

AUDIO VISUAL SYSTEM GUIDE

POWERING ON THE AV SYSTEM

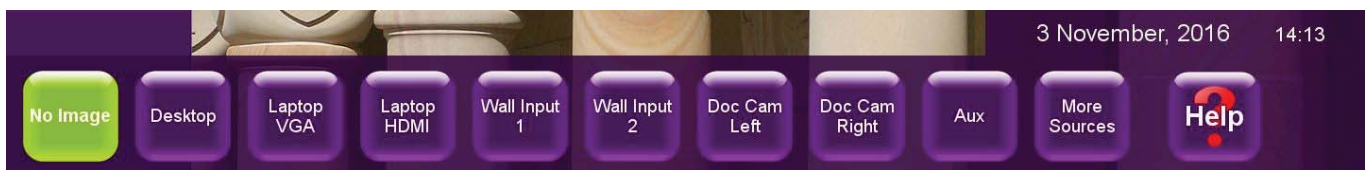
Select the large **POWER ON** button to start the AV system.

If the touch panel display is blank or showing a **PRESS SCREEN TO ACTIVATE** message, first touch the display to activate the touch panel.

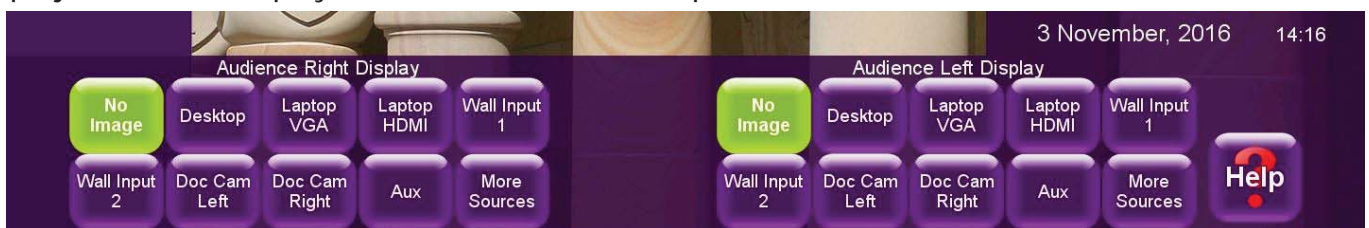


SELECT AN INPUT

Once the AV system has been powered on, you will see a series of input options displayed on the touch panel. Select one of the available options to power on the room's projector or TV display and show the selected input.



If the room has multiple displays, you may see two sets of input options displayed on the touch panel. Select one of the available input options from each set to power on the corresponding projector or TV display and show the selected input.



Please note: It is normal for a data projector to take up to 40 seconds to warm up.

MULTIPLE DISPLAY MODES

Some rooms may have option to be run in either Single or Dual Display Mode. To change the current display mode, select the relevant button option on the touch panel, then select Yes to confirm. The AV system will then restart using the selected display mode.



VIDEO CONFERENCING MODE

Video conferencing facilities are available within a number of lecture theatres and meeting rooms across UQ. An extra Video Conferencing Mode button option will be available on the touch panel within these rooms.

To change the current display mode to Video Conferencing Mode, select the **VIDEOCONF MODE** button option, then select **Yes** to confirm. The system will now restart in Video Conferencing Mode.

To **place a call**, select the large **Call** button, then chose from the three available button options to enter a video conferencing address.

Phone Book will allow you to choose from a list of physical UQ video conference systems, **Recent Calls** will display a list of systems that have recently been connected with, and **Manual Dial** will allow you enter a video conferencing address manually.



For detailed instructions on Video Conferencing Mode, please see the **Audio Visual System Video Conferencing User Guide**, available at <https://its.uq.edu.au/services/user-guides>

JOINED ROOM MODE

AV systems within some adjacent rooms can be joined; allowing you to show a selected source input across both rooms. This feature is commonly found within rooms that are separated by operable walls or contain multiple collaborative learning spaces.

For the following instructions, please note that **Master Room** refers to the room you wish to use to control both AV systems, and **Slave Room** refers to the room that will be controlled remotely via the AV touch panel within the Master Room.

1. Power on the AV System within the Master Room by selecting the **Power On** button on the room's touch panel.
2. Make sure that the AV system within the Slave Room is powered off.
3. Select the **Join Room** button option on the touch panel within the Master Room.

Please note, the Join Room button option will not be visible while the Slave Room's AV system is running.

4. Confirm that you wish to join the rooms by selecting the **Yes** button option. Once selected, the AV system within the Slave Room will automatically Power on in to Slave Mode.
5. Select a source input from the touch panel in the Master room to have that input displayed across both rooms.

To separate the rooms, select the **Separate Room** button on the touch panel in the Master Room, then select **Yes** to confirm.



USING THE DESKTOP PC

Most university lecture theatres include a Desktop PC for presentation purposes. Make sure the PC is powered on and awake by moving the computer mouse and observing the PC's illuminated power button. You may log on to this PC with your university credentials, or by using the following:

User: lecture **Password:** lecture



CONNECTING YOUR OWN DEVICE TO THE AUDIO VISUAL SYSTEM

Video connection cables are available within all university lecture theatres and most AV controlled learning spaces. Simply connect the available HDMI or VGA cable to your device. Once connected, please check that your multi display settings are correct by selecting **Windows Key + P** on a Windows device or enabling **Mirror Displays** on an Apple device.

Please note, if your device does not have an available HDMI or VGA port, you will need to use an appropriate display adapter for your device.



NO IMAGE

This input selection option will blank or mute the room display, leaving you free to change display materials or perform private tasks without the need to disconnect your device.

PREVIEW

Select this option to change what is showing on the lectern preview monitor. The preview monitor is set to follow the main display by default, though you can disable this function by selecting the **Manual Preview** button option on the **Preview** menu.

DOCUMENT CAMERAS

Document cameras can be found within most central teaching spaces on campus. Functions such as zoom and focus can be controlled via the touch panel. These control options will become available on the touch screen once the **Doc Cam** input has been selected.

VOLUME CONTROL

The volume control faders will appear on the touch panel once an input has been selected. Volume can be changed by pressing your finger to the desired volume fader on the touch panel, then sliding your finger up or down until the desired volume is reached. Volume can also be muted and un-muted by toggling the **Mute** button option below each volume fader. Additional volume controls can be accessed by selecting the **Volume** option on the touch panel.

Program Audio This fader will become available when an input device with sound capabilities has been selected, such as **Desktop PC** or **Laptop**.

Radio Mic This fader will be available on all systems with a radio microphone receiver fitted. Make sure you change the frequency of your lapel microphone transmitter unit to match the frequency shown on the fader.

Lectern Mic This fader will be available on all systems with a lectern microphone fitted.

LIGHTING CONTROL

Lighting control is available within many central lecture theatres and teaching spaces on campus. Lighting control can be accessed by selecting the **Lights** button option on the touch panel. The available lighting control options will vary between systems, depending on the design of the teaching space.

Room lighting will change automatically when the audio visual system is powered on and off, and when an input selection has been made. This function can be disabled by selecting the **Lights** button option, then selecting the **Manual Lighting** button option.

ENTRY/EXIT BUTTONS





These green and red illuminated buttons can be found near the entrance of most central lecture theatres. Push the green button to turn on room lighting. Press the red button as you are leaving a room to turn off all lights and immediately power off the audio visual system.

SCREEN & BLIND CONTROL

Motorized projector screens and blinds will automatically extend when a source input is selected, and retract when the system is powered off. You can also control the screens and blinds manually by selecting the **Screens** or **Blinds** button option on the touch panel.

TROUBLESHOOTING COMMON AV SYSTEM PROBLEMS

*The touch panel is showing **NO SIGNAL DETECTED***

- Make sure that you have selected the correct input source.
- If using the Desktop PC, make sure that it is powered on and awake.
- If using a laptop, make sure it is set to the correct display mode by pressing  +  for Windows devices, or  +  for Apple devices.

There is no sound from the Desktop PC or laptop, or the sound is coming from my laptop instead of the room's speakers

- Make sure the display device or playback software is not muted.
- Make sure the correct audio playback device is selected. On a Windows device, right click on the task bar speaker icon, select **Playback devices**, select the correct playback device, then select **Set Default**. On an Apple device, click on the speaker icon at the top right of your screen while holding the **Option** key, then select the correct device.

My wireless lapel mic is not working

- Make sure the microphone is set to the correct frequency for the room.
- Make sure that the switch at the top of the bodypack is set to **MIC**.
- Make sure that the mic is turned up and not muted on the touch panel.

NEED HELP?

Email: itsupportdesk@its.uq.edu.au

ST LUCIA

Ph: 07 336 (54033)

7am - 9pm weekdays during semester

7am - 5pm weekdays out of semester

GATTON

Ph: 07 546 01181

Ext: 50181

8am - 4pm Weekdays

HERSTON

Ph: 07 336 (64871)

7am - 3pm weekdays

TRI & PACE

Ph: 07 334 (61924)

7am - 3pm weekdays