

## AMX Controlled Video Conference Room Operation

Before starting it's a good idea to be aware of where you are connecting to:

- Know the building and room number of where you are and where you will be connecting to.
- If you are connecting to the UQ Bridge for a multi-point conference all participants will receive an email from AV Services detailing the address to call
- If it's a Cisco telepresence unit, know its call number (this is displayed in the upper right corner of the telepresence's phone display).
- Which end the will be making the connection.

For information and support AV services can be contacted on 54033 (St Lucia), 11094 (Ipswich) or 50181 (Gatton), the appropriate number will on the bottom right corner of the touch panel.

### Video Conference (VC) set-up

- Turn system **ON**
- Wait until the system initialize pop-up page has disappeared from the touch panel display.
- Select the **VIDEO CONFERENCE MODE** tab at the top.

Left projector is (**Local Display Only**) and will not be seen by the far end.

Right projector is **VIDEO CONFERENCE SEND SOURCE**; this is what the far end will see.

You can swap the projectors and have local display on right projector by pressing **SWAP PROJECTORS**. This can be most useful for duo projection.

### Making a call

The screenshot shows the AMX video conference control panel interface. At the top, there are five tabs: 'SINGLE PROJECTION', 'DUAL PROJECTION', 'VIDEO CONF MODE' (which is selected and highlighted in brown), 'DATE', and 'TIME'. Below the tabs, the interface is divided into several sections. On the left, under 'Left Projector (LOCAL DISPLAY ONLY)', there are buttons for 'Desktop', 'Laptop', 'Visualiser', 'Visualiser Right', 'No Image', 'DVD VCR', 'AuxAV', 'Camera Selection', 'Far End Duo', and 'Far End'. On the right, under 'VIDEO CONFERENCE SEND SOURCE', there are buttons for 'Desktop', 'Laptop', 'Visualiser', 'Visualiser Right', 'No Image On Projector', 'CVRS', 'AuxAV', 'Camera Source', 'Enable Duo', and 'Swap Projectors'. In the center, there is a video preview window showing a test pattern with the word 'VIDEO' overlaid. To the right of the video window is a vertical column of camera source buttons: 'Main Cam', 'Front Camera', and 'Audience Camera'. Below the video window, there are buttons for 'Call' (circled in red), 'PhoneBook', 'Mic Mute', 'Codec & Far End Control', and 'Camera Controls'. At the bottom of the panel, there are buttons for '<lectopia feedback>', '<Call Feedback>', 'Exit', 'Lights', 'Rear Display', 'Swap Preview', 'Preview', and 'Volume'. The bottom left corner features the University of Queensland Australia logo and the text 'Parnell 7-326'. The bottom right corner features the text 'For Assistance Call 54033'.

To make call press **CALL**

Enter the address of the place you wish to connect to:

- For another AMX room it will be <building>.<room>.uq.edu.au
  - E.g. Parnell 326 would be [7.326@uq.edu.au](mailto:7.326@uq.edu.au)
- For the bridge you will be emailed the address to call.
- For a Cisco telepresence unit, enter the unit's number
  - E.g. Vet Science Gatton (8114) room 209 is 61731248714.

Once connected the **CALL** button will light and become the **END CALL** button

After this you select what source you wish to send, be it one of the **CAMERA SOURCES** on the right, or one of the **SEND SOURCES** at the top. The **MAIN CAM** source is the default source when a video conference is connected.

## Volume

Volume levels can be accessed by volume button at the bottom of the screen, apart from the usual **LECTERN** and **RADIO MICROPHONE** levels there is also:

- **FAR END AUDIO:** This controls the audio level being received from the far end
- **AUDIENCE MIC:** This controls the audio levels of the room microphones (if any) being sent to the far end.

## Sending A Duo Signal

Most video conferencing rooms with dual projectors can send two images simultaneously, to do so, follow this procedure:

- Select a **CAMERA SOURCE**
- Press the **ENABLE DUO** button (it will light and change to **DISABLE DUO**)
- Select the secondary source to send from the **SEND SOURCE** (top) selection.
- Select the same secondary source on the **LOCAL DISPLAY ONLY** projector (otherwise the audience on your end will not see what you are sending!)

**NOTE:** You can only send a camera source and a non-camera source as duo. You cannot send two different **CAMERA SOURCES** or two different **SEND SOURCES** (e.g. desktop and laptop) as a duo signal.

To end the duo connection, simply press the **DISABLE DUO** button

## Ending a Video Conference Call

To end a video conference, simply press the **END CALL** button, the button will unlight and call will be disconnected.

## Receiving a Video Conference Call

To receive a video conference:

- Turn system **ON**
- Select the **VIDEO CONFERENCE MODE** tab at the top.
- When the 'incoming call' window appears on the touchpanel, press the **ANSWER** button.

**NOTE:** While you can still answer a video conference incoming call when **NOT** in video conference mode, the call will not connect correctly.