

Orange 12.1.03 Council Room

Introduction

This document introduces users to basic system operation.

Microphones

The microphones which are on the desks in the Council room are used for video conferencing and to amplify speakers' voices in the room. If you are holding a meeting that does not require the PC, the AV System does not need to be turned on as audio is transmitted by the microphones internal speakers.

The Volume for the microphone's internal speakers is controlled by the volume dial on the right hand side of the microphone.

The microphones also have the option to connect 2 sets of headphones to the side of the microphone.

Press the **"TALK"** button to turn the microphones on. The inbuilt speaker will mute when **"TALK"** is active. Press the **"TALK"** button again to turn the microphones off.



Only 4 speaker microphones and the Chairperson's microphone for a total of 5 microphones can be active at any one time. After that time any new microphones will not work.

The Chairpersons Microphone

Located at the centre seat of the base of the U shaped table is a chairperson's microphone. This microphone has an additional control.

The **"PRIORITY"** button when pressed will turn off all active microphones and broadcast a tone through the microphones internal speakers. When held, the **"PRIORITY"** button will broadcast the Chairperson's voice through the inbuilt speakers after sounding a tone.



Start-up

To begin, login using the username and password found on the top right hand corner of the keyboard or your staff login. Once the profile has loaded, a window with the controls for the AV system will open automatically. If this window doesn't open, on the desktop is a shortcut for "Council AV System Ctrl" Double click on this link to open the window.



Conference Selection

Press **Video** to set up a Video Conference.

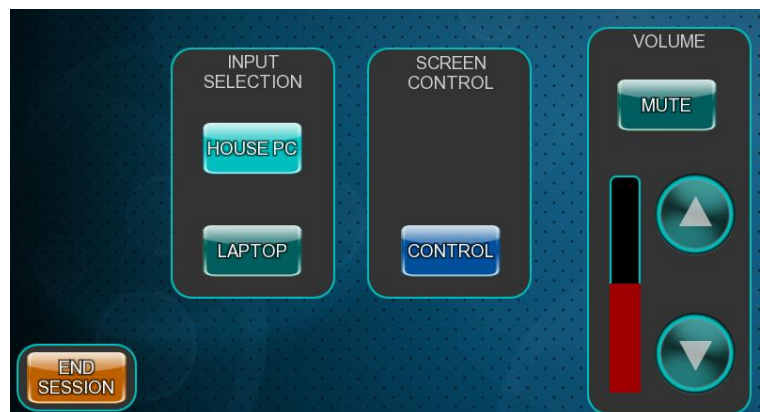
Press **Meeting** to set up a PowerPoint display.



Meeting

After selecting **Meeting**, you will be presented with the options to the right. This menu is designed for projecting the house PC or a laptop.

The right side of this screen can be used for controlling the volume of the laptop or PC in the room. Or even muting the PC or Laptop sound.



Volume

The room volume level can be adjusted at any time by using the Volume column controls. For convenience, the volume controls are located on the right side of the screen.

Note: When you have finished with your video conference or meeting please ensure you click "END SESSION" to shut the system down.

Video

After selecting **Video** the screen will descend and the projector will turn on.

Then you will be presented with this screen.

You can use the **DIALING** section to connect to a video conference session by dialling the external video conference unit.

Once you are connected to another video conference unit, you can use the **INPUT** section to choose what you want to display on the far end screen.



You can also control the position of the camera's by selecting **screen and camera** button.

The **Picture Layout** section allows adjustment of how the video conference is displayed on the projection screen.

You can adjust the Volume Levels using the controls to the right. **Far end and speakers** controls the volume of audio from the connected call. **Near End** controls the volume from the microphones in the room.

To finish the video conference call press the **Hang Up** Button.

To return to the start-up menu press the **Home** Button.

Note: When you have finished with your video conference or meeting please ensure you click "END SESSION" to shut the system down.

**For assistance, please contact ITMS Technical Support
Phone: 8946 6291 or Ext: 6291**