

# AV SUPPORT ACCEPTANCE TEST

Service Request Number (Service Now)	
Project Name	
Room Number	BBB.LL.RRR
QA Test Round	-
AV Contractor	-
Date of Acceptance Test	

<b>OVERALL STATUS/TEST OUTCOME</b>	<b>TBC</b>
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ITEM	TEST	STATUS	COMMENTS
Resident PC	Audio	-	
	Video	-	
	Network Login	-	
Phone	Asset Number	-	XXXXXXX
	Present	-	
	Operational	-	
Laptop - Digital	Audio	-	
	Video	-	
	USB	-	
Optical Drive	Audio	-	
	Video	-	
	Software (if required)	-	
Document Camera	Video	-	
Document Camera (USB)	Video	-	
VC System	Software	-	
	Audio	-	
	Video	-	
	AEC	-	
Microphone - Wired Boundary 1	Control	-	
	TMS/Scopia Integration	-	
	Audio	-	
Microphone - Wired Boundary 2	Audio	-	
Microphone - Wireless Lapel 1	Audio	-	
Microphone - Wireless Lapel 2	Audio	-	
Microphone - Wireless Handheld 1	Audio	-	
Microphone - Wireless Handheld 2	Audio	-	
Microphone - Wired Gooseneck	Audio	-	
Camera - USB (Fixed)	Video	-	
Camera - PTZ 1	Video	-	
Camera - PTZ 2	Control	-	
	Video	-	
	Control	-	
USB Connectivity	Lectern/Hub	-	
Room Linking	Audio	-	
	Video	-	
Patch Panels - AV Rack	Audio	-	
	Video	-	
Patch Plate - Field	Audio	-	
	Video	-	

**SYSTEM INPUTS**

Projector 1	Video	-	
	Control	-	
Projector 2	Video	-	
	Control	-	
LCD 1	Audio	-	
	Video	-	
	Control	-	
LCD 2	Audio	-	
	Video	-	
	Control	-	
LCD 3	Audio	-	
	Video	-	
	Control	-	
LCD 4	Audio	-	
	Video	-	
	Control	-	
LCD 5	Audio	-	
	Video	-	
	Control	-	
Interactive LCD	Audio	-	
	Video	-	
	Interactive - PC	-	
Lecture Capture	Interactive - Laptop	-	
	Audio	-	
	Video	-	
Speakers - FOH	Camera Control	-	
	Audio	-	
Speakers - Ceiling	Audio	-	
Assistive Hearing - Loop	Audio	-	
Assistive Hearing - IR (Primary)	Audio	-	

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Assistive Hearing - IR (Secondary)	Captive Lock DC Jack (plate)	-	
	Audio	-	
	Captive Lock DC Jack (plate)	-	
Room Linking - Program Audio	Audio	-	
Room Linking - Speech	Audio	-	
Room Linking - Video	Video	-	
Patch Panels - AV Rack	Audio	-	
	Video	-	
Patch Plates - Field	Audio	-	
	Video	-	
<b>SYSTEM OUTPUTS</b>			

AV Switching	Audio	-	
	Video (including EDID)	-	
Audio DSP	Levels	-	
	Quality	-	
	TP Level Control	-	
Blu-Ray Player (Dedicated Stand Alone Player)	Audio	-	
	Video	-	
	Play	-	
	Stop	-	
	Fwd / Rew	-	
	Next / Prev	-	
	Menu	-	
	Navigation	-	
	Enter	-	
	Volume +/-	-	
Projection Screen 1	Up	-	
	Down (Show Position)	-	
Projection Screen 2	Up	-	
	Down	-	
Projector Lifter 1	Up	-	
	Down (Show Position)	-	
	Service	-	
Projector Lifter 2	Up	-	
	Down (Show Position)	-	
	Service	-	
Lighting (minimum requirements)	Preset 1 - Off	-	
	Preset 2 - AV (Presentation)	-	
	Preset 3 - On	-	
Blinds (Motorised) - Black Out	Open	-	
	Close	-	
Blinds (Motorised) - Brown Out	Open	-	
	Close	-	
PIR/Motion Sensor	Active	-	
Soft Off Mode on Shutdown	Picture Mute Projector	-	
Touch-Panel (Control System)	Shutdown	-	
	Reset	-	
	Helpdesk	-	
	RMS	-	
	VNC	-	
	Layout	-	
	Labels	-	
	Function	-	
	Help Page - Layout/Text	-	
	Help Page - Functionality	-	
	Tech Page - Overall Functionality	-	
	Tech Page - Soft Off Time (20 mins)	-	
	Tech Page - Auto Off Time Set (180 mins)	-	
	PDU - Layout/Text	-	
	PDU - Functionality	-	
Keypad	Layout	-	
	Function	-	
Room Linking	Master/Slave Function	-	
	Unlink - Turns Slave Rooms Off & Keeps Master On	-	
<b>SYSTEM CONTROL</b>			

Operation	Codec control via Touch Panel	-	
	Network and VC system connection	-	
	Global Address book - contacts	-	
	Correct Aspect Ratio and screen layout - local content	-	
	Expected operation and layout on call answer	-	
Content Received from Far End	Camera and Microphones	-	
	Presentaion source from far end location	-	
	Correct Aspect Ratio and screen Layout	-	
Camera	Full Camera Operation	-	
	Appropriate presets set	-	
	Far end camera control	-	
Display 1	Input control	-	
Display 2	Input control	-	
Microphones	Table Mics	-	
	Wireless Mics	-	
	Ceiling Mics	-	

# AV SUPPORT ACCEPTANCE TEST

	Microphone mute operation	-	
Presentation Send Sources	PC - Image and Audio	-	
	Laptop - Image and Audio	-	
	Blu-ray/DVD Player - Image and Audio	-	
	Document Camera - Image	-	

## VIDEO CONFERENCING

Equipment Rack		-	
PDU Correctly Assigned to TP Tech Page Allocation		-	
Check Security Items Have Been Supplied	Document Camera (Kensington Lock- 1988)	-	
	Projector Cage - Padlock	-	
	LCD Screen - Pin or Similar	-	
	LCD Screen - Equipment security bracket	-	
	AV Rack - Snake Eye Security Screws	-	
Cabling		-	
Install Quality		-	
Labelling	AV Cables	-	
	Test & Tag	-	
Cleanliness		-	
Asset Stickers		-	

## OTHER

<b>The audio visual system in this room has been fully commissioned and tested in compliance with RMIT University Standards.</b>	
RMIT AV Support Representative:	
Date Completed:	