

## Room concept

The Bio Lab is for AV purposes divided into three zones 1, 2 and 3 (A, B and C).

The AV system in the three zones runs independently or jointly from Zone 2, which be linked with Zone 1 and/or Zone 3 i.e. the same content can be pushed to all the TV monitors in the entire lab. This feature is also available in videoconference mode.

A sophisticated speaker system enables the three zones be used concurrently for separate teaching activities. The wireless microphone is required for this purpose.

## Room layout



## AV System

- 3x large TV monitors
- Touch panel for AV control
- AiO Desktop PC
- Document camera/visualizer
- Cisco videoconference
- 1x Video camera
- Microphone - wireless
- HDMI cable with adaptors
- Directional speaker system
- Hearing assist device

## Touch Panel

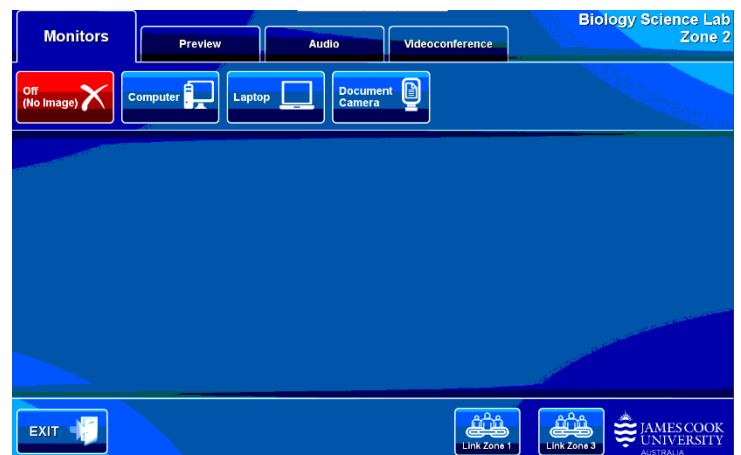
Used for all interaction with the AV system

## Activate the AV System

- Touch the panel to activate the AV system

## Desktop PC display

- Hold down the **Windows key** and press the **P-key** on the keyboard to access the PC display settings. Select 'Duplicate' on the floating menu. To show PowerPoint with notes, select 'Extend' from the floating menu.



## Local Presentation

Touch the **Monitor** tab

- **Show Desktop PC**  
Touch the **Computer** button
  
- **Show Laptop**
  1. Connect the HDMI cable
  2. Enable the laptop's dual display (Duplicate/mirror)
  3. Touch the **Laptop** button
  
- **Show Document camera**
  1. Place the object or document on the tray
  2. Adjust the view using the controls on the device
  3. Touch the **Document camera** button

## Volume control

Touch the **Audio** tab

- Touch and slide the **Microphone volume** button to adjust the room voice reinforcement
- Touch and slide the **Program volume** button to adjust the playback volume of the desktop PC or laptop  
– ensure the PC/laptop volume is turned up and not muted

## Videoconference mode

- In preparation for a videoconference, touch the **Videoconference** tab and the **Enter Videoconference Mode** button.

## Camera adjustment

- Check the current camera angle on the touch panel and adjust the camera by using the controls on the touch panel for **Pan**, **Tilt** and **Zoom** to ensure you are visible to the **Far End Room(s)** at all times irrespective of your anticipated movements.

## Show a presentation

- Touch the **VC Presentation** tab and one of the media buttons to show it on the TV monitors and the far end room(s). This action is not available until the video call has been established which is indicated by the Far End Room(s) appear on the TV monitors.

## Volume control

Touch the **Audio** tab to open the volume control.

- Touch and slide the **Microphone Volume** button to adjust the room voice reinforcement.
- Touch and slide the **Program Volume** button to adjust the volume of the Far End Room(s) and the playback volume of the PC or laptop. Ensure the PC/laptop volume is turned up and not muted.

## Connect to Zoom

1. In **Video Conference** mode, touch the **VC Control** tab
2. Touch the **Contacts** button and scroll to the **Zoom Meeting** entry
3. Touch the **Call** button
4. Enter the Zoom meeting ID followed by the #-key
5. Enter the Zoom passcode followed by the #-key

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## Support

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