

RMIT University - AV Test Script (Standard AV)

Room:		AV Design:				Date:						
Ref	Item	Script No.	Test Type	AV Standards Reference	Details	Severity	Test Status	Defect Identified	Associated Defect No.	Comment/Defect	Resolution Date	Date of Final Test
1	Networks	1.01	Physical	4.7.1 TCP/IP Addressing	Ensure all network devices are set to DHCP	1	Not Run					
		1.02	Functional		Confirm that all building routers and switches have been configured	1	Not Run					
		1.03	Functional		Confirm all SVSi devices have been configured correctly	1	Not Run					
		1.04	Functional		Confirm all QSC devices have been configured correctly	1	Not Run					
		1.05	Functional		Confirm all AV ports are correctly patched	1	Not Run					
		1.06	Functional		Confirm that the control server is on line, operational and visible	1	Not Run					
		1.07	Functional		Confirm that the audio server is online, operational and visible	1	Not Run					
		1.08	Functional		Power on control panel and confirm operation	1	Not Run					
		1.09	Functional		Power on SVSi devices and confirm transmission of video	1	Not Run					
		1.10	Functional		Power on audio devices and conform transmission of audio	2	Not Run					
		1.11	Functional		Wireless Confirm wireless access from a mobile device, (turn wireless off & on, check device connects and can	2	Not Run					
		1.12	Functional		Log onto a desktop, (confirms that desktop can reach authentication services)	1	Not Run					
		1.13	Functional		Check operation of VoIP phone	2	Not Run					
		1.14	Functional		Check Avaya Contact Centre if deployed on building router	2	Not Run					
		1.15	Functional		Check IPTV if service is provisioned on Building Router	2	Not Run					
		1.16	Physical		4.7.1 TCP/IP Addressing	Ensure all network devices are set to DHCP	2	Not Run				
2	Control System (Touch Panel)	2.01	Functional		Ensure the Control Panel has an immediate response when activating the buttons (less than 300 milliseconds)	1	Not Run					
		2.02	Functional	3.15	Ensure all input sources are represented on the Touch Panel (as per room design)	1	Not Run					
		2.03	Functional	3.15	Ensure correct feedback representation on Touch Panel for the following: a. all input sources; b. volume up and down; c. picture mute; and d. audio mute	1	Not Run					
		2.04	Functional	3.15	Verify Help pages have been loaded are correct and match sources in the room (ref to Screen Shoot tab)	2	Not Run					
3	Main Display(s)	3.01	Functional		Verify all input sources are switched to and display the content from each source (as per room design)	1	Not Run					
		3.02	Functional	3.12.4.7	Ensure a black background is set when there is no input	2	Not Run					
		3.03	Functional		Ensure the on-screen display (OSD) messages are switched off (e.g. source display messages)	2	Not Run					
		3.04	Functional	3.12.4.8	Projector only - Ensure the projected image is aligned, focused and displays the same aspect ratio as per the input source	1	Not Run					
		3.05	Functional	3.12.4.3	Projector only - Ensure no keystoneing or lens shift is present on the image	2	Not Run					
		3.06	Functional	3.12.4.7	Ensure no audio is heard from the display (.i.e. Display is muted)	2	Not Run					
		3.07	Functional	3.12.4.7	Projector only - Ensure projector blanks on system shutdown	2	Not Run					
		3.08	Functional	3.14.2	Verify device is HDCP compliant	1	Not Run					
4	Audio Output	4.01	Functional	5.2 Room Classification	Ensure FOH speakers reproduce source audio only	1	Not Run					

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		4.02	Functional	5.2 Room Classification	Ensure FOH speakers are angled and aligned appropriately	2	Not Run					
		4.03	Functional	5.2 Room Classification	Ensure in-ceiling speakers reproduce speech audio only	1	Not Run					
5	Laptop Source	5.01	Functional		Ensure the blue N-Series Host Play splash page is displayed when no device is connected.	2	Not Run					
		5.02	Functional	5.2 Room Classification	Audio - Ensure the laptop audio source is heard clearly through all FOH speakers	1	Not Run					
		5.03	Functional	3.12.6 Perceived Image Quality	HDMI Quality – Ensure the image is free from interference, distortion, noise, digital artefacts, brightness and contrast is optimised to room & content	1	Not Run					
		5.04	Functional		Verify that the signal by a source typical of what will be used in normal operation is routed and accurately reproduced on all displays within the system	1	Not Run					
		5.05	Functional	3.15 GUI Source Code	Verify all laptop button functionality is working on Touch Panel	1	Not Run					
		5.06	Functional	3.14.2 HDCP and EDID 3.14.4 Matrix Switches	Verify device is HDCP compliant	1	Not Run					
6	Boundary Microphone	6.01	Functional		Confirm microphone signal configured correctly in Q-SYS designer. Phantom power is ON	1	Not Run					
		6.02	Functional		Confirm microphone signal is received at I/O-22 I/P at correct level	1	Not Run					
		6.03	Functional	3.13 Audio Reproduction/Public Access 3.13.3 System hum & interference	Audio Quality – Ensure the default level is audible from all speakers, free from noise, hum or distortion, and the coverage variance is within ± 5 dB across the listening plan and meets the requirements as specified in RMIT AV Standards and ANSI/INFOCOMM 1M-2009	1	Not Run					
		6.04	Functional	3.15 GUI Source Code	Ensure the microphone can be muted and unmuted via the Touch Panel.	1	Not Run					
7	Lapel Microphones	7.01	Functional		Confirm microphone signal configured correctly in audio server design	1	Not Run					
		7.02			Confirm microphone signal is received at I/O-22 I/P at correct level		Not Run					
		7.03	Functional		Audio Settings – Ensure the correct dip switch settings have been applied to the Revolab Receiver. Switch 1, 4 & 5 Off, remained to be switched to On.	1	Not Run					
		7.04	Functional	3.13 Audio Reproduction/Public Access 3.13.3 System hum & interference	Audio Quality – Ensure the default level is audible from all speakers, free from noise, hum or distortion, and the coverage variance is within ± 5 dB across the listening plan and meets the requirements as specified in RMIT AV Standards and ANSI/INFOCOMM 1M-2009	1	Not Run					
		7.05	Functional	3.15 GUI Source Code	Ensure the mute button functionality is working on Touch Panel, including .	1	Not Run					
8	Room Motion Detectors	8.01	Functional	Source Code	Ensure movement is registered on Touch Panel (Tech Pages) and the timeout is set to 180 minutes	1	Not Run					
		8.02	Functional	Source Code	Ensure any movement in the room resets the countdown	1	Not Run					
		8.03	Functional	Source Code	Confirm the System is shutdown at the completion of the specific timeout period	1	Not Run					
9	Lecture Capture	9.01	Functional	AMX Guidelines v0.5 - 3.4.3 Home Page	Confirm visual feedback of recording status on touch panel (i.e. solid red light appears when recording and flashing amber light on pause)	1	Not Run					
		9.02	Functional		Confirm content and camera sources are patched to the correct input on the Capture device (camera content appears on left hand side and projected content appears on right hand side display of capture monitor tool)	1	Not Run					
		9.03	Functional		Ensure microphone audio is recorded and audible on playback	1	Not Run					

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		9.04	Functional		Ensure microphone audio and source audio is muted via the touch panel control during recordings	1	Not Run					
		9.05	Functional		Ensure Lecture Capture records from all input sources and the image is clear on playback	1	Not Run					
10	Room PC	10.01	Functional		Ensure ability to log on to the resident PC and full network access	1	Not Run					
		10.02	Functional		Audio Quality - Ensure the default level is audible from all speakers, free from noise, no hum or distortion and meets the requirements as specified in RMIT AV Standards and ANSI/INFOCOMM 1M-2009	1	Not Run					
		10.03	Functional	3.12.6 Perceived Image Quality	HDMI Quality – Ensure the image is free from interference, distortion, noise, digital artefacts, brightness and contrast is optimised to room & content	1	Not Run					
		10.04	Functional	3.15 GUI Source Code	Ensure the room PC button functionality working on Touch Panel	1	Not Run					
		10.05	Functional	3.14.2 HDCP and EDID 3.14.4 Matrix Switches	Verify device is HDCP compliant	1	Not Run					
11	Supplementary Display's	11.01	Functional		Confirm content from all input sources is displayed on each display	1	Not Run					
		11.02	Functional		Audio can be heard through each monitor and is in sync with all monitors	1	Not Run					
		11.03	Functional	3.12.5.3 LCD Panel Settings	Fans are set to "auto" and local controls are disabled (i.e. all buttons on the panels)	2	Not Run					
		11.04	Functional	3.12.6 Perceived Image Quality	Image quality on each display is free from interference, distortion, noise, digital artefacts, brightness and contrast is optimised to room & content	1	Not Run					
		11.05	Functional	3.14.2 HDCP and EDID 3.14.4 Matrix Switches	Verify device is HDCP compliant	1	Not Run					
12	Hearing Augmentation	12.01	Functional	Building Code Aust.	Verify audio from all input sources meet the BCA standard	1	Not Run					
		12.02	Functional	3.13.6 - Hearing Augmentation	Ensure the boundary microphones remain active when the AV system is shutdown	1	Not Run					
		12.03	Functional		Verify audio is present at the Infra Red transmitter connection plate and the level being output to the connection plate is between 500mV and 775mV	1	Not Run					
		12.04	Functional		Confirm mute functions for both mic and source audio function through the hear augmentation system	1	Not Run					
		12.05	Functional	3.13.6.2 Infra-Red System	Ensure location of Infra Red transmitter connection plate is such that when a transmitter is installed in the future, there is a clear unobstructed line of sight to room users to current DDA regulations The signal type feeding the IR plate is to be Mono Balanced Line Level, the signal -10dB out of the DSP or mixer (50mV – 3V).	1	Not Run					
13	Document Camera (USB only)	13.01	Functional	3.12.6 Perceived Image Quality	Image is free from interference, distortion, noise, digital artefacts, brightness and contrast is optimised to room & content	2	Not Run					
		13.02	Functional	3.14.7 Document Camera	Ensure the software has been deployed to the resident PC	2	Not Run					
		13.02	Functional	3.14.7 Document Camera	Ensure the camera can be controlled via the desktop application (USB). This includes the light, zoom, focus	2	Not Run					
		13.03	Functional	3.14.7 Document Camera	Ensure the sleep mode has been disabled in the menu pages. (USB model only)	2	Not Run					
14	Wireless Presenter	14.01	Functional		Ensure correct resolution has been set (Default 720p)	2	Not Run					
		14.02	Functional		Ensure Device name has been set (Bbbb.ll.rrr NTX3)	2	Not Run					
		14.03	Functional		Confirm Wi-Fi option has been disabled	2	Not Run					
		14.04	Functional		Confirm correct splash page has been uploaded	2	Not Run					
		14.05	Functional		Ensure OSD setting as per set up document	2	Not Run					
15	Administration & Final Configuration	15.01	Functional	Source Code	Confirm automated shutdown is set to 180 minutes and	2	Not Run					

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	Configuration	15.02	Functional	AMX Guidelines V3.00	Confirm that the projector soft off time has been set to 20 minutes in the AMX system	1	Not Run					
		15.03	Functional	AMX Guidelines V3.00	Confirm correct room lighting states (as per AMX Standard)	2	Not Run					
16	IP Camera	16.01	Functional		Confirm camera is installed in the correct location as per the floor plan.	2	Not Run					
		16.02	Functional		Log on to the camera via the web page using the correct IP address. Using the correct username and password.	2	Not Run					
		16.03	Functional		Confirm image is rotated correctly (ie level and in landscape) and quality is free from interference, distortion, noise, digital artefacts, brightness and contrast is optimised to room & content	2	Not Run					
		16.04	Functional		Confirm all banner information has been updated a. room name b. date c. time	2	Not Run					
		16.05	Functional		Ensure NTP server has been configured time1.rmit.edu.au	2	Not Run					
17	Interactive Display	17.01	Functional		Confirm interactivity on the display from both the resident PC and Laptop (if applicable) by using both finger and markers	1	Not Run					
		17.02	Functional		Ensure the display is calibrated	1	Not Run					
		17.03	Functional		Ensure the relevant software is installed on the resident PC if required/specified	1	Not Run					
18	Remote Monitoring System	18.01	Functional	3.15 Remote Management	Confirm integration of the SVSi/AMX Controller with the Service Desk interface/RMS Server and all components are reporting as per the AMX Standard	2	Not Run					
19	General Physical	19.01	Physical	3.4.9 Labelling Scheme	Verify labelling is applied to all cables and interfaces correctly and straight	2	Not Run					
		19.02	Physical	3.4.9 Asset Register and labelling	Asset tagging has been applied as per RMIT guidelines	2	Not Run					
		19.03	Physical	3.9.12.4 Looming/Lacing	Ensure all cables are loomed neatly and securely cable tied or fastened to relieve any strain	2	Not Run					
		19.04	Physical	3.10.1 Power Distribution and control	Double-adaptors and single-pole switched power strips have not been used in equipment racks	1	Not Run					
		19.05	Physical	3.10.2 Power Cable Test & Tagging	All power cables supplied have been tested and tagged to the AS3760 standard	1	Not Run					
		19.06	Physical	3.11.6 Fly Leads	Fly leads to be secured by nylon P-clips & in braided sheath	1	Not Run					
		19.07	Physical	3.9.10 Tamper/Theft Protection	System devices and components are securely fastened (beneath the desk)	1	Not Run					
		19.08	Physical	3.11.6 Fly Leads	VGA with Audio, HDMI, USB and Network Fly leads provided in Laptop Loom	2	Not Run					
		19.09	Physical	3.14.9 Connection Plates	Controllers and Connection Plates are level, fixed securely and engraved correctly	2	Not Run					
		19.10	Physical		No finger marks on displays, reflective surfaces or other equipment	2	Not Run					
		19.11	Physical	3.5 locks	Padlocks, locks and barrels are installed on projector cage, equipment racks and other AV equipment	2	Not Run					
		19.12	Physical	3.5 Locks	Panels are secured on a wall mounting brackets with a 5mm diameter split pin	2	Not Run					
		19.13	Physical	Equipment install manual for projector	Projector security nuts are sheared (top & bottom)	2	Not Run					
		19.14	Physical	3.9.10 Tamper/Theft Protection	Ensure Doc Cams are secured. i.e. Elmo Document Camera is secured to bench with screws. USB Doc Cam is secured with Kensington lock and passcode is 1988	1	Not Run					
		19.15	Physical		Ensure all projector bracket connections have been securely tightened	1	Not Run					
		19.16	Physical	3.13.6.3 Signage	Hearing Aid Loop signage is present	2	Not Run					
		19.17	Physical	3.9.10 Tamper/Theft Protection	Revo Labs Base station is secured with industrial-strength, foam-backed, double-sided tape	2	Not Run					
		19.18	Physical	5.2 Room Classification	Simulate EWIS triggering to ensure audio from all AV speakers is muted (ceiling and FOH)	1	Not Run					

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		19.19	Physical	3.9 Equipment Rack	Confirm correct rack style and size has been installed	2	Not Run					
		19.20	Physical		Confirm Digital Signage is installed and on the network (90+ Student Room)	2	Not Run					
		19.21	Physical		Confirm the installation is as per Design Brief i.e. equipment used, location of touchscreen and wallplates)	1	Not Run					
		19.22	Physical		Ensure Touch screen is secured. i.e. Secured Table Mount Kit is secured with Kensington lock and passcode is 1988 or tamper resistant bolt under the table	1	Not Run					
		19.23	Physical		Ensure power points above the desk are free for the general user	1	Not Run					

Sign Off				
Date	Position	Company	Name	Signature
	AV Design Consultant			
	AV Integrator			