

**QLD Children's Hospital – Quick Reference Guide**  
**Academic and Research Facility**  
**Level 5 Seminar Room**

**Overview**

This guide provides basic instructions for the audio visual system. The system features two 90" LCD screens and video conferencing. The user can hold presentations from a connected laptop computer.

**Start Up and Shutdown Procedures**

The AV system is controlled with the AMX touch screen panel.

To begin, simply touch the screen.

To shutdown the AV system, press the **System Off** icon.

**Volume**

Use the **Volume** icons to adjust the volume level.

Press the **mute** icon to turn off the sound.

Press the **Mic Controls** icon to adjust the lectern and wireless microphone volume.

**Setup**

The **Setup** icon allows the user to control the system clock, volume, the LCD displays and setup the automatic shutdown feature.

**Laptop Presentation**

1. Connect a laptop to the wall plate using the provided VGA and 3.5mm stereo audio cables or HDMI cable.
2. Turn on the laptop.
3. Configure the laptop to direct the video image to an external video display. Consult the laptop's help files for more information.
4. Press the **Presentation** tab.
5. Select the **Laptop** icon.
6. Press the **None / Blank** icon to blank the display screens.
7. Shutdown the laptop and disconnect it from the input.

## Video Conferencing

1. Press the **Video Conference** tab.
2. Select the **Dialling** icon and enter a contact number.
  - a. Press the green **Call** icon to connect the call.
  - b. Use the **Privacy** icon to disable outgoing audio.
  - c. Use the **Far End Volume** controls to adjust the incoming volume level.
  - d. Press the **PIP Layout** icon to display picture-in-picture image and move the image around the screen.
  - e. Press the **Self View** icon to display the near-end camera image.
3. Select the **Send Content** icon.
  - a. Press the **Send Laptop** icon to send the presentation.
  - b. Press the **Stop Sending** icon to stop sending the presentation.
4. Select the **Camera** icon.
  - a. Use the **▲▼◀▶** and **Zoom** icons to position the camera.
  - b. Use the **Preset** icons to set the camera to a predetermined position.
5. Select the **Far End** icon to control the far-end camera (if allowed by far end).
6. Press the red **End** icon to disconnect the call.