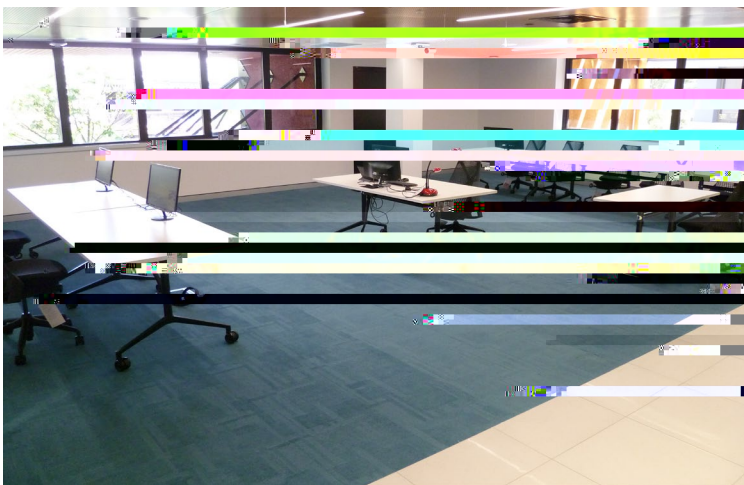


Cairns City Campus Room 111. Transitioning between Board Room & Moot Court.

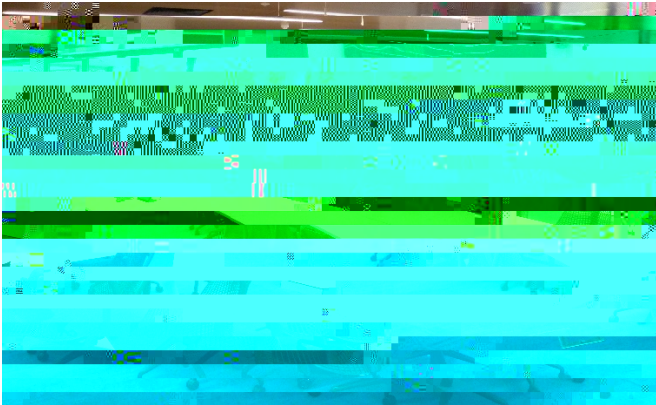
Moot Court Mode – Description.



(6 large and 1 small)
Judge's Table 1. Judge's Table 2.
(Judge's Tables can be positioned on portable stage)
Clerk's Table.
Bar Table 1. Bar Table Centre. Bar Table 2.
Witness's Table (small table)
Chairs for all tables and along the side wall.

5 - Acer preview monitors (Judge's Tables 1 and 2, Clerk's Table, Bar Tables 1 and 2).
1 - Wireless keyboard and mouse (for control of PC in AV rack)
1 -

Board Room Mode – Description.



Reconfiguring furniture and Audio visual system for both modes.

Configuring this space for the 2 different modes of operation involves repositioning tables, chairs and Audio Visual equipment.

You will need access to the store room.

Each Table is labelled for easy identification.

The AMX Control system utilises a Touch Panel that has selectable modes ie Moot Court or Board Room which are available at start up.

Both modes of operation have local display and videoconferencing capability.

The document camera that is connected via the Clerk's table can be removed if required by disconnecting its power and HDMI lead.

When reconfiguring the space please pay close attention not to strain, crush or kink any cables.

Please test the system out after it has been reconfigured to ensure that all functionality is present.

VAVS staff are available to assist with reconfigurations and testing.

When using the hand held or lapel microphones it is important to turn off the wireless gooseneck microphones by pressing the power button located underneath the microphones.

Conversion from Board Room to Moot Court mode.

Image below showing identities of Tables in correct locations for Board Room mode.

Image below showing identities of Tables in correct locations for Moot Court mode.

Conversion from Board Room to Moot Court mode.

Step 1. Ensure that the AV system is turned off by shutting down using the AMX Touch Panel.

Step 2. Move all chairs to the sides of the room to allow room for tables to be moved.

Step 3. Move both Store Room Tables and Witness's table to side of room. These will be put into store room later on.

Step 4. Rotate both Judge's tables 1 and 2 180 degrees.

Image above showing Bar tables 1 with 5 Preview Monitors and long cable loom plus Bar table 2.

Step 7. Connect Bar table services by placing Bar Table 1 power and data cables into the cable carrier/hooks underneath the tables. Bar Table 1 services run underneath all 3 Bar tables with Bar Table 2 positioned closest to the wall outlets.

Image above showing Bar Table 1 Data and Power cableab

Ma

Step 9. Move Preview Monitors to Judge's Tables 1 and 2, Bar tables 1 and 2 and Clerk's Table, and connect
Connect the power lead and HDMI cable which are located inside the cable cubbies on the tables.

Images above showing Preview Monitors, Table mounted Cable Cubby, HDMI and Power loads.

Step 10. Tidy up excess cable using Velcro ties to ensure that cables are not unsightly or in the way of peoples feet.

Image above showing excess cables secured using Velcro ties.

Step 11. Place AV equipment on the AV equipment rack on the appropriate tables. Typically Judge's table 1, Witness's table, Bar 1 and Bar 2 tables.

Image above showing wireless gooseneck microphones in charger on top of AV equipment rack.

Images above showing Preview Monitors, Table mounted Cable Cubby, HDMI and Power loads.

Step 4. Rotate Judge's table 1 and reposition it noting the position of the table in relation to the floor box.

Image above showing correct location of Judge's Table 1 in relation to the floor box.

Step 5. Reposition Judge's Table 2 so that it is opposite Judge's Table 1.

Step 6. Rotate the Clerk's table and reposition it next to Judge's table 1 paying attention not to damage the cables running to the floor box.

Step 7. Turn off the power and unplug the 2 x power cables and 4 x Data cables from wall outlets on the column next to the Bar tables.

Image above showing Bar table connection to sockets on column. Data outlets 19, 20, 40 and 41 plus 2 x power.

Step 8. Remove the wireless gooseneck microphones from the tables and place them back into their charger

Image above showing wireless

Image above showing excess cables secured using Velcro ties.

Step 12. Position 14 Chairs at the tables. Remaining chairs to be moved into Store room.

Step 13. Move the 2 x Store Room tables into the store room.

Step 14. Use the AMX Touch Panel on the Clerk's table to select Board Room Mode.

Step 15. Test the system to ensure that the Preview monitors, Wall mounted displays, Laptop input and microphones are working. Make a videoconference (W)7dre(22 (Tm (20 7s)8 e20 7sce)2 2 (i)wr re 4 (w)uenriore r