

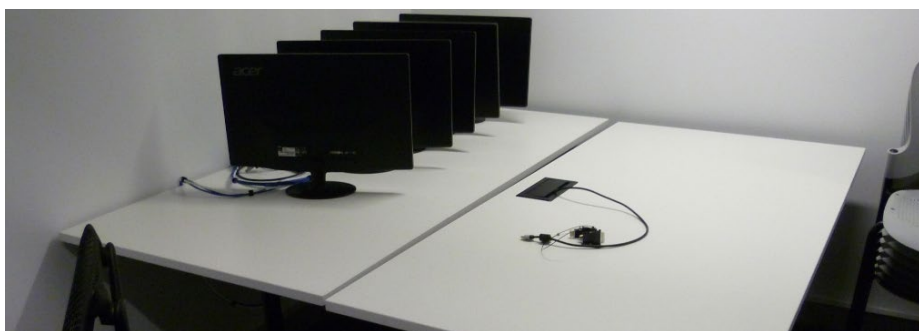


**Image above showing Bar Table 1 cables run underneath tables and held in position by carrier/hooks.**

Step 10. Reposition Bar Table Centre so that is opposite the Clerk's Table.

Step 11. Move the 2 x Store Room tables out from the Store Room and position them next to the Clerk's table and Bar Room Centre Table to complete the 6 x table Board room layout.

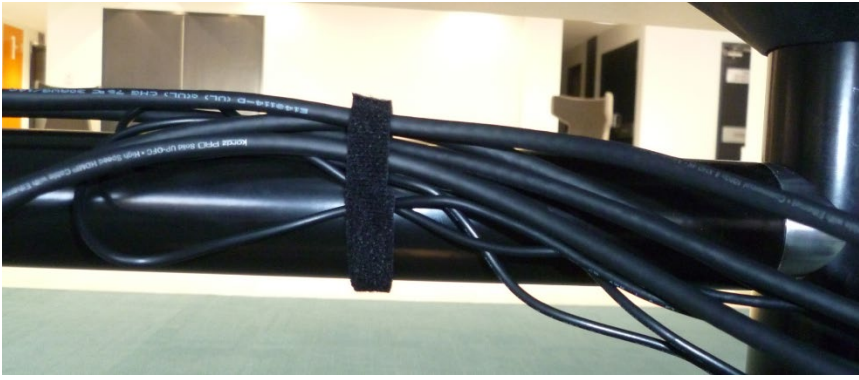
Step12. Move Bar Tables 1 and 2 plus the smaller Witness Table into the Store room.



**Image above showing Bar tables 1 with 5 Preview Monitors and long cable loom plus Bar table 2 in store room.**

Step 10. Tidy up excess cables using Velcro ties to ensure that cables are not unsightly or in the way of peoples feet.





**Image above showing excess cables secured using Velcro ties.**

Step 12. Position 14 Chairs at the tables. Remaining chairs to be moved into Store room.

Step 13. Move the 2 x Store Room tables into the store room.

Step 14. Use the AMX Touch Panel on the Clerk's table to select Board Room Mode.

Step 15. Test the system to ensure that the Preview monitors, Wall mounted displays, Laptop input and microphones are working. Make a videoconference call to test videoconferencing functionality.