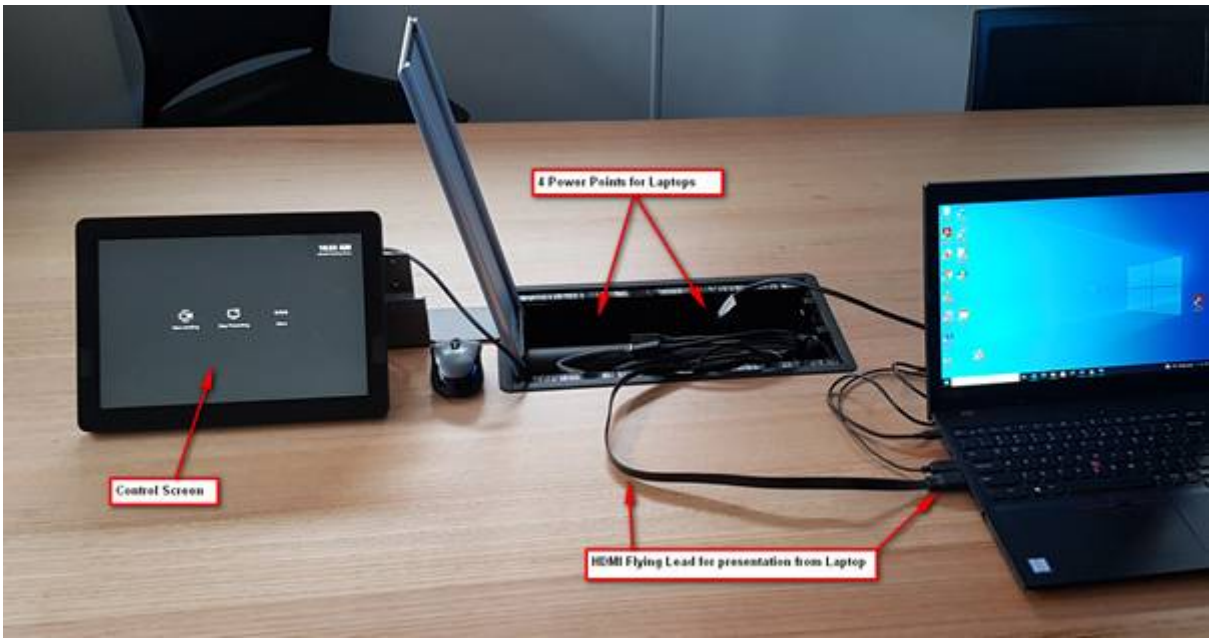
LVC Conference Room AV Presentation System

This article will assist in using the LVC meeting room conference av system.

1. Basic operation

The audio Visual system is controlled by a touch panel sitting on the Conference room table.



Under the lift up panel in the centre of the table can be found the flying lead to plug into a HDMI port on a Laptop. Also located under the lift up lid is 4 power points for Laptop power.

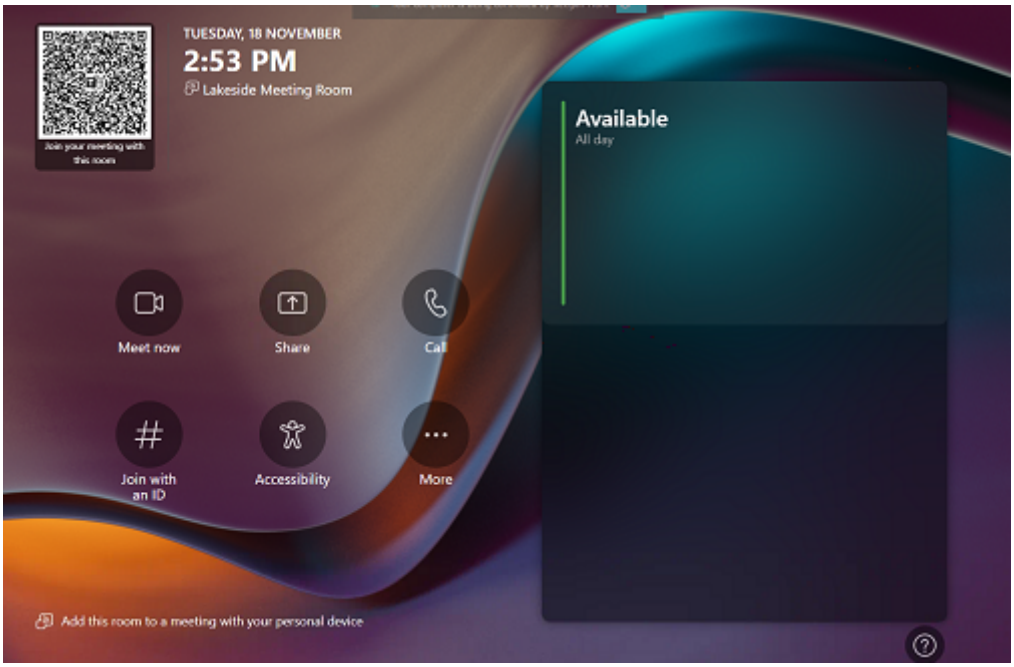


2. Microsoft Teams Meeting

Important: Switch on the Wall TV using one of the Remote controls supplied before proceeding.

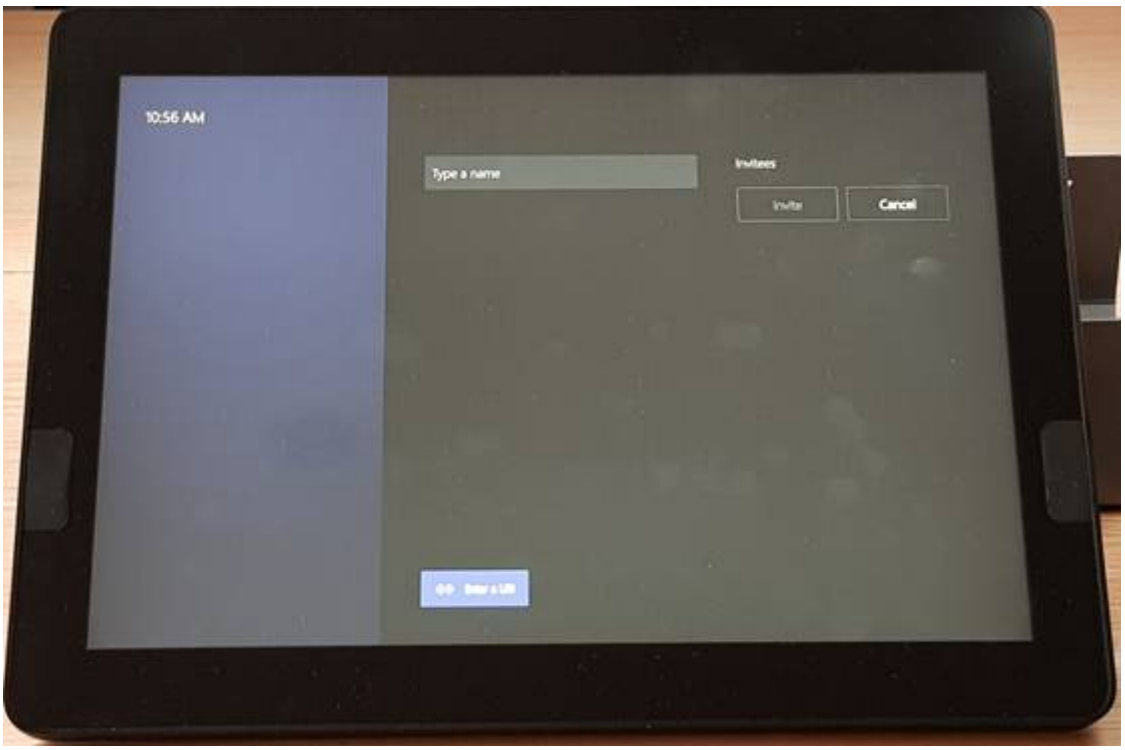
The TV source selection is HDMI 1 which should already be selected.

Using the touch panel it is possible to establish a Teams Meeting to one of multiple persons.



Using the Touch Screen select **Meet Now** and a selection screen should appear.

This screen then allows you enter a name of attendee.

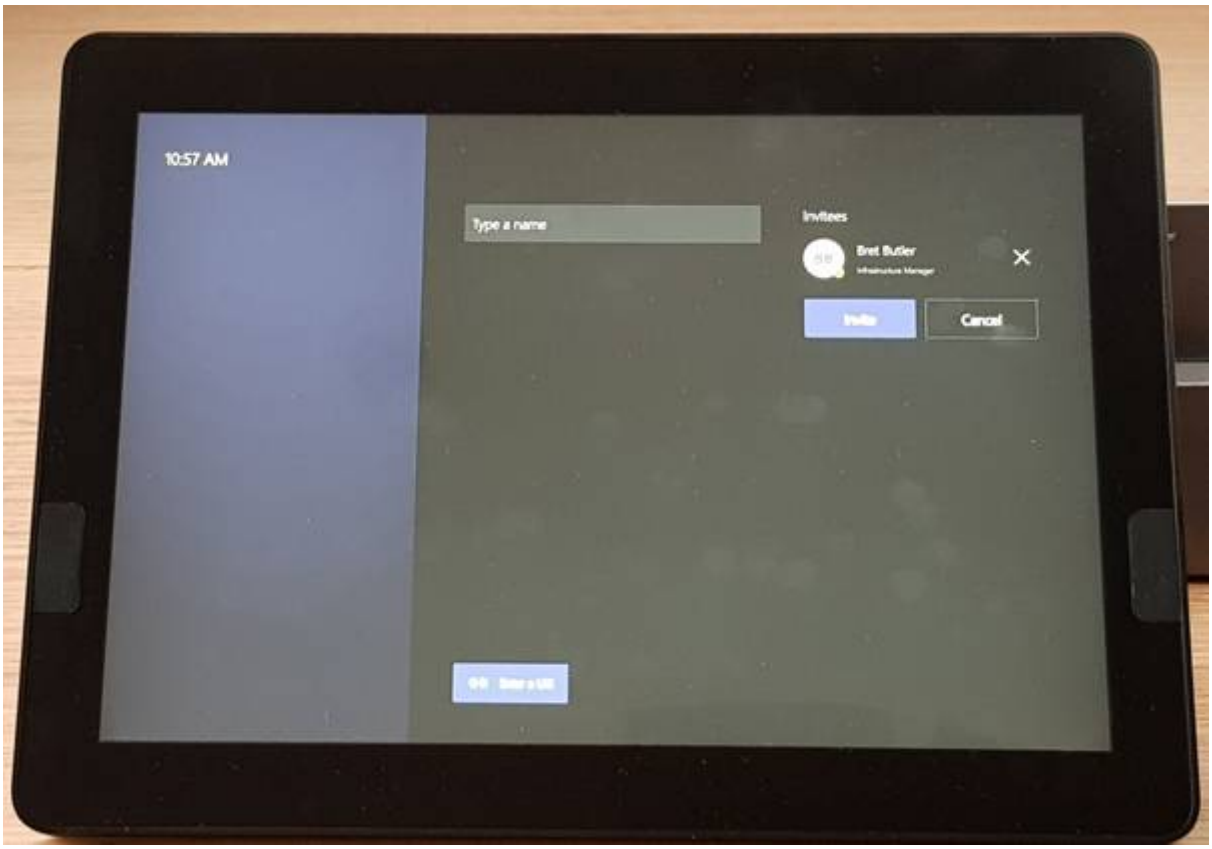


Touch the type a name and a keyboard should appear.

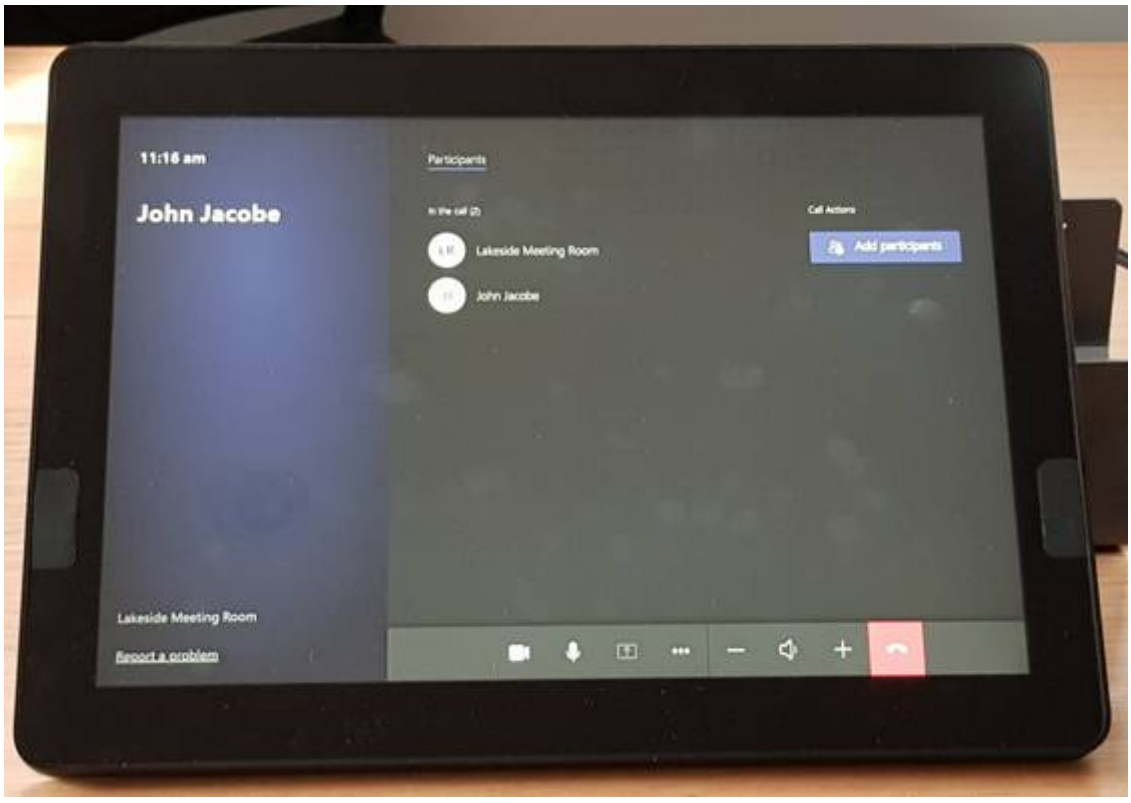


Using the keyboard type in the person you want to select. As you type in the attendee’s name there should be an auto population of the desired persons as shown above. Just select the target attendee.

Once the attendee has been selected pressing the invite button should establish a call to the attendee. You can cancel the call at any time.



Typical screen when two people are in conversation

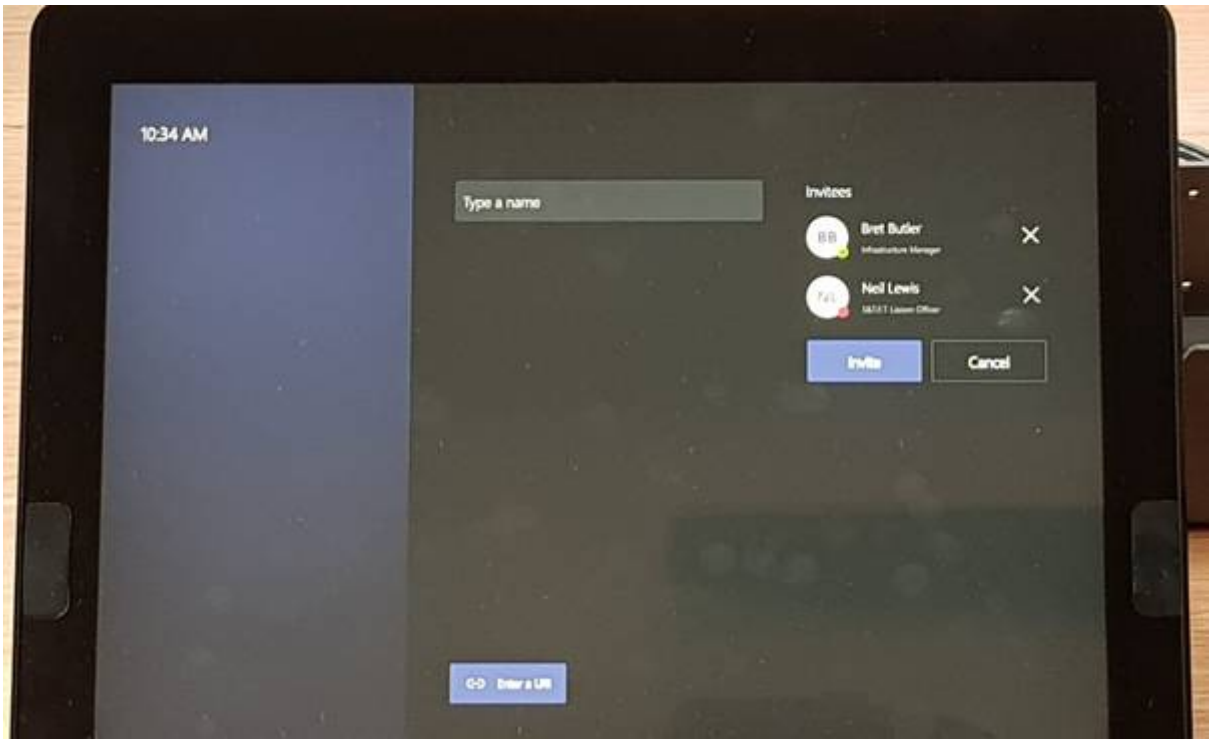


Also the main TV screen displays the attendee



The Lakeside camera will follow the people talking making it easier to follow a group of people located in the Conference room.

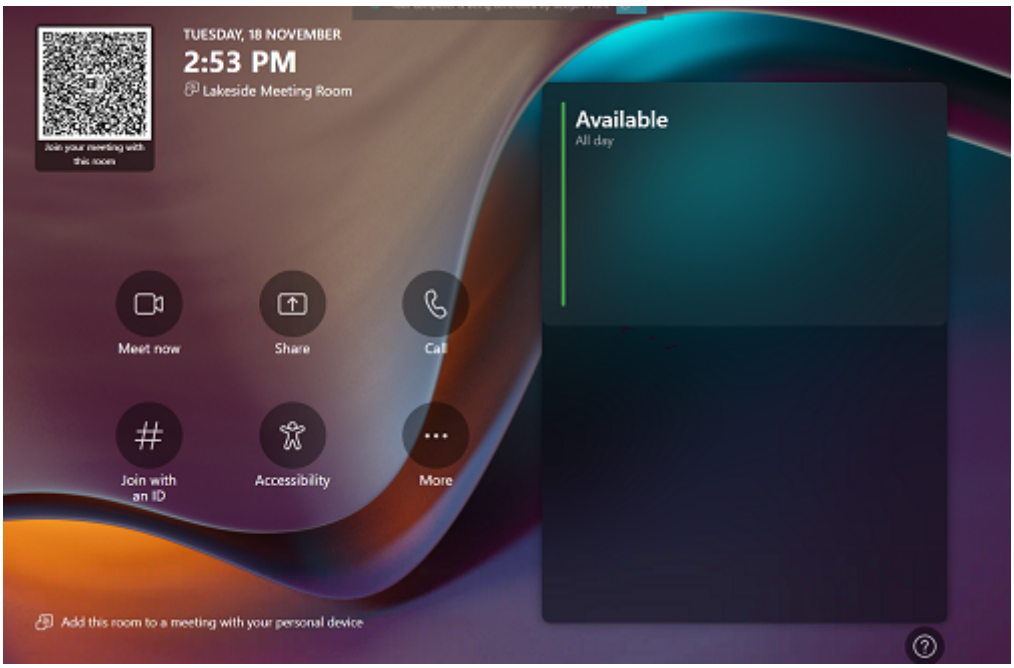
It is possible to select multiple attendees,



3. Presenting content

To present content you need to grab the HDMI cable sitting on the table and plug into the laptop giving the presentation.

Connecting the cable to the laptop should automatically start the Television at the end of the room.



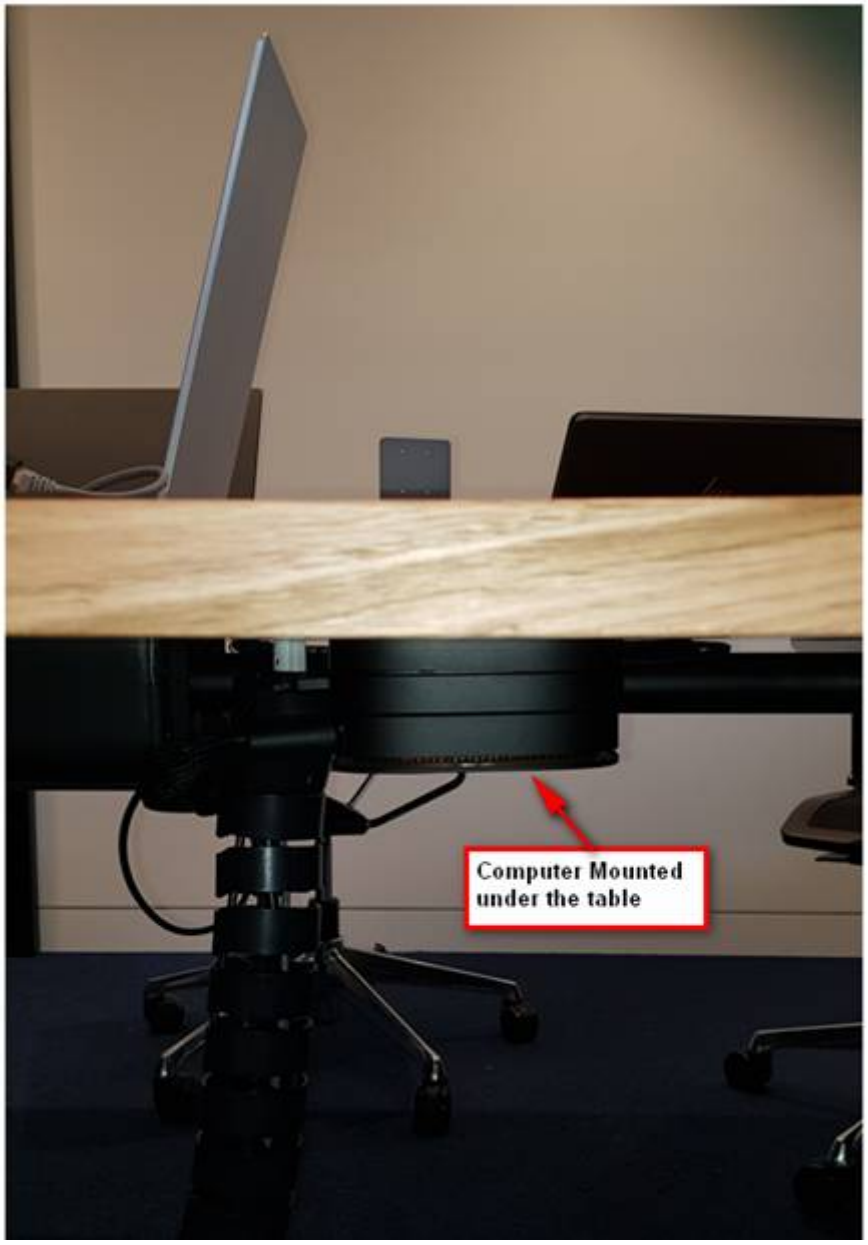
The display of the Laptop screen on the big television can be turned on or off by touching the “Share” Icon on the tablet.

4. Trouble Shooting

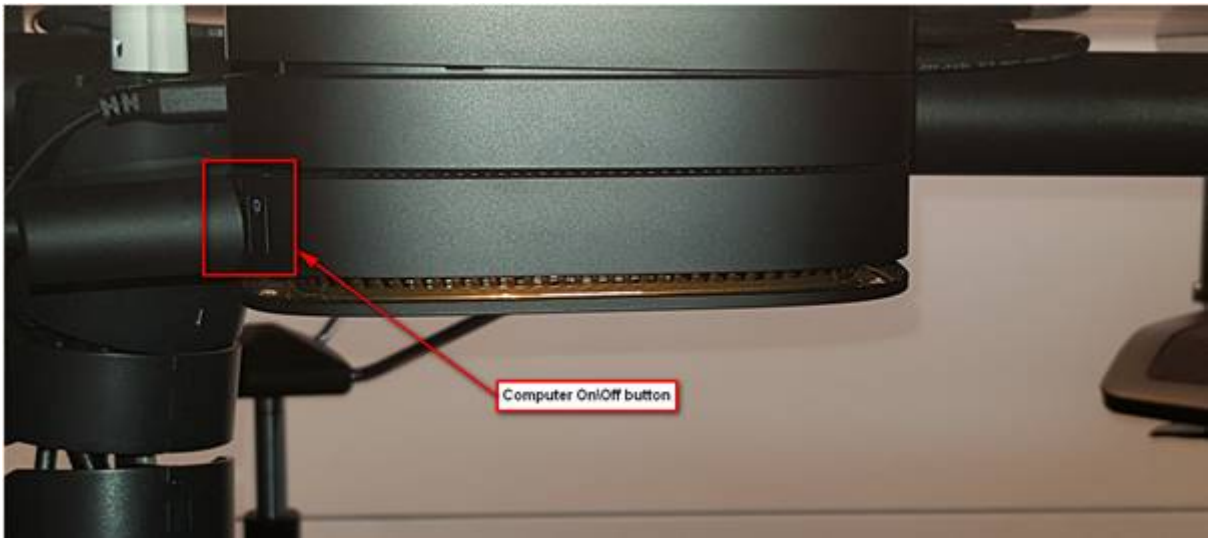
- No Icons on control panel

If the control panel appears blank and the TV does not start when a Laptop Is plugged in, it could be the controlling computer is not switched on. This may happen after a power failure.

The computer is mounted under the table on the Bus Parking side of the room.



Computer can be started by pressing the On/Off button as below.



- # No TV Picture

Check the Wall TV is switched on using one of the Remote controls supplied before proceeding.

Check The TV source selection is HDMI 1 which should already be selected.

Check the Computer under the table is switched on as above in section 4

- # Support

All IT issues with this unit to be reported using the normal IT help procedures

helpdesk@pbr.org.au

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