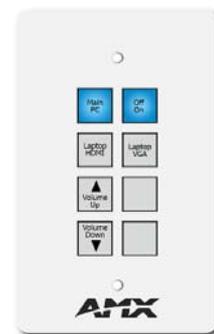


AUDIO VISUAL SYSTEM GUIDE

LOCATING THE BUTTON PANEL

The audio visual system in this room is controlled via an AMX button panel, which will appear identical to the button panel shown here, though the button options may be different between learning spaces. The button panel can be found on the wall or lectern in the room's presentation area.



POWERING ON THE AUDIO VISUAL SYSTEM

Select the source input you wish to use and the system will power on automatically.

All buttons on the button panel will flash blue while the audio visual system is warming up. This may take up to 40 seconds for rooms which include data projectors.

USING THE DESKTOP PC

Push the **Main PC** button.

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.



CONNECTING YOUR OWN DEVICE TO THE AUDIO VISUAL SYSTEM

Securely connect the available HDMI or VGA cable to your device, then push the coinciding **Laptop**, **Laptop VGA** or **Laptop HDMI** button. If using the VGA cable, make sure that the 3.5mm audio cable is also connected to your device.

If you can not see your Windows device displayed on the screen, make sure it is set to either **Duplicate** or **Extend** display mode by pressing + **P**.

For Apple devices, enable **Mirror Displays** by pressing + **F1**.

If your device does not have an available HDMI or VGA port, you will need to use an appropriate display adapter for your device. These adapters are device specific and are not provided by UQ ITS.



DOCUMENT CAMERAS

To use the Lumens Ladybug Document Camera, first select the **Doc Cam** input on the AV button panel, then power on the document camera by select the red power button.

Please power the document camera off when not in use.



VOLUME CONTROL

The volume of the AV System can be controlled using the **Vol Up** and **Vol Down** buttons.

If you can not hear your device through the AV system, check that your device's volume is turned up and not muted. If sound is coming from your device, though not from the AV system, you will need to set the correct audio playback option on your device. 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.

JOIN AUDIO MODE

Some rooms may include a one-way audio join feature, which enables you to pass sound from the AV system in a master room to the speakers in the adjoining slave room. With the AV system in the slave room powered off, select the **Join Audio** button on the button panel in the master room to enable Join Audio mode. The **Joined** button will also illuminate in the slave room when the join is enabled.

To disable Join Audio Mode, select the illuminated **Join Audio** button on the button panel in the master room.

POWERING OFF THE AUDIO VISUAL SYSTEM

The audio visual system can be powered off by selecting the **OFF** button option. If there is no **OFF** button option available, please push the input source button currently in use to deselect it.