
Design Standards

Audio Visual

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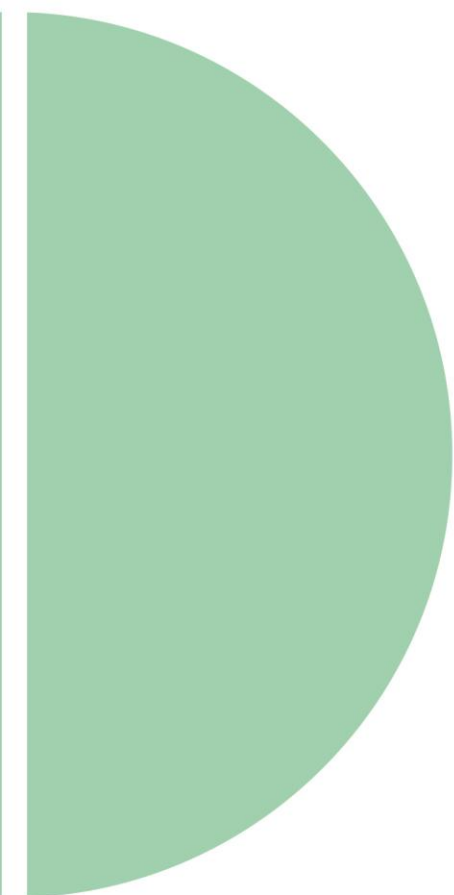




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1. GENERAL INFORMATION





1.1. Overview

The Audio Visual department is part of RMIT’s Information Technology Services (ITS) resources group. The department provides AV consultancy, project and procurement support and AV contract management. The AV department consults widely across the University to develop technology strategies to meet the current and future needs of stakeholders, as well as providing clear guidelines around AV architecture, design and procurement.

All AV systems throughout the University require involvement, in some form, from the AV department to ensure that consistency, quality, value and fit-for-purpose elements are addressed. This document provides a basis for this, in terms of technology choice and implementation standards.

These standards should be distributed to all AV vendors (including design and integration providers) for all AV works regardless of size and scope.

1.2. Version Control

This document will be updated and re-issued to reflect approved change to the content and is subject to version control. The version record and status are documented below. Some supporting documents will remain at v3.00 until a minor update is compelled to v3.20 during the quartley review process. This document, Standard schematics and the Approved Equipment List will be released as v3.20

1.3. Document Change History

Version	Date	Author	Comments
1.80	13/02/2013	Dean M°Fadden	Full review, incorporate digital technology and new deliverables
1.85	07/03/2013	Dean M°Fadden	Updated – Feedback from Stakeholders
1.90	19/03/2013	Dean M°Fadden	Updated RMS requirements and reference to old naming convention
2.00	05/04/2013	Dean M°Fadden	Approved for Issue
2.10	12/04/2013	Dean M°Fadden	Lecture capture included in all teaching spaces & general amendments
2.11	15/05/2013	Dean M°Fadden	Minor equipment updates due to supplier upgrades
2.12	06/06/2013	Dean M°Fadden	Text changes to reference test script requirements & asset label clarification
2.13	10/09/2013	Dean M°Fadden	Block 1 Consultant, Integrator and internal feedback
2.20	08/07/2014	Adrian Ryan	Review, deliverables/testing update, Standard system update
2.20	01/04/2015	Dean McFadden	Approval of Architectural Principles by ICT EA Design Authority
2.21	08/10/2015	Nikesh Kapadia	Review, deliverables/testing update, standard system update
3.00	04/05/2018	Nikesh Kapadia	Major update. Includes deployment of CAV platform for flat-floor teaching spaces
3.10	Xx/xx/2019	Nikesh Kapadia	Major update. Addition of Collaborative Classrooms on the CAV platform.





			Change of meeting room technologies to leverage Microsoft Skype For Business
3.20	08/10/2020	Craig Steven – InSight Systems	Major Update. Addition of Teaching Space Technology with conventional AV with an add on for AV over IP Overflow/Room Link. Change of meeting rooms to Microsoft Teams Room. Update of Equipment List, Update of Schematics, Change of microphones. Change of control brand. Update to installation standards. Removal of old schematics

1.4. Intent

This document details the role of the ITS Audio Visual group with respect to definition of technology standards relating to Audio Visual systems used throughout RMIT.

1.5. Owner

The overall responsibility for these standards resides with RMIT AV, part of the ITS group.

1.6. Approval

Architectural principles are approved by ICT Enterprise Architecture Design Authority (DA).

Version 3.20 is a major update to the approved version 3.00 (as tabled above). Version 3.10 was in draft format but already used on some installations. The decision made to provide a snapshot of the draft version 3.10 as is with a move to version 3.20

Once there is a departure from the current architecture, further DA approval will be required.

Technical requirements are approved by RMIT AV, Director of Technology, CIO ITS & ED Property Services.

1.7. Review

This document is reviewed quarterly from introduction for 12 months. After this period review is conducted every six months.

The most current version of the AV standards can be found on the RMIT University website:

<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/building-and-safety-information>

1.8. Stakeholders

The following key stakeholders have been identified for this document:

Name	Position	Department
Sinan Erbay	Chief Information Officer (Acting)	Information Technology Services
Chris Hewison	Executive Director	Property Services
Stephen Castellias	Director, Technology (University Operations)	Information Technology Services





2. APPLICATION OF STANDARDS





2.1. Overview

This section defines:

- Functionality for each of the standard system designs
- How the RMIT Audio Visual Standards, defined within this document, shall be applied across RMIT
- The approach & governance for non-standard deployments
- Spares rule for standards & non-standard deployments
- Guidelines and considerations for custom designs

2.2. Deployment Platforms

RMIT deploys AV systems utilising 2 main categories. These platforms are:

1. Conventional AV
2. Converged AV

2.2.1. Conventional AV

Conventional AV relates to all deployments which utilize point-to-point audio, video and in some cases control cabling, wired to a location within the space or immediate vicinity.

This style of deployment is acceptable for the following types of spaces:

- Staff offices
- Meeting/Collaboration spaces (with & without system integrated video conferencing)
- Theatres
 - Utilising AV over IP for room linking
- Teaching spaces
 - Utilising AV over IP for room linking
- Custom spaces including:
 - High spec labs
 - Event spaces

2.2.2. Converged AV

Converged AV relates to all deployments which utilise RMIT's enterprise network as the mode of transport for audio, video & control. This creates flexibility for room linking and scalability of displays within one space while also increasing the ability to remote support and diagnose systems.

Up to Standards v3.10 - centralised control and audio processing while keeping video streams within the building.

From Standards V3.20 - de-centralises control and audio processing, keeping it within the building.

The Deployment Guide (refer appendix) is for spaces which utilise the converged AV platform pre V3.20. The post v3.10. platform will receive a Deployment Guide in a future revision. This guide provides further detail around the requirements and settings which align to RMIT's specific environment.

This style of deployment is acceptable for the following types of spaces:

- Flat-floor teaching spaces/labs
- Collaborative classrooms





2.3. Space Classification

In order to maintain a level of consistency for end users as well as support staff, a University wide design strategy has been developed to establish a set of standard formats for teaching spaces and the associated AV facilities. Venues with AV devices will be classified as one of the following formats as described in the table below. Specialist and other spaces may fall outside of the standards covered in this document. In these instances, a bespoke design will be completed to provide the required functionality. These bespoke designs, by preference and where possible, will be derived from the standards and preferred equipment lists detailed in this document.

We note that these categories are not all-encompassing, as there are some AV facilities that fall outside these classifications.

Note these definitions are used where specified in a classification. They also compliment the General Principles in all AV designs and provide specific detail about the functionality provided for the user in each of the room types.

The classifications are as follows:

SPACE / SYSTEM TYPE	PLATFORM	FUNCTIONALITY
Meeting / Collaboration -- Small	Conventional	Functionality is as follows: <u>Video</u> <ul style="list-style-type: none"> • A large format LCD capable of displaying: <ul style="list-style-type: none"> ○ BYOD – Wired (HDMI) & Wirelessly <u>Audio</u> <ul style="list-style-type: none"> • Audio associated with the above sources shall be via Speakers in-built to the LCD panel <u>Control</u> <ul style="list-style-type: none"> • Scheduled to turn off on a predefined schedule • Keypad control to allow for system to be turned on/off • PIR to ‘wake’ up system if movement is detected after a period of no movement – Not required for office installations. • PIR to shutdown system after defined period of no movement <u>Room Booking Panel</u> <ul style="list-style-type: none"> • Office: Not required • Open Plan: Not required • All other spaces: Wall mounted 10” touch-screen outside of the room showing room bookings from the room’s Microsoft Outlook calendar. The touchscreen shall have coloured room indicators to indicate room usage
Meeting / Collaboration -- Medium	Conventional	Functionality is as follows: <u>Video</u> <ul style="list-style-type: none"> • A large format LCD capable of displaying: <ul style="list-style-type: none"> ○ BYOD – Wired (HDMI) & Wirelessly ○ Video & audio conferencing sessions • Open Plan: The screen shall be mounted on a portable trolley • Enclosed: The screen shall be mounted to the wall





SPACE / SYSTEM TYPE	PLATFORM	FUNCTIONALITY
		<p><u>Conferencing</u></p> <ul style="list-style-type: none"> The space shall be made available as a native Microsoft Teams video and audio conferencing location, complete with: <ul style="list-style-type: none"> Webcam Microphone(s) Microsoft O365 client BYOD – Utilise the in-room VC equipment via a laptop USB port <p><u>Audio</u></p> <ul style="list-style-type: none"> Open Plan: Audio associated with the above sources shall be via Speakers in-built to the LCD Enclosed: Audio associated with the above sources shall be via Speakers in-built to a soundbar below the screen Enclosed: Hearing augmentation: Those who are hearing impaired shall be able to hear both program audio and speech via an Infra-Red (IR) assistive hearing system. <p><u>Control</u></p> <ul style="list-style-type: none"> Open Plan: There shall be no dedicated controller for the system, but operate on scheduled hours of operation or user needs Enclosed: Control for the room’s system shall be via a dedicated touch-screen controller located on the wall adjacent to the LCD screen <p><u>Room Booking Panel</u></p> <ul style="list-style-type: none"> Open Plan: Not Required Enclosed: Wall mounted 10” touch-screen outside of the room showing room bookings from the room’s Microsoft Outlook calendar. The touch-screen shall have coloured room indicators to indicate room usage
<p>Meeting / Collaboration -- Large</p>	<p>Conventional</p>	<p>Functionality is as follows:</p> <p><u>Video</u></p> <ul style="list-style-type: none"> A large format LCD capable of displaying: <ul style="list-style-type: none"> BYOD – Wired (HDMI) & Wirelessly Video & audio conferencing sessions <p><u>Conferencing</u></p> <ul style="list-style-type: none"> The room shall be made available as a native Microsoft Teams video and audio conferencing location, complete with: <ul style="list-style-type: none"> High-quality PTZ camera Dedicated microphones Microsoft O365 client BYOD – Utilise the in-room VC equipment via a laptop USB port <p><u>Audio</u></p> <ul style="list-style-type: none"> Speakers:





SPACE / SYSTEM TYPE	PLATFORM	FUNCTIONALITY
		<ul style="list-style-type: none"> ○ Audio associated with the above sources shall be via dedicated speakers within the space • Hearing augmentation: <ul style="list-style-type: none"> ○ Those who are hearing impaired shall be able to hear both program audio and speech via an Infra-Red (IR) assistive hearing system. <p><u>Control</u></p> <ul style="list-style-type: none"> • Control for the room's system shall be via a dedicated touch-screen controller <p><u>Room Booking Panel</u></p> <ul style="list-style-type: none"> • Wall mounted 10" touch-screen outside of the room showing room bookings from the room's calendar. The touch-screen shall have coloured room indicators to indicate room usage
Flat-floor Teaching Space	Conventional or Converged	<p>A standard Flat-floor teaching space or lab shall be provided with functionality as follows:</p> <p>Standard Functionality</p> <p><u>Video</u></p> <ul style="list-style-type: none"> • The primary display shall be either a projector, LCD screen or interactive LCD. <ul style="list-style-type: none"> ○ Where projection is used, the image can be displayed on either a motorised projection screen or the wall if it is suitable and acceptable to the end user ○ Where an interactive LCD is used, only the room PC shall be provided with the infrastructure & associated software to interact with the display • Should supplementary displays be required in order to meet viewing distance and site line guidelines, these shall all display the same content and be either via: <ul style="list-style-type: none"> ○ LCD screens ○ Projectors • Available sources for display shall be: <ul style="list-style-type: none"> ○ Laptop – HDMI ○ BYOD - Wireless ○ PC ○ DVD (via PC if in-built to the machine) ○ Document Camera (via USB to the PC) <p><u>Audio</u></p> <ul style="list-style-type: none"> • Speakers: <ul style="list-style-type: none"> ○ Audio for program sources shall be heard via wall mounted Front of House (FOH) speakers. • Microphones:





SPACE / SYSTEM TYPE	PLATFORM	FUNCTIONALITY
		<ul style="list-style-type: none"> ○ Each space shall be provided with: <ul style="list-style-type: none"> ▪ A boundary or ceiling hanging microphone ▪ Two (2) wireless lapel microphones. ○ These microphones shall remain active all the time as they provided a feed to the hearing augmentation system even when the AV system is off. ○ Microphones only being used for HA will ● Hearing augmentation: <ul style="list-style-type: none"> ○ Those who are hearing impaired shall be able to hear both program audio and speech via an Infra-Red (IR) assistive hearing system. ○ Microphones to remain active in the HA mix unless the user actively mutes them. ○ During shutdown, the microphones shall be reset to ensure they are active in the HA mix. <p><u>Control</u></p> <ul style="list-style-type: none"> ● Control for the room’s AV equipment including source selection and audio levels shall be via a touch-screen mounted on the academic’s desk/console ● Control system shall have provisions to be integrated with room lighting, motorised blinds and EWIS as necessary <p>Optional Functionality</p> <p><u>Video</u></p> <ul style="list-style-type: none"> ● Lecture capture <ul style="list-style-type: none"> ○ Where this service is required the following shall be provided: <ul style="list-style-type: none"> ▪ A dedicated lecture capture appliance or USB AV Bridge to enable lecture capture via PC ▪ IP camera(s) or PTZ cameras as required ▪ Audio feed to the lecture capture appliance or USB AV Bridge consisting of speech and program audio ▪ Spotlight so that the lecturer/teacher is illuminated sufficiently for capture by a camera. The light shall be installed such there is no spill onto the room display(s). ● Timetabling screen <ul style="list-style-type: none"> ○ It is optional for an LCD panel at the entrance to display room booking information via the University’s digital signage platform <p><u>Audio</u></p> <ul style="list-style-type: none"> ● Speakers: <ul style="list-style-type: none"> ○ Distributed audio (ceiling speakers)





SPACE / SYSTEM TYPE	PLATFORM	FUNCTIONALITY
		<ul style="list-style-type: none"> ▪ Some environments require a distributed audio system. Generally, this is due to: <ul style="list-style-type: none"> • Large room • High quantity of students • Noisy tasks undertaken by students • Noisy tools used by students • Room linking ▪ In these environments, it is expected that a mix of program audio be sent through the ceiling speakers to ensure those at the front of the room are not “blasted” with audio so that those at the rear can hear. ▪ The speakers shall be logically zoned. ▪ Where speech reinforcement is required, the lapel microphones provided in the base system build shall be used and routed to ceiling speakers along with a mix of program audio. <p><u>Remote Learning</u></p> <ul style="list-style-type: none"> • The room shall have an option to include remote teaching aids including: <ul style="list-style-type: none"> ○ High-quality PTZ camera ○ Dedicated microphones ○ Resident PC as the M365 client <p><u>Room Linking</u></p> <ul style="list-style-type: none"> • Should room linking be required, AV over IP solutions shall be used
Lecture Theatre	Conventional or Converged	<p>A theatre teaching space shall be provided with functionality as follows:</p> <p><u>Video</u></p> <ul style="list-style-type: none"> • Content shall be displayed via a dedicated projection system • Select spaces may require a second projection system or supplementary LCD screens to meet RMIT viewing distance and angle guidelines. <ul style="list-style-type: none"> ○ Where multiple screens are installed, all shall display the same content • In these spaces, it is preferred that the projection system display an image onto a suitable wall. If this is not possible, a projection screen can be used. • Available sources for display shall be: <ul style="list-style-type: none"> ○ Laptop – HDMI ○ BYOD - Wireless ○ PC ○ Blu-ray/DVD ○ Document Camera <p><u>Remote Learning</u></p>





SPACE / SYSTEM TYPE	PLATFORM	FUNCTIONALITY
		<ul style="list-style-type: none"> • The theatre shall be able to make Microsoft Teams video and audio conferencing calls utilizing the rooms: <ul style="list-style-type: none"> ○ High-quality PTZ camera ○ Dedicated microphones ○ Resident PC as the M365 client <p><u>Audio</u></p> <ul style="list-style-type: none"> • Speakers: <ul style="list-style-type: none"> ○ Front of House (FOH) – Play program audio sources ○ Delay speakers (if required) ○ Distributed audio system (ceiling speakers) – Play a mix of speech and program audio. <ul style="list-style-type: none"> ▪ The speakers shall be logically zoned. • Microphones: <ul style="list-style-type: none"> ○ Each space shall be provided with: <ul style="list-style-type: none"> ▪ 1 gooseneck microphone ▪ 2 wireless lapel microphones ▪ 2 wireless handheld microphones. ○ These microphones shall remain active at all times as they provided a feed to the hearing augmentation system even when the AV system is off. • Hearing augmentation: <ul style="list-style-type: none"> ○ Those who are hearing impaired shall be able to hear both program audio and speech via an under floor hearing induction loop system. The hearing induction loop shall be an ultra-low spill phased array design. <p><u>Control</u></p> <ul style="list-style-type: none"> • Control for the room's AV equipment including source selection and audio levels shall be via a touch-screen mounted at the lectern. • Control system shall have provisions to be integrated with room lighting, motorised blinds and EWIS as necessary • The control system shall be enabled for remote management and support via the Symphony remote monitoring platform <p><u>Timetabling Screen</u></p> <ul style="list-style-type: none"> • Each theatre shall include an LCD panel at the entrance to display room booking information via the University's digital signage platform <p><u>Lecture capture</u></p> <ul style="list-style-type: none"> • Where this service is required the following shall be provided: <ul style="list-style-type: none"> ○ A dedicated lecture capture appliance ○ PTZ camera(s) as required





SPACE / SYSTEM TYPE	PLATFORM	FUNCTIONALITY
		<ul style="list-style-type: none"> ○ Audio feed to the lecture capture appliance consisting of speech and program audio ○ Lighting so that the lecturer/teacher is illuminated sufficiently for capture by a camera. The light shall be installed such there is no spill onto the projected image(s) <p><u>Room Linking</u></p> <ul style="list-style-type: none"> ● Where room linking is required AV over IP solutions shall be used
<p>Collaborative Learning</p>	<p>Converged</p>	<p>A standard Collaborative learning environment shall have the following functionality based on modes:</p> <p><u>Video</u></p> <ul style="list-style-type: none"> ● The room shall be provided with a primary display (i.e. projection system) and strategically placed LCD screens around the classroom to allow students to work in groups. This is usually a screen per student pod. ● The session shall be able to run in two (2) modes: <ul style="list-style-type: none"> ○ Presentation (session is driven solely by the academic) <ul style="list-style-type: none"> ▪ Same content is pushed to either: <ul style="list-style-type: none"> ● All screens (LCD screens and projection system) ● Just the projection system ○ Collaborative (session is driven by the academic as well as students) <ul style="list-style-type: none"> ▪ Academic: <ul style="list-style-type: none"> ● Same content is pushed to all screens ● Select active student content and display on all screens ▪ Student: <ul style="list-style-type: none"> ● Each student group can connect 3 concurrent BYOD devices at their pod, but only display one on the LCD screen closest to them. Selection shall be via local active buttons on the HDMI cables. ● Available sources for display via the teacher's console shall be: <ul style="list-style-type: none"> ○ Laptop – HDMI ○ PC ○ DVD (via PC) ○ Document Camera (via PC) <p><u>Remote Learning</u></p> <ul style="list-style-type: none"> ● The room shall have an option to include remote teaching aids including: <ul style="list-style-type: none"> ○ High-quality PTZ camera





SPACE / SYSTEM TYPE	PLATFORM	FUNCTIONALITY
		<ul style="list-style-type: none"> ○ Dedicated microphones ○ Resident PC as the M365 client <p><u>Audio</u></p> <ul style="list-style-type: none"> • Speakers: <ul style="list-style-type: none"> ○ LCD screen speakers – Play program audio sources ○ Distributed audio system (ceiling speakers) – Speech reinforcement only <ul style="list-style-type: none"> ▪ Speakers shall be placed over each group table ▪ The speakers shall be logically zoned • Microphones: <ul style="list-style-type: none"> ○ Each space shall be provided with: <ul style="list-style-type: none"> ▪ A boundary microphone ▪ 2 wireless lapel microphones ○ These microphones shall remain active all the time as they provided a feed to the hearing augmentation system even when the AV system is off. • Hearing augmentation: <ul style="list-style-type: none"> ○ Those who are hearing impaired shall be able to hear both program audio and speech via an Infra-Red (IR) assistive hearing system. <p><u>Control</u></p> <ul style="list-style-type: none"> • Control for the room’s AV equipment including source selection and audio levels shall be via a touch-screen mounted on the academic’s desk/console • Control system shall have provisions to be integrated with room lighting, motorised blinds and EWIS as necessary • The control system shall be enabled for remote management and support via Symphony. <p><u>Room Booking</u></p> <ul style="list-style-type: none"> • Each collaborative classroom shall include an LCD panel at the entrance to display room booking information via the University’s digital signage platform
Mobile Computer on Wheels (MoCoW)	Conventional	A standard Mobile Computer on Wheels is a roaming/mobile presentation device. Standard Functionality <u>Video</u> <ul style="list-style-type: none"> • Content shall be displayed on an interactive LCD screen which is mounted on a portable trolley/stand.





SPACE / SYSTEM TYPE	PLATFORM	FUNCTIONALITY
		<ul style="list-style-type: none"> • Available sources for display on the LCD screen shall be: <ul style="list-style-type: none"> ○ Laptop – HDMI ○ PC (including wireless network adaptor) <p><u>Conferencing</u></p> <ul style="list-style-type: none"> • Should this service be required, it will be available using: <ul style="list-style-type: none"> ○ USB Soundbar with integrated webcam ○ PC ○ Laptop via USB Switcher (If required) <p><u>Audio</u></p> <ul style="list-style-type: none"> • Speakers: <ul style="list-style-type: none"> ○ LCD screen speakers – Play program audio sources <p><u>Control</u></p> <p>Control for the AV equipment on the trolley including source selection and audio levels shall be via a keypad mounted on the trolley.</p>

2.4. Application of Standard System Designs

2.4.1. Overview

In general, all audio visual installations throughout RMIT University shall functionally align to the system descriptions within section 2.3 & optioned within allowances detailed in the schematic drawings (refer section 2.11 for relevant schematics drawings).

The table below provides information on the environments that each of the standard designs as well as relevant building blocks can be applied to.

Section 2.4.3 below details out the process to have spaces where the functional or design requirements fall outside these parameters approved.

2.4.2. Application of Systems & Building Blocks

Reference for usage row in the table below:

- P = Professional
- S = Student

* Professional category includes: Academic, Researcher, General Staff Member

** Usage of MoCoWs or Microsoft Surface Hub 2 within learning and teaching environments shall only be in the following scenarios:

- Environments where audio visual hardware cannot be installed
- As a technology aid to facilitate learning & teaching





	Schematic Reference	Marketing Content	Service Area	Private Office	Executive Office	Stand-up or Project Space	Collaboration Small	Collaboration Medium	Collaboration Large	Boardroom	Flat-Floor Teaching	Collaborative Learning	Lecture Theatre
Usage	-	P, S	P, S	P	P	P	P, S	P	P	P	S	S	S
Qty People	-	N/A	N/A	2-4	5-10	5-10	2-4	5-10	10+	10+	<120	<120	120+
Digital Signage	AV-S-05	✓											
Q-Less	AV-S-05		✓										
Timetabling Screen	AV-S-05										✓	✓	✓
Meeting Collaboration Small	AV-S-01			✓			✓						
Meeting Collaboration Medium	AV-S-02				✓	✓		✓					
Meeting Collaboration Large	AV-S-03								✓	✓			
Flat Floor Teaching	AV-S-07 to AV-S-12										✓		
Theatre	AV-S-06												✓
Collaborative Learning	AV-S-13 to AV-S-15											✓	
MoCoW	AV-S-04					✓					✓**		
Microsoft Surface Hub 2	N/A					✓					✓**		



2.4.3. Departure from Standard AV Designs

Should there be a requirement to implement a space which falls outside the detailed functionality or pre-defined system designs, a “Dispensation Request Form” must be completed. Refer AV-DOC-04-V3.00--Dispensation Request Form)

All effort shall be made to utilise equipment from the approved AV equipment list (refer: AV-SCH-04-V3.20--AV Standard Equipment List) when a custom design is proposed.

2.5. Spares

For RMIT University to maintain a high level of service & meet existing SLAs, the following spares rule which is split up into custom & standard equipment must be adhered to for any single project. These spares will go into the general support pool but will ensure maximum uptime of installations.

Failure to meet these requirements could lead to possible damage to reputation.

2.5.1. Standard Equipment:

AV equipment listed as standard items with reference to “AV-SCH-04 AV Standard Equipment List – 3.20” shall have the following rule:

	Quantity of Spare Units to be Provided as Part of the Project Delivery
1 – 19 Units	Zero spare units
20 – 39 Units	2 spare units
Every additional 20 units or part thereof above 39 units	1 spare unit

Provide 25% spare projector lamps & filters of all installed projectors.

2.5.2. Non-standard Equipment

AV equipment which is not listed as standard items with reference to “AV-SCH-04 AV Standard Equipment List – 3.20” shall have the following rule:

	Quantity of Spare Units to be Provided as Part of the Project Delivery
1 – 3 Units	1 spare unit
4 – 9 Units	2 spare units
10 – 19 Units	3 spare units
20 – 29 Units	4 spare units
30 – 49 Units	5 spare units
Every additional 20 units or part thereof above 49 units	1 spare unit





2.6. Resident Computer

A resident computer (Windows/Apple) will be supplied by ITS where required. The AV Integrator shall be responsible for the installation which includes liaising with RMIT for the video configuration of the resident PC. To simplify coordination, RMIT ITS will image the resident PC prior to handing over the machine to the AV integrator.

2.7. Lecture Capture

RMIT uses the Echo360 platform for capturing lectures. Audio, video (copy of the projected image) and a camera input can be captured in a single session. When a booking is made for a specific room and time the capture device encodes audio, video and camera and delivers it to a centralised server system for student access. Note: Camera selection is optional at time of booking.

Responsibilities for the deployment of lecture capture are as follows:

Order	Task	RMIT	AV Integrator	Comments
1	Purchase of appliance	Yes	Yes	Project dependent
2	Configure appliance	No	Yes	RMIT to provide configuration file to the AV integrator
3	Provision & configuration of data ports	Yes	No	-
4	Installation of lecture capture appliance into rack & connection to power & data	No	Yes	This includes streaming decoders for a deployment using the converged platform
5	Test to ensure all is operational & recording correctly	No	Yes	This is undertaken by the AV integrator logging into a web-browser. The web address & login details shall be provided by RMIT AV

Other notes:

- Network cabling shall be directly connected between the device and the RMIT room network port (i.e. no intermediate network switch) and the lecture capture appliance.
- Network cabling must comply with the RMIT IT standards for communication cabling for installation and termination (See RMIT Design Standards – Section 10 Communications 4).
- Should there be any issues with the installation, the AV integrator may be required to return to site to assist in the rectification works.

2.8. Digital Signage

2.8.1. Overview

RMIT uses a cloud based digital signage platform AppSpace. Deployment of an end-point shall have responsibilities split between the AV integrator and ITS as follows:





Order	Task	RMIT	AV Integrator	Comments
1	Purchase of appliance			
1.1	Mini PC	Yes	No	Leased Asset
1.2	OPS media player	No	Yes	Outright purchase
1.3	External media player	No	Yes	Outright purchase
2	Configure appliance			
2.1	Mini PC	Yes	No	ITS
2.2	OPS media player	No	Yes	Installing RMIT supplied files onto MicroSD card
2.3	External media player	No	Yes	Installing RMIT supplied files onto MicroSD card
3	Provision of data ports	Yes	No	
4	Installation of Digital Signage including connection to power & data	No	Yes	
5	Supply of on-screen code and ID to RMIT AV for onboarding	No	Yes	
6	Onboarding to AppSpace	Yes	No	
7	Test to ensure all is operational & displaying correctly	No	Yes	

2.8.2. Display Types – Digital Signage

Refer to section 3.15.4, 3.15.5, 3.15.6 for display types

2.8.3. Standard Digital Signage

RMIT uses AppSpace for Digital Signage. Deployment is via a device that is compatible with AppSpace.

The AV integrator shall confirm location, height and orientation prior to installation. Where a media player is installed behind an LCD screen, the unit shall be obscured from view and securely mounted to stop unauthorised removal. The LCD screen or player may need additional security measures installed. This shall be documented in the RFQ/RFT.

Special consideration shall be paid to the viewing angles to ensure the content is clearly displayed. The location of the LCD screen shall not be obscured by physical or environmental factors of the installation. The LCD screen location shall be positioned such that it can be easily maintained and accessible for servicing and client interaction.

As a part of the design, power and data requirements shall be allowed for control and network connection of all items installed.

2.8.4. Timetabling Screens



RMIT uses All-In-One (AIO) computers to display room specific timetabling information outside of nominated teaching spaces.

The timetabling information is called up via the AppSpace custom card and follows a similar deployment process to Digital Signage

RMIT will supply & image the AIO PC with the appropriate Managed Operating Environment (MOE).

2.8.5. Qless (Queue Management)

Currently RMIT uses AppSpace to display Qless queue management information. The deployment should be the same as a standard digital signage system (refer 2.8.3) with the addition of an interface & suitable mount to allow people to join the queue if required.

Should an interface be required:

- a) The interface shall be an RMIT supplied AIO PC
- b) The AIO PC shall be mounted with the following considerations:
 - Compliance with current DDA regulations
 - Security against theft

2.9. Custom Designs

Where system requirements are outside of the documented standard designs & functionality, a custom design that builds on a standard design can be considered.

A dispensation form must be completed for all custom designs including schematics and a project brief.

In order of preference, all custom designs must take the following approach regarding equipment selection.

1. Use equipment listed in the RMIT AV Standard Equipment List (AV-SCH-04)
2. Use equipment by one of the existing approved manufacturer suppliers from the RMIT AV Standard Equipment List (AV-SCH-04)
3. Use alternative brands

In addition, the following must be considered:

- Why is a standard install not suitable?
- What is the impact of not providing the requested functionality?
- What is the impact on maintenance/support?
- What is the impact on operational management?
- What is the impact on lifecycle?
- What is the impact on the project timeline/program?
- What are the control measures put in place to reduce operational risk to RMIT?

2.9.1. Video Conferencing

RMIT has standardised on the Microsoft M365 suite of applications for video conferencing. In particular, Microsoft Teams.

For spaces other than those which have designs already documented for video conferencing, below details general guidelines which are to be considered for the custom design.

Video

- a) Single display



- b) Camera position & overall coverage
- c) Ability to feed the high quality camera to the PC via USB for integration into Microsoft Teams. Any USB connections should not require the PC to have dedicated drivers.

Audio

- a) Speaker setup and zoning
- b) Mix-minus (if possible)
- c) Microphone choice. Order of preference:
 - 1. Close proximity microphone position:
 - Classroom/Theatre - Lapel, handheld, gooseneck
 - Meeting/Collaboration Space - Gooseneck or similar
 - 2. Medium range microphone position
 - Classroom/Theatre - Boundary with appropriate polar pattern
 - Meeting/Collaboration Space - Boundary with appropriate polar pattern
 - 3. Long range microphone position
 - Classroom/Theatre - Ceiling/steerable microphone
 - Meeting/Collaboration Space - Ceiling microphone
- d) All desk/table mounted microphones should be installed with a shock mount
- e) Ability to feed the high quality audio mix to the PC via USB for integration into Microsoft Teams. Any USB connections should not require the PC to have dedicated drivers.

Control

- a) Minimum of 10" wired touch-screen interface
- b) Touch-screen location:
 - 1. Classroom/Theatre – Lectern and/or control room
 - 2. Meeting/Collaboration Space - Meeting room table, wall (Preferred) or credenza

Environmental considerations (list is not exhaustive)

- a) Acoustic:
 - 1. Existing room acoustic properties
 - 2. Required treatments to deal with long reverb times
- b) Lighting
 - 1. Artificial & natural
 - 2. Vertical illumination (no down lights)
 - 3. Window treatments
 - 4. Task lighting for theatres
- c) Mechanical
 - 1. Noise or high air-flow (proximity to microphones)
- d) Plant noise transfer





- e) Furniture layout, position and design to allow:
 - 1. Inclusion of participants in the discussion
 - 2. Capture of participants by the camera

All video conferencing designs must be approved by RMIT AV prior to implementation.

2.9.1.1. Settings

Currently, RMIT uses Microsoft Teams for video conferencing.

Specific settings and configuration requirements shall be enabled from RMIT ITS at the time of deployment.

2.9.2. Event Spaces

Spaces ear-marked for event usage shall be assessed and designed on a case-by-case basis. It is for this reason that there is no specific event space design in the RMIT AV Standards.

Below details out general guidelines which should be considered for all projects which incorporate event spaces.

Video

- a) Primary display as single or dual. If dual, both shall show the same content as the default.
- b) Supplementary displays
 - 1. Installed
 - 2. Portable
- a) Cameras. Provision for:
 - 1. Record:
 - i. Lecture capture with installed camera
 - ii. Camera operator positions
 - 2. Live feed
 - iii. Camera operator & video input location
- b) Multiple stage position inputs/outputs
- c) Multiple control position inputs/outputs
- d) Ability to feed the high quality camera to the PC via USB for integration into Microsoft Teams. Any USB connections should not require the PC to have dedicated drivers.

Audio

- a) Appropriately specified speaker system with delays if required
- b) Speaker setup and zoning
- c) Appropriate quantity of microphones for identified usages as well future usages:
 - 1. General presentation
 - 2. Panel discussion
 - 3. BOH/crew/stage manager system





- d) Provision for microphone antenna extension kits if required for wireless microphone systems
- e) Ability to feed the high quality audio mix to the PC via USB for integration into Skype for Business. Any USB connections should not require the PC to have dedicated drivers.

Control

- a) Minimum of two 10" wired touch-screen interface
- b) Touch-screen location:
 - 1. Stage location
 - 2. Control location
 - 3. BOH/rack location
- c) Provision for basic & advanced controls

Environmental considerations (list is not exhaustive)

- a) Acoustic:
 - 1. Existing room acoustic properties
 - 2. Required treatments to deal with long reverb times
- b) Lighting
 - 1. Illumination of key areas:
 - o Stage – presenter
 - o Stage – panel discussions
 - 2. Vertical illumination (no down lights)
 - 3. Task lighting
 - 4. Camera lighting
 - 5. Ability to use theatre lighting & provision of:
 - o Dimmers
 - o Dimmed lighting outlets
 - o DMX/IP runs for lighting control
 - o Lighting position
- c) Mechanical
 - 1. Noise or high air-flow (proximity to microphones)
- d) Plant noise transfer
- e) Furniture layout, position and design to allow:
 - 1. Inclusion of participants in the discussion
 - 2. Capture of participants by the camera

All video event space designs must be approved by RMIT AV prior to implementation.

2.10. Lighting





Dimmed lighting is typically like for like for upgrades and mandatory for new or fully renovated spaces.

Total number of pre-sets will depend on room size, layout and lighting design.

Button	Function	Notes
Full	Lighting Pre-set	All circuits to 100%
High	Lighting Pre-set	All circuits at 70%
Medium	Lighting Pre-set	All circuits at 40%
Low	Lighting Pre-set	All circuits at 20%
Scene 1	Lighting Pre-set	AV scene 1 Projection surface / Presentation area at 0% Room at 50% Isle lights at 60%
Scene 2	Lighting Pre-set	AV scene 2 Projection surface / Presentation area at 20% Room at 70% Isle lights at 80%
Scene 3	Lighting Pre-set	AV scene 3 Projection surface / Presentation area at 0% Room at 0% Isle lights at 20% - To minimum BCA requirements
Off	Lighting Pre-set	All circuits off

2.11. Reference & Supplementary Documentation

The RMIT AV Standards shall be read in conjunction with the following documents. Standards v3.20 has removed aged schematics and re-ordered the numbering scheme. For installations completed under previous standards, please check the relative standards document for reference:

Document No.	Document Type	Document Name/Description
AV-S-00-D	AV Schematic Drawing	Index Summary Page
AV-S-01-C	AV Schematic Drawing	Meeting/Collaboration (Small Environment)
AV-S-02-C	AV Schematic Drawing	Meeting/Collaboration (Medium Environment)
AV-S-03-C	AV Schematic Drawing	Meeting/Collaboration (Large Environment)
AV-S-04-D	AV Schematic Drawing	Mobile Computer on Wheel (MoCoW)
AV-S-05-D	AV Schematic Drawing	Digital Signage
AV-S-06-L	AV Schematic Drawing	Lecture Theatre
AV-S-07-A	AV Schematic Drawing	Building Blocks – Flat Floor Teaching





AV-S-08-A	AV Schematic Drawing	Flat-Floor Teaching Space (Projection)
AV-S-09-A	AV Schematic Drawing	Flat-Floor Teaching Space (LCD-Interactive)
AV-S-10-E	AV Schematic Drawing	Building Blocks – Flat Floor Teaching (CAV)
AV-S-11-C	AV Schematic Drawing	Flat-Floor Teaching Space (Projection-CAV)
AV-S-12-C	AV Schematic Drawing	Flat-Floor Teaching Space (LCD-Interactive-CAV)
AV-S-13-B	AV Schematic Drawing	Building Blocks – Collaborative Learning
AV-S-14-B	AV Schematic Drawing	Collaborative Learning (Inputs)
AV-S-15-B	AV Schematic Drawing	Collaborative Learning (Outputs)
AV-E-00-C	AV Elevation Drawing	Index Summary Page
AV-E-01-C	AV Elevation Drawing	Meeting/Collaboration Spaces (Indicative)
AV-E-02-C	AV Elevation Drawing	Flat-Floor Teaching Space (Indicative)
AV-E-03-C	AV Elevation Drawing	Lecture Theatre – Single Image (Indicative)
AV-E-04-C	AV Elevation Drawing	Lecture Theatre – Dual Image (Indicative)
AV-D-00-C	AV Detail Drawing	Index Summary Page
AV-D-01-C	AV Detail Drawing	Not Currently in Use
AV-D-02-B	AV Detail Drawing	Academic's Desk Layout (Flat-Floor Teaching)
AV-D-03-B	AV Detail Drawing	Viewing Guidelines
AV-D-04-B	AV Detail Drawing	Indicative Equipment Layout at Display Device
AV-D-05-B	AV Detail Drawing	Projector Cage Equipment Layout (Flat-Floor Teaching)
AV-DOC-02-V3.20	AV Document	Converged AV Deployment Guide
AV-DOC-04-V3.20	AV Document	Dispensation Request Form
AV-SCH-01-V3.20	Schedule	AV Equipment Schedule
AV-SCH-02-V3.20	Schedule	Not Currently in Use
AV-SCH-03-V3.20	Schedule	AV Asset Decommissioning & Disposal Form
AV-SCH-04-V3.20	Schedule	AV Standard Equipment List
AV-SCH-05-V3.20	Schedule	AV Test Script (Standard AV)
AV-SCH-06-V3.20	Schedule	AV Standards Amendment History
AV-SCH-07-V3.20	Schedule	AV Test Script (Converged AV)
AV-SCH-08-V3.20	Schedule	Room Audio Measurements





3. AV SYSTEM DELIVERY/DEPLOYMENT





3.1. Overview

This section details:

- Installation quality & guidelines
- Regulatory compliance
- Technical requirements/settings for hardware

3.2. Standards & Regulations

All AV systems must comply with the relevant rules and requirements of the following standards and regulations:

ANSI/AVIXA A102.01:2017	Audio Coverage Uniformity in Enclosed Listener Areas
AS/NZS3000:2007/Amdt 2:2012	Electrical Installations.
AS/NZS2107:2016	Acoustics - Recommended design sound levels and reverberation times for building interiors
AS/NZS3760-2010	In-service safety inspection and testing of electrical equipment
AS3080:	Integrated Telecommunications Cabling Systems for Commercial Premises.
AS3084:	Telecommunications Installation, Pathways and Spaces for Commercial Buildings.
AS1127 PT 1-9 inc:	Sound System Equipment.
AS1044	Limits of Electromagnetic Interference
AS1428.1	Australian Standard AS1428.1 (2017) - Design for access and mobility, Part 1: General requirements for access – New building work (AS1428.1)
AS1428.2	Australian Standard AS1428.2 (1992) (R2015) - Design for access and mobility, Part 2: Enhanced and additional requirements – Buildings and facilities (AS1428.2)
AS1428.5	Australian Standard AS 1428.5-2010 (R2016) Design for access and mobility - Communication for people who are deaf or hearing impaired (AS1428.5)
AS3250:	Approval and Test Specifications – Mains Operated Electronic and Related Equipment.
IEC118-4	Electro acoustics – Hearing aids – Part 4: Induction loop systems for hearing aid purposes – Magnetic field strength
TS 001, TS 008 and TS 009:	ACMA Technical Specifications.
CE marked:	Complying with EEC directives 73/23 “low voltage” and 89/336 “electromagnetic compatibility”.
C-tick:	Complying with Australia and New Zealand EMC Framework requirements.
BCA	Building Code of Australia 2016 (BCA)
DDA	Commonwealth Disability Discrimination Act 1992 (DDA)





	Commonwealth Disability Standards for Education 2005 (Education Standards)
	Victorian Building Act 1993
	Victorian Building Regulations 2006
RMIT Communications Standard	Section 10 – Communications (http://www1.rmit.edu.au/propertyservices/dsb)
AS3760:2010	In-service safety inspection & testing of electrical equipment

3.3. Definitions

The following definitions apply to this document:

Accessible	An area to which access may be gained without difficulty. This can include the removal of a door, screwed panel, removable ceiling panel, hatch or the like. Access can be gained by use of ladders, planks or similar equipment if needed.
Approved / Approval	Acceptable for the works in the opinion of the Principal. The approval of any documentation or departure from the original scope does not diminish the contractor's obligations.
Authorities	Means statutory bodies or inspectors of such bodies having jurisdiction over the works under relevant current regulations and statutes.
AV Consultant	The Company that provides the overall technical design and direction required to apply the requirements of this document to a specific place. The AV consultant may be either an external consultant from the approved RMIT Design Panel or member of the RMIT AV Design team.
AV Integrator	The company bound to carry out and complete the AV work (including situations where the AV works is a sub-contract to the Builder).
Contract	The agreement between principle and contractor with reference to the RFP/RFT to complete the works.
Contractor	The company, its staff, agents, or sub-contractors that enters into an agreement to complete the works requested.
Defects Liability Period	Is a set period after a project has been completed during which the contractor is obligated to warrant all goods and services supplied.
Install	Set out, erect, mount, align, fix, connect, adjust, integrate test and commission and hand over in proper working order and shall ALSO mean, unless stated clearly to the contrary, supply of the item(s).
Instruction	A direction issued to the Contractor by the principle or their nominated representative
Practical Completion	The Actual date all works are completed and accepted into service; this is nominated by the principle.
Principal	RMIT AV Delivery Manager, RMIT Team Lead, AV Design or nominated RMIT representative.
Project Manager	The role responsible for the project whom will liaise will all relevant parties to schedule and complete relevant works. Depending upon the scale of the project a specialised IT project manager may be assigned to directly manage AV works in addition to the lead project manager.
Provide	Supply, install and commission.
Specialist Contractor	The company that is engaged by the AV Integrator to carry out specialist areas of the AV Contract.
Submit / Review	Supply information to the Principal for review.





Superintendent	Is the project Sponsor or the nominated representative.
Supply	Purchase, obtain, store off site as necessary, deliver to site, and off load, position, store and protect on site.

3.4. Intellectual Property

The AV Integrator responsible for providing AV services to the University must assign rights in all design and programming to the Principal at Practical Completion. Such rights shall be non-exclusive but must include the right to modify and/or re-use elsewhere within the University.

This section applies to all programmable devices including, but not limited to, AV switching equipment, control systems and audio DSP devices. All source code must be provided in a format that is editable by any suitably qualified programmer. The AV Integrator must provide all support programs necessary for the authoring and modification of such code.

3.5. Procurement

To simplify procurement, increased speed of delivery of standard spaces and serviceability, RMIT has created a number of standard installations for meeting and teaching spaces. These are made available to end users via GetIT.

InSight Systems shall complete all standard installation requests via GetIT. Each room requested will be treated as separate installations.

InSight Systems shall complete all bespoke room installation requests via GetIT estimated below the value of \$150,000.

Any bespoke room installation request estimated to exceed \$150,000 shall be sent to the Procurement Panel.

This panel must be used for all RMIT projects/purchases involving AV equipment and services over the value of \$150,000.

Please refer to RMIT AV Procurement department for further details.

3.6. Authorities

Installed AV systems shall comply with the following, whether specific reference has been made in the AV specification or not:

- a) Relevant State or Territory Electricity Regulations
- b) Australian Building Codes Board (ABCB)
- c) Human Rights and Equal Opportunity Commission (HREOC)
- d) Australian Communications and Media Authority regulatory and licensing requirements
- e) Workplace Health and Safety
- f) AETM Design Guidelines for Tertiary Teaching Spaces
- g) RMIT endorsed ANSI / AVIXA standards

All contracting staff members involved in the Design, Install, Commission, Programming and Certification of a RMIT Project shall be certified by the relevant Governing body and be accredited by the manufacturer to perform the required works. The contractor must supply proof of certification in the response to any RFP for both the company and its staff where required.





3.7. Design for Maintenance and Serviceability

3.7.1. Requirement

The AV Integrator shall be responsible for ensuring all installed AV systems are easily maintainable and serviceable by the Principal or their chosen representative. In particular, the following principles shall be adhered to:

- a) Where ceiling mounted projectors are installed in spaces with tiered floors or fixed seating, the projector shall be positioned in clear space with a flat floor for ease of access.
- b) Projectors must be installed on a motorised lift when:
 1. Ceiling mounted projectors are installed above raked seating
 2. Ceiling mounted projectors are installed 3m above finished floor level
 3. Ceiling mounted projectors are installed in any other situation where easy servicing of the projector would not be possible

When a motorised projector lift is installed it must lower the projector to a service position at 1200mm above finished floor level. Any equipment associated with the projector must be lowered with the projector for serviceability and ease of access. Cables traversing the Lifter's scissor shall be flexible fly leads and suited to the task. All cables feeding the projector shall be terminated at the top of the lifter in an accessible location if the need to replace arises.

The AV Integrator shall ensure that all other AV equipment is installed with due consideration to service access.

Control of the projector lift will be via a password-protected page on the touch panel.

To maintain the AV systems intended functionality, user experience, security, and maintainability, the system requires an approved RMIT teacher's station or lectern. The standard furniture allows for equipment from the ITS-AVS Audio Visual Standards to be accessible and uniform in all spaces. The joinery may be existing, supplied by RMIT Property Services or the Integrator. Should the AV contractor need to provide joinery, this will be stipulated in the scoping document and tender process. The joinery will be sourced through RMIT approved partners.

3.8. Workmanship – Installation

3.8.1. Work

AV Integrators must carry out all work to a high standard and in a professional manner using competent and experienced personnel who shall be properly supervised. All work must comply with Australian Standards, University Standards and industry best practices for AV and ITS. Integration staff must hold appropriate manufacture and industry level qualifications for the equipment they are installing, or tasks being undertaken.

In all cases the AV integrator shall install the system with the guidance of this document considering the workspace the system is being installed in. The function of the workspace cannot be compromised by the AV install and the install shall conform to the overall concepts set out in the areas design.

RMIT requires that all contractors follow approved procedures and apply for permits for certain works. Further information is available on the RMIT property services web site (<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/building-and-safety-information>) or the Project Manager.

3.8.2. Provision of a Fully Working System



The AV Integrator must supply all items necessary to provide a fully working system in line with the AV specification/documentation, design intent and any relevant statutory authority, whether specifically mentioned within the documentation or not.

A fully working system must include commissioning and co-ordination of all subsidiary systems that interface with the AV system, including, but not limited to:

- a) University LAN/WLAN/WAN
- b) Dimmer/Lighting control (if applicable)
- c) Motorised blinds/curtains (if applicable)
- d) Joinery, cupboards and locks
- e) Lecture Capture
- f) Video Conferencing
- g) Teaching PC

3.8.3. Equipment

A detailed list of RMIT approved AV equipment is provided as a supplementary document to these Standards. Refer section 2.1.

Alternative products and design approaches may be considered and approved if deemed equivalent and necessary by the Principal. When nominating an alternative product or design, the AV Integrator / AV Consultant must:

- Demonstrate that it meets or exceeds the specification and usability of the nominated equipment or design approach
- Demonstrate the reason for the departure from the standard. This reasoning must be captured in a formal dispensation request form which is to be lodged and approved prior to the installation works proceeding.
- Adhere to RMIT "Spares" rule. Refer section 2.5

If approval for a departure from the AV standards has not been formally requested, the Principal reserves the right to reject any proposed alternatives and maintain the specified item to be installed at no cost penalty.

AV Integrators shall only use equipment and materials that are compatible with the items and/or systems to be installed. Supply and install all necessary brackets and secondary materials to support the AV equipment.

Where a colour is specified for any product (including cables and connectors) it must be interpreted as a requirement.

The Principal may have some of the equipment or licenses needed to complete the installation. This information will be known and conveyed to the AV Integrator at the design approval stage of the project prior to equipment procurement.

3.8.4. Supply of Equipment & Warranty

The Principal will not accept equipment unless:

- a) It is procured in a timely manner through formal channels via the manufacturer or their appointed Australian representative.
- b) It is fully warranted for commercial use in Australia by the manufacturer.
- c) It is well supported in Australia with technical support and spare parts (including timely replacement of faulty parts).

All installations and equipment shall be warranted for a period of at least 12 months from the date of Practical Completion unless otherwise specified.

Warranty details are to be provided in the Equipment Schedule as part of the AV deliverables at the end of the project. Refer section 4.1.1 for information on the AV deliverables package.

3.8.5. Delivery, Handling & Storage/Sealed Containers

Deliver, unload and store in a secure area (in accordance with manufacturers' instructions where applicable) to prevent damage, deterioration and/or loss. If materials or products are supplied by the manufacturer in sealed containers or packages, delivery and storage of the products to point of use is to be in the original containers or packages. The exception to this would be racks and their contents built off site

3.8.6. Protection

Protect all installed AV equipment for the duration of the project from damage from any source until Practical Completion of the project.

3.8.7. Product Certification

Use all products according to any certification requirements. Any product or portions of an installation that needs to be certified shall have the certification documents included in the As-Built section of the deliverables. E.g. Hearing Augmentation System.

3.8.8. Installation

Install materials and equipment in accordance with manufacturer's recommendations, applicable standards and any directions in this document. Clarification from the Principle is required if this document or the specific installation compromises the manufactures instructions.

3.8.9. Asset Register & Labelling

All installed equipment requires the creation of an asset register and an asset label affixed by the AV Integrator. The Principal will supply the AV Integrator with RMIT labels.

An 'AV Equipment Schedule' which includes an asset register field will be issued by the Principal at the commencement of the project. Refer to the appendix.

Asset labels are to be applied according to the following guidelines:

- a) 1 x Asset label is to be installed, but not limited to, the following equipment
 1. All AV rack or projector cage equipment (except those items noted under item 'b' below.
 2. Touch panels
 - Wall mounted - on backing box or inside flange
 - Table mounted – on underside
 3. Display devices – projectors & LCD screens.
 4. Speakers FOH
 5. Document cameras
 6. Microphones
 - Lapel microphones – on the inside of the battery cover



- Handheld microphone – at the bottom of the handle
- 7. Remotes and pointing devices (only if required to remain within the room)
- 8. Chargers and docking stations
- 9. Active converters such as twisted pair transmitters and receivers
- b) The following equipment does not require asset labels:
 1. Cables
 2. Passive adaptors
 3. Connection plates
 4. The physical AV rack/s
 5. Power supplies associated with equipment above (refer section 'a')
 6. Mounting trays and brackets
- c) Asset labels are to be installed as follows:
 1. 1 on each item detailed in section 'a'
 2. Location:
 - Top, side, rear or bottom of the unit in a location that is not part of a removable accessory (e.g. panel/cover or lid).
 - No asset Labels are to be placed on the front of any units (excluding AV rack equipment).
 - In general, no asset labels are to be visible by users with the follow exceptions:
 - Handheld microphone
 - Remotes and pointing devices
 - Labels are not to cover any serial number, part number, functional label or description on the device

See the 'Deliverables' section of this document for further information.

3.8.10. Fastenings

3.8.10.1. Requirement

All equipment including projectors, flat panel displays etc, shall be firmly fixed in position.

The AV Integrator must obtain all engineering certifications for suspended equipment as required. Selection and installation of the fixing shall be made in accordance with the manufacture's data/specification information and the engineering advice.

3.8.10.2. Type

Use threaded fasteners to allow removal and replacement. Galvanised expanded metal anchor type should generally be used in masonry and concrete. Material shall be selected which will avoid corrosion. Select fastener appropriate for duty and loading.








3.9. Locks

3.9.1. Padlocks & Barrel Locks

RMIT requires audio visual equipment to be secured against theft and misuse by installation of locks. The provision of locks is as follows:

Item	Lockwood Lock Code	Description	Keyed To	Accepted Usage	Access	Picture
1	693ASCMT5+	693A Cupboard Lock SC	RIA.2	Cupboard housing an AV equipment rack	- ITS Field Services - AV Support Technician	
2	693ASCMT5+	693A Cupboard Lock SC	RIA2.1	Cupboard/drawer housing user equipment (e.g. wireless microphones, mouse etc)	- ITS Field Services - AV Support Technician - Academic Staff	
3	334B45/138/M T5+	334 Brass Padlock 38mm shackle	RIA.2	Projector cages	- ITS Field Services - AV Support Technician	

RMIT shall be responsible for:

- a) The order & supply of all locks (barrel & padlocks)
- b) The installation of all barrel locks

The AV consultant shall be responsible for advising RMIT on the quantity of locks required & usage so they can be ordered & keyed appropriately.

The AV Integrator shall be responsible for:

- a) The installation of all padlocks

3.9.2. Kensington Locks

The following equipment requires a four (4) barrel Kensington lock:

- All document cameras
- Computers (teaching spaces, meetings rooms, MoCoWs, Digital Signage)

3.9.3. Split Pin

The following equipment requires a 5mm diameter split pin or approved equivalent to prevent easy removal of the panel without the use of tools:

- LCD panel is installed on a wall/pole mounted bracket

3.10. Painting and Finishes

3.10.1. Requirement





Finishes shall be selected to suit the application and the surrounding environment of the teaching space. Finishes shall be long lasting, hard wearing and aesthetically appealing.

All finish materials and colours of all visible components shall be coordinated and approved by the project/building Architect and/or Principal prior to procurement.

3.10.2. Painting - Metalwork

Refer RMIT University Property Services standards.

3.11. Penetrations

3.11.1. General

Prior to undertaking any penetrations, the AV integrator shall obtain approval from RMIT Property Services and/or an RMIT approved structural engineer.

Penetrations should be sealed in accordance with RMIT Property Services and current BCA requirements

3.11.2. Acoustic

3.11.2.1. Requirement

Acoustically seal penetrations for cables, conduits, ducts and busways passing through acoustic rated floors and walls to maintain the acoustic properties of the floor or wall.

3.11.2.2. Materials

Submit details of each type of acoustic seal system proposed. Provide a cable transit system of approved manufacture and acoustic properties where required.

3.11.2.3. Skirting Ducts

Provide acoustic treatment to skirting ducts where passing through acoustic rated walls as specified above.

3.11.2.4. Multi Cable Access

Where multiple cables are required to pass through the acoustic barriers enclose cables in a 1.6mm thick sheet steel enclosure packed with 32 kg/m³ insulation. Seal the duct to the acoustic barrier with a flexible sealant of specific gravity 1.5 or greater. Design the access duct to have at least one 90o bend prior to penetrating the acoustic wall. Elsewhere, wrap cables in 4.5 kg/m³ 'loaded vinyl' faced with 25mm thick insulation sheet and seal to the acoustic barrier with flexible sealant as specified above.

3.11.2.5. Single Cable Access

Where single cables are required to pass through acoustic barriers, repair penetration and seal the cable to the acoustic barrier with a flexible acoustic rated sealant.

3.12. Equipment Racks

3.12.1. General





Provide IEC60297-compliant equipment racks complete with:

- a) All equipment fixings
- b) Power distribution and control
- c) Chassis runners
- d) Shelving and ventilation
- e) Ventilation or tamper-proof panels as required

Doors are not required unless specified.

Access to AV Racks or rack locations to be secured by AV key access. (Refer to Section 3.9.1 for type information).

All equipment racks shall be powder coated in non-reflective black, including cable trays & shelving (if available) unless otherwise specified.

All racks shall be installed with clear access to both front and rear to ensure ease of service to the AV system. They shall have vent panels to cover all spare slots to ensure proper airflow.

3.12.2. Construction

The following manufacture/models will be accepted. Any alternatives will require approval by the Principal.

- a) MFB Series 2005B
- b) Rack Technologies 19" C series
- c) Elgee Zip Rack (Up to 24 RU)
- d) Rack World Systems – Slide & Rotate Rack – M6 Tapped Holes

In cases where the AV rack is larger than 24RU, Elgee Zip Racks are deemed to be not a suitable option.





3.12.3. Installation Configuration

Below is a table which indicates the appropriate rack selection based on environmental room conditions.

Green = Yes/Required

Orange = Optional

Red = No

Black = N/A

Rack Type	Joinery	Kicker	Joinery Door (c/w cut-out)	Joinery Door Lock	Rack Security Screws	Rack Security Grills	Rack Door Front	Rack Panel Rear	Rack Panel Top	Rack Panel Sides	Wheels	Rack Tether for Security
Rack World Systems	Green	Green	Green	Green	Green	Orange	Black	Black	Black	Black	Black	Red
Elgee/Rack Technologies /MFB	Green	Red	Green	Green	Green	Orange	Red	Red	Red	Red	Green	Red
Elgee/Rack Technologies /MFB	Red	Black	Black	Black	Green	Green	Red	Orange	Green	Green	Green	Green

If the specifics of the project are outside the parameters of the above table, advice shall be sought by RMIT AV.





3.12.4. Rack Panels

3.12.4.1. Top and Side panels

Supply colour-matched side and top panels from the same series as the racks. Where multiple racks are installed side-by-side, bolt adjacent racks together via baying kit and provide side panels for the outer faces only.

All panels are to be secured by security screws to prevent unauthorized access or removal of equipment installed within the rack.

3.12.4.2. Rear Panels

If required, supply colour-matched rear vent panels from the same series as the rack(s). E.g. Acceptable rear vent panel for 12RU Elgee Zip Rack is: Part No.: Z610-0060-B (Qty 2)

All panels are to be secured by security screws to prevent unauthorized access or removal of equipment installed within the rack

3.12.5. Ventilation

Ensure adequate ventilation for all mounted systems. Natural ventilation shall be used wherever possible and appropriate. Coordinate size of ventilation louvers or equivalent in joinery with builder. Racks above 24U or wherever a large heat load is generated shall have a vented top panel or 'pop top.' Rack mounted mechanical ventilation units shall be provided where natural ventilation is not sufficient. In general, noise produced by ventilation units shall not be audible in the audience or presentation areas.

3.12.6. Dimensions

Where not specified, rack height shall allow installation of all nominated equipment and necessary ventilation plates, as well as provide convenient access to equipment for maintenance and programming. Racks installed for custom (non-standard) deployments shall allow a minimum of 20% spare capacity for future equipment.

Equipment racks 24RU or less shall have a minimum clear internal depth of 700mm. Equipment racks larger than 24RU shall have a minimum clear internal depth of 800mm. Where rack footprints are specified, they shall be read as a requirement. AV Integrator must allow for fitting of standard and nonstandard height/width rack mount equipment.

The minimum width for a rack opening in joinery or built cupboards is 600mm clear of all obstacles. The 600mm is not to be encroached on by hinges, locks, handles or services terminated in the cupboard. When positioning a rack or joinery for a rack the service position must be taken into account to ensure the rack is not fouled in anyway. The serviceability of the rack and its equipment is key to the maintaining the system and having a timely response to system outage calls.

When installing smaller equipment racks within joinery, the rack shall be able to be removed from the space and pivoted ninety degrees to provide clear access for maintenance without straining any connected cables.

3.12.7. Rack Bolts & Nuts

For equipment racks:

- a) M6 zinc plated cage nut installed in every rack position
- b) M4 (Mid Atlantic) or M6 (Others) snake eye security screws are required. Snake Eye security screws suited to size 14 snake eye driver bits.
- c) Slotted bolts and those with a countersunk head shall not be used.





- d) Plastic cup washer to suit
- e) Fibre and steel washers shall not be used
- f) Observe all tamper and security requirements in section 3.12.10

3.12.8. Equipment Placement

Place any equipment required by the user at an appropriate height to facilitate easy loading of media. Equipment in this category include DVD, Blu-ray, PCs etc. Ensure the controls on user accessible equipment and the DVD drive and USB ports on PCs are visible and accessible, especially in short racks.

Place all other equipment in racks/joinery with regard to:

- a) Efficient cooling
- b) Ensure vents are unobstructed
- c) Allow extra space around/between amplifiers etc
- d) Serviceability
- e) Access to front and rear for programming, cabling etc
- f) Logical cabling
- g) Group like cables where appropriate
- h) Maintain appropriate cable segregation
- i) Reduce inter-rack cabling
- j) Occupational health and safety
- k) Place heavy equipment low in the rack

3.12.9. Accessories

Equipment racks shall be provided with any accessories required to provide a complete system including, but not limited to:

- a) Rack trays
- b) Vent panels
- c) Commercial power strips or Power Distribution Units (domestic power boards are unacceptable)
- d) Looming/lacing bars and other cable management devices
- e) Support brackets
- f) Doors (where specified)

3.12.10. Tamper/Theft protection

To ensure continued correct operation after AV systems have been equalised and calibrated, install tamper proof devices over any exposed knobs, switches or other controls on:

- a) Amplifiers
- b) AV switcher
- c) Signal processing equipment
- d) Any equipment with front-panel power switch
- e) Any equipment where operation of front panel controls may affect operations via the control system





Devices with only configuration or selection buttons on the front panel such as AV switchers, receivers etc shall be secured by manufacturer based lockout codes where available.

Devices which can be reconfigured over the University network or network management interfaces shall be secured in a manner compliant with RMIT security policies. Devices that cannot be secured by means of a password (minimum requirement) must be assessed and approved by the Principal for use as a precaution.

To prevent theft or unauthorised removal of equipment, the following security measures are to be used:

- a) Rack equipment must be secured by a locked door or security screws where no door is installed
- b) Non rack styled mounting equipment, is to be secured by screws or industrial strength Velcro with consideration given to serviceability.
- c) USB and other portable items are to be secured by combination Kensington brand lock. Code to be set to current RMIT AV Security Code.
- d) Lapel and handheld microphone base stations are to be secured with industrial strength Velcro.

3.12.11. Cable Separation

AC power cable and feeder cable for hearing augmentation loops shall be separated from all other cables according to standards and to manufacturers' specification.

High level signal cables, low level signal, RF and control cabling shall be separated where possible. Minimum separation between AV cabling and other services must not be less than 150mm. Separation between AV cabling and electrical services must be minimum 300mm and only cross at right angles.

Cable runs must be parallel or at right angles to the building line.

3.12.12. Cable Support

3.12.12.1.Catenary

Where required, catenary wires must be installed for supporting cabling, and must be of adequate strength to carry the cables attached to them. Method and intervals of fixing of cabling to catenary wire must comply with the manufacture's installation documentation.

The maximum sag of any span of a maximum 7-metre length of each catenary wire must not exceed 100mm.

Catenary wires are not to be used in exposed ceilings.

3.12.12.2.Tray

Generally, in a new building or fit out, audio visual cabling will have allowances made by the electrical contractor for space allowance on the Communications Cable Tray to reduce services space in the ceiling.

3.12.12.3.Conduits/Ducting

Where cables leave a tray or a catenary in a situation where they are exposed, the cables shall be enclosed in conduit or duct (i.e. Aussie duct or equivalent). In either case the conduit/duct shall have the nominated spare space set out in the relevant Australian standards. The cables must exit the conduit/duct through a cable gland or pass through.

Open ended conduit or ducting is not acceptable.





3.12.12.4. Looming/Lacing

Dress all cables within the equipment rack in neat looms and parallel runs using approved cable restraints and support bars. Leave sufficient length on all cables to allow removal of any item of equipment from the rack for a distance equal to the equipment depth + 50% without disconnecting any cables. Acceptable methods are:

- a) Service loop
- b) Reverse pig tails for equipment close to the rear of the rack

Cable bundles shall not obstruct installation or removal of equipment in the racks. Cover all cables entering and exiting the equipment rack with appropriately sized Techflex or equivalent black expandable braid cable sock. Cut expandable braid with a hot knife or otherwise treat sleeve ends to prevent fraying.

Cable ties are not to be used under any circumstances. Velcro ties must be used to ensure that the cable is not distorted during installation.

3.12.13. In Rack Cableing

Cable sizes for intra rack connections shall be kept to a minimum length and size with limited excess cable while adhering to 3.12.12.4.

HDMI connections shall comply with 3.14.6.

3.12.14. AV & Communications Racks

All AV equipment shall be housed separately from IT communications equipment and must not reside in the same cupboard or rack.

3.13. Power & Lighting

3.13.1. Power Distribution & Control

Where indicated on the schematics, distributed power within equipment racks shall be controlled by means of a network based, rack mounted, power distribution unit. Double-adaptors and single-pole switched power strips must **not** be used. For custom systems which fall outside RMIT AV Standard system, the AV integrator must size the power strip to suit the rack and number of devices connected. A provision for 20% expansion must also be provided. Power strips shall be protected by accessible circuit breakers (10A on normal circuits).

Where a free standing rack is installed (i.e. not within joinery), a captive power outlet shall be provided. This includes racks under free-standing tables.

Unless otherwise specified, all devices shall be powered via an IP Managed PDU.

The following devices shall be switched automatically by the control system.

- a) Instant switched equipment. Equipment is immediately powered on/off when AV system is activated/de-activated.
 1. Document camera
 2. Blu-ray Player/DVD
 3. IPTV receiver
 4. Point to point Transmitters & Receivers



b) Delayed switched rack equipment.

1. Audio amplifiers

- Are to be energised 5 seconds after all other audio equipment
- Are to be de-energised 5 seconds before all other audio equipment

Shorten power cables to an appropriate length and terminate in Australian-standard side-entry mains plug-tops similar to Clipsal 418S or IEC style connectors.

All outlets must be clearly labelled on the control system technical page to allow for power cycling of individual units. In addition, they must follow the sequence detailed on the appropriate schematic(s).

3.13.2. Power Cable Test & Tagging

All power cables supplied are required to be tested and tagged to the AS 3760: standard. A copy of the register of cables shall be supplied as part of documentation package.

3.13.3. Energy Use

In order to align with RMIT's Energy Management policies, power consumption of all active devices must be considered when selecting appropriate technologies. Power ratings when operating, low power, sleep and off modes will be used in order to select the most energy-efficient component.

The Integrator must ensure correct operation of equipment when selecting efficiency mode.

3.14. Cabling

3.14.1. Manufacturer's Recommendations

Install and terminate cables in accordance with the manufacturer's recommendations.

3.14.2. Drawing & Handling Cables

Ensure that cables do not exceed the manufacturer's specified pulling tension when drawing cables.

3.14.3. Joins

Cables shall be run without junctions or joins except where prohibited by site conditions. The number of termination points along a single signal path shall be kept to a minimum and must always be less than the stipulated limit of termination points or junctions.

3.14.4. Installation

Cables shall be concealed wherever possible unless specified otherwise. Cables shall be run in the shortest practical route, in a manner causing the least strain and be supported using conduit or duct and cable tray where necessary. The least preferred method of cable support is catenary wires. Hangers are not an acceptable method of cable support.

Proposed cable routes and installation methods are generally shown on the drawings and/or described in the specification. Where a more suitable route is found the approval of the Principal shall be required.

Provide any Velcro ties, hangers, trays and other cabling management equipment required to ensure that there is no strain on cables or connectors. Provide draw wires in all ducts to allow for accessibility and ease of operation if unused. Keep all cable access hatches and openings free and clear of dirt and debris.



Provide adequate protection of cable ends from damage during installation. Where minimum segregation cannot be achieved, AV cabling is to be run in continuous earthed metal ducting/conduits separate from AC power cable observing all requirements of appropriate standards such as AS3000, AS3080 etc.

Speaker level audio, line level audio, (low level) microphone audio, video, control, extra low voltage power and data cables shall be suitably segregated from each other so that EMI is minimised. All cable runs shall be neatly laced, dressed and adequately supported. Cable bundles shall be tied using approved cable fasteners such as Velcro straps. Plastic cable ties are not acceptable method of cable restraint.

3.14.5. Cable Types

Of the following signal types only the following of cable types should be used unless agreed to by the Principal:

Cable Type	Description	Belden	Turnbull Electric
Digital Video	HDMI, DVI and Display Port	See Fly leads	See Fly leads
Digital Audio	110 ohm (Belden – Purple PVC jacket)	BELDEN 1800B	TC2102DA
Analogue Audio – Balanced stereo	26 AWG stranded 2 pair twisted core with aluminium foil and drain	BELDEN 1172A	TCSPEC003
Analogue Audio – Unbalanced mono/stereo	1 Pair shielded 22AWG	BELDEN 8761	TCAP01E
Speaker Low impedance	12 AWG stranded 2 core Double insulated, striped, multi-strand.	BELDEN 1311A	TCUP01-3
Speaker High impedance	16 AWG stranded 2 core tinned copper conductors, PVC insulation, twisted pair, PVC jacket.	BELDEN 8471	TC002-1.1
RS232/485	24 AWG 2 pair data with aluminium foil	BELDEN 8723	TCIP02E
Relay	24 AWG 2 pair data with aluminium foil	BELDEN 8723	TCIP02E
Digital I/O	24 AWG 2 pair data with aluminium foil	BELDEN 8723	TCIP02E
STP	Cat 6A Purple PVC jacket	Device manufacturers specification or equivalent	
ELV Power	Double insulated 1.5mm ²	-	

All other cable requirements will be addressed with professional grade cables including (but not limited to) fibre, high bandwidth digital video (HDMI and DVI) and be fit for the intended purpose.

In general, the patch leads shall be pre-made. All patch leads shall be of a suitable length and with a minimum of .5m length spare.

All network cabling, including patch & fly-leads, must comply with RMIT Design Standards Brief – Section 10 Communications. See Section 10.4 for specific details.

Installed HDMI cables must comply with the requirements in section 3.14.6.

All performance/acceptance testing is to include patch and fly leads. Typically, a maximum native HDMI cable run should not exceed 10 metres including patch and fly leads. For distances greater, CATx based extenders must be used.





USB extenders and high bandwidth video extender devices are permissible where nominal cable lengths are not sufficient. Cables used for this purpose must be clearly labelled as AV cables at both ends to avoid confusion with data networking cables.

All UTP/STP CATx cabling used must be:

- a) Distinguishable from data networking cabling and must be provided with a purple coloured PVC sheath
- b) Installed as per the cable manufacturer's requirements
- c) Installed to meet the requirements of the active hardware

3.14.6. Fly Leads

The AV Integrator shall provide all necessary AV fly leads for every connection plate and all patch leads necessary to enable the connection of the system. All leads must be of reputable manufacture and be fully tested. The AV integrator must ensure that all leads are:

- Factory pre-moulded
- Of suitable size to fit within cable trenches and ducts
- Strain relieved

Fly leads must be of sufficient length but not excessive for easy connection to the device when located in its typical location. Fly leads with excessive length will be rejected by RMIT and will be replaced at the integrators expense.

Where multiple fly leads are provided at a single location, then they must be contained in a suitable tight fitting woven nylon cable sock or similar. Where a laptop loom, or any other loom requiring Ethernet is provided, the AV integrator must supply and include a CAT6(A) fly lead as part of the loom.

All fly leads must be secured to prevent unauthorised removal using nylon P-clips.

Where a push button controller is installed, the HDMI fly leads must be clearly labelled to match the wording on the appropriate push button i.e. Laptop HDMI.

Fly leads provided to connect user equipment must be of the following:

Type	Manufacture / Model	Connectors
HDMI – Laptop Flylead	Extron HDMI Ultra, Kramer C-HM/HM/ETH	HDMI – HDMI
HDMI – All fixed connections with no movement.	Kramer C-HM/HM/PICO	HDMI - HDMI
USB	Generic – Extension of USB 2.0, USB3.0	USB (M) – USB (F)
Data	Krone - CAT6/CAT6A (as per RMIT design standards, Volume 10)	RJ45 – RJ45





3.14.7. Cable Adaptors

The AV Integrator shall provide all cable adaptors for BYOD equipment as well as spaces with fixed computers.

Laptop adaptors shall be tethered to the HDMI lead utilising 1 Extron LockIt or approved equivalent for both.

Adaptors shall be as follows:

Device	Type	Manufacture / Model	Connectors
Laptop	USB-C	Moshi, Part No. 99MO023208	USB-C to HDMI
Laptop	Mini Display Port	Moshi, Part No. 99MO084202	Mini Display Port to HDMI
Desktop / All in One	Display Port	HP Part No. 2JA63AA	Display Port to HDMI

3.14.8. Separation

Maintain separation distances required by Standards and other applicable codes and regulations between power/lighting circuit cabling, communications cabling and other cabling and services.

3.14.9. Protection Against Mechanical Damage

Wiring systems installed in locations where there is a risk of mechanical damage shall be adequately protected in accordance with but not limited to AS 3000, AS3080, TS 001, TS 008 and TS 009:

3.14.10. Bend Radius

In order to maintain cable integrity and signal performance, cables shall not be bent beyond its manufacture's recommendation.

Where unspecified, bend at no more than eight times the overall diameter of the cable. Cables should be anchored immediately before the start and after the finish of the bend. Provide all patch bays and wall, floor & ceiling outlets plus associated patch cables as required providing a fully functioning system.

3.14.11. Labelling scheme

The AV integrator shall present a cable labelling scheme for the facility and submit for approval by the Principal. Submit details of proposed cable, connection plate and patch bay labelling scheme to Principal prior to manufacture / procurement. No variation costs shall be accepted for re-labelling of unapproved or rejected labelling.

Labelling scheme shall include:

- d) Robust, repeatable labelling
- e) Cable labels are self-laminating vinyl similar to Brady WML-305-292-2S with laser or other indelible machine printed text. Labels shall be protected from physical damage and be clearly legible.
- f) Connector and patch plates shall be directly engraved with appropriate legends





- g) AV Integrator's name or logo may be included on cable labels only where it does not impact on the legibility of the specified information. AV Integrator's name or logo is not to appear on any plates.
- h) Logical sequential system for ALL cables
- i) Label ALL equipment and cables to facilitate simplified operation and maintenance.
- j) Label both ends of all cables with an approved labelling system. Labels shall be placed to ensure ease of identification.
- k) Submit a sequential cable numbering system for approval by the Principal.
- l) Labels shall include cable number, signal source and destination information
- m) A copy of the as-built cable schedule shall be included in the operation manual.
- n) Shielded CATx cables used for AV purposes (e.g. video/USB extenders) must be clearly labelled as AV cables at both ends to avoid being connected to incorrect devices.

Pen or permanent ink marked labels will not be accepted.

3.15. Video

3.15.1. Size & Position

Unless otherwise specified, all systems in this facility are specified for the projection of data.

All images shall meet the following criteria. Where all criteria cannot be simultaneously met due to the layout of seating, they shall be applied in order:

- a) Distance to furthest viewer shall be no more than 5.3 times the height of the displayed image
- b) If the 5.3 Ratio cannot be maintained due to physical constraints the ratio can be extended to a maximum of 6 **with prior written approval from the Principal.**
- c) No viewer's sight line to the top edge of the screen shall be more than 35° from horizontal. The centre of the image should not be more than 15 ° from the horizontal.
- d) No viewer's sight line to the opposite vertical edge of the screen (furthest screen when multiple displays are specified) shall be more than 45° from straight ahead
- e) Distance to the closest viewer shall be no less than twice the height of the displayed image

In all cases, the bottom of the projected image should be at least 1200mm above finished floor level.

For more information, refer detail drawing AV-D-03.

Where an interactive LCD is installed, the top of the LCD is to be a maximum of 2100mm above finished floor level. Note: depending on screen size, the bottom edge of the image may as low as 950mm above finished floor level.





3.15.2. Aspect Ratio (General)

All displays shall truly reproduce incoming signals in their correct aspect regardless of the display device's native aspect ratio. This should be achieved through control system programming, with users selecting correct aspect by an intuitive interface if the system cannot do this with no user input.

Any resolution or aspect that differs from the above shall be approved by the Principal e.g.: UHD 3840 x 2160.

For permanently installed equipment (PC, Wireless Presenter etc) the default aspect ratio shall be predetermined, and no option presented to the user unless specified.

Refer to the relevant sections below for display specific information on the aspect ratio

3.15.3. Resolution

All teaching spaces shall have display devices set to a resolution of 1080P for projection and LCD. The viewing guidelines detailed under section 3.15.1 are based on this resolution.

Spaces where higher than 1080P is implemented, the appropriate viewing distance calculations should be considered.

3.15.4. Projection

3.15.4.1. Luminance

Screen luminance at all points on the screen shall be no less than 50 nits. Luminance at the edges of the screen (5% in from each edge) should be not less than 75% and not more than 90% of that at the centre. The distribution of screen luminance should be symmetrical about the geometric centre of the screen.

3.15.4.2. Contrast

When the room lighting is set for projection viewing, the ratio between ambient black (i.e.: light incident on the screen from ambient sources and room lighting) and projected white shall be a minimum of 7:1. Contrast ratios greater than 10:1 are preferred.

3.15.4.3. Image Geometry

The projected image shall be rectangular with parallel edges and 90° corners. Optical image correction via lens shift may be used to correct image positioning. Digital correction of 'keystone' or other geometric aberrations must not be employed without prior approval from Principal.

3.15.4.4. Mounting (Projection)

Projectors shall be installed:

- a) On an RMIT University approved secure ceiling mount bracket fixed to the building's structure.
- b) Such that the lens aligns to the top of the projected image. Electronic image adjustment shall not be used unless approved by the Principal.

Installation of the projector bracket must be coordinated with other services to ensure that other ceiling mounted utilities such as sprinkler systems, mechanical ducts and light fittings do not interfere with the size and quality of the projected image.

The AV Integrator is required to verify that the mounting surface will support the weight of the projector, mounting bracket and associated loads imposed during maintenance.



Projector mounts must include an equipment cage to securely ancillary equipment and other associated components and power supplies.

Projector mounts must include provision to fit an RMIT approved locking mechanism to prevent theft and damage. When a padlock is used on standard RMIT cages, then snake eye screws are not required as a secondary security measure.

3.15.4.5. Image Shake/Vibration

Protection image shake is a very real problem in both new building projects and refurbishment projects. This issue is not always evident prior to the installation of the system. RMIT look toward its integration partners to actively identify possible vibration problems that may occur throughout an install. If the image shows signs of vibrations the Principal must be contacted immediately.

The possibility of any form of image degradation should be investigated during the room scoping at the time of tender.

Installation methods used by the Integrators shall not cause or exaggerate vibrations in the image.

3.15.4.6. Projector Screens

Dedicated projector screens are optional depending on the physical room layout and wall conditions. The requirements will be detailed in the design documentation.

Where a projector screen(s) is supplied, it shall be motorised in 16:9 aspect ratio unless stated otherwise.

Where a wall is used as a projection surface it is to be plaster board finished to "Level 5 Finish" in accordance with AS/NZS 2589.1:2007 and finished in a flat white paint.

In general, projection onto whiteboards is not recommended. Where whiteboards are used as a projection surface:

- prior approval is required by RMIT AV
- they are to be supplied with non-reflective surface designed for front projection.

Other surfaces such as glass will be specified/approved on a case by case basis.

3.15.4.7. Settings (Projection)

As a minimum the integrator must configure all projectors for the following functionality:

- a) Projector background set to black when no image or mute mode
- b) All onscreen display functionality is disabled
- c) Internal speaker is muted
- d) Projector image is muted during "soft off"
- e) All external buttons and controls are disabled to prevent unauthorised access. Lockout password is to be set to current RMIT AV Security Code, if this is not available then the integrator is to nominate. All password and lockout procedures are to be documented in the appropriate column on the equipment schedule. Where the projector buttons cannot be lockout all functional settings must be reinstated by the control system at power up to ensure the projector will operate correctly after any unauthorised changes



3.15.4.8. Aspect Ratio & Resolution (Projection)

All general purpose projectors used at RMIT shall have a native widescreen resolution of 16:10 with a resolution of WUXGA (1920x1200).

When the projector is installed, it shall be locked to display a 16:9 aspect ratio with a resolution of 1920x1080 (1080p). This aspect shall be maintained by the control system forcing the projector to this setting.

Should a space require a projector of higher resolution than WUXGA, approval shall be requested from RMIT AV.

3.15.5. LCD

3.15.5.1. Technologies

RMIT primarily use three (3) LCD screen technologies. These include:

- Standard LCD
- Interactive LCD
- Video Wall LCD

The use of standard and interactive LCD screens is documented within the standard AV schematic designs.

The use of video wall technology shall be on a case-by-case basis with approval from RMIT AV. In general, the following guidelines shall be adhered to if a video wall is considered for a space:

- The smallest available bezel shall be specified
- Not used in spaces where:
 - There is a high likelihood of spreadsheets being display
 - There is a high likelihood of line drawings (e.g. CAD) being displayed

3.15.5.2. Mounting (LCD)

LCD panels shall be installed on a RMIT approved secure mounting bracket. The bracket should be purpose designed to suit the mounting orientation (landscape, portrait, tilt, swivel, wall or ceiling mounted).

When ceiling mounting displays, the bracket must be coordinated with other services to ensure utilities such as sprinkler systems, mechanical ducts and light fittings do not interfere with the operation of the display.

When mounting to walls the AV Integrator is to ensure that there are sufficient studs or noggins to allow for secure mounting of the display and that the wall is able support weight of the panel and any additional loads such as people leaning against the display or a cantilever bracket.

3.15.5.3. Settings (LCD)

As a minimum the integrator must configure all LCD panels for the following functionality:

- a) Internal fans are set to auto
- b) All onscreen display functionality is disabled where possible
- c) Internal speaker is operational (if no external speakers are installed)
- d) All external buttons and controls are disabled to prevent unauthorised access. Lockout password is to be set to current RMIT AV Security Code, if this is not available then the integrator is to nominate. All password and lockout procedures are to be documented in the





appropriate column on the equipment schedule. Where the projector buttons cannot be locked out all functional settings must be reinstated by the control system at power up to ensure the projector will operate correctly after any unauthorised changes

3.15.5.4. Resolution (LCD)

Standard LCD & interactive LCD screens shall be Full High Definition (1920x1080) or 4K from the factory. When installed, they shall be set to:

- 1080P – general teaching spaces
- 1080P – meeting/collaboration spaces
- Higher than 1080P on approval from RMIT AV

If a video wall is installed, the overall resolution shall be considered based on the content being displayed.

3.15.6. LED

3.15.6.1. Technologies

For large signage/display applications, RMIT will utilise Surface Mount Diode (SMD) technology.

The use of this technology shall be on a case-by-case basis with approval from RMIT AV. In general, the following guidelines shall be adhered to if a video wall is considered for a space/location.

3.15.6.2. Mounting (LED)

Given the variability of where this technology shall be installed, no specific mounting bracket/method shall be nominated.

Prior to installation, structural engineering drawings will need to be submitted for signed-off to ensure both the mounting system and structure that the system is being mounted to is capable of supporting the screen.

Consideration shall also be provided to where any processing & content hardware required to drive the screen are mounted.

3.15.6.3. Service

Any LED screen shall be installed such that service of individual modules is from the front with the cabinet remaining in place.

3.15.6.4. Resolution

If a video wall is installed, the overall resolution shall be considered based on the content being displayed. However, a minimum resolution of Full High Definition (1920x1080) shall be provided.

3.15.6.5. Pixel Pitch

In order to ensure a coherent image is produced, the following formula should be used:

pixel pitch x 2 = closest viewing location (in metres)





3.16. Audio Reproduction/Public Address

3.16.1. Coverage

Each sound system shall provide a sound pressure level in accordance with the installer's calculated Needed Acoustic Gain (NAG) and be free of discernible distortion, delay, echoes and other artifacts. All audio systems shall provide adequate, even coverage to be clearly audible without acoustic feedback and excess volume at any point. In spaces where wireless microphones are specified, these shall be usable without acoustic feedback at all points in the room. Where specified, design and provide proof of conformance to ANSI/AVIXA A102.01:2017 "Audio Coverage uniformity in Enclosed Listener Areas".

Any distributed loudspeaker arrays should have a coverage pattern that is uniform within ± 5 dB over the entire seating area.

Time alignment may need to be considered in some unique spaces. This will be highlighted in the project specific design documentation.

3.16.2. Gain, Frequency Range and Equalisation

Excessive equalisation should be avoided. Audio systems shall reproduce all frequencies within the audible spectrum smoothly. To ensure correct operation after the sound system has been equalised and calibrated, install tamper proof devices over any exposed knobs, switches or other controls on amplifiers and system processing equipment. Ensure that maximum pre-set levels cannot be exceeded to produce distortion or feedback. Provide user interface(s) such that any user may adjust system volume between off (muted) and pre-set maximum without exceeding a hard limit 6dB below the point at which feedback will occur. Provide separate control for microphone and source audio, and separate mute buttons for each.

3.16.3. Quality

Digital audio signal paths, the reference level ('zero VU') shall be -20dBFS in any channel. The sound system shall be capable of reaching programmed maximum levels without clipping, distorting or overloading any amplifier or speaker.

3.16.4. Signal Delay

Where appropriate provide any signal delay devices (hardware or in DSP) required to ensure that signal arrival times from different speakers at all points in the rooms are not greater than 20ms.

3.16.5. System Hum & Interference

There shall be no visible noise or audible hum or interference in the AV systems. Where such interference arises, it shall be removed by the AV Integrator.

3.16.6. Hearing Augmentation

The AV Integrator shall provide a hearing augmentation system for all spaces provided with an inbuilt audio amplification system.

The type of hearing augmentation system shall be determined with due consideration of:

- a) The type of space
- b) Building restrictions
- c) Environment



- d) Potential interferences
- e) Specific user requirements

RMIT implements 2 types of hearing augmentation systems:

- a) Induction loop
- b) Infra-Red (IR)

The hearing augmentation system must be active at all times, including when the AV system is shut down. Only fixed gooseneck or boundary microphones are to remain active.

As a minimum, the hearing augmentation system (induction loop or Infra-red) shall:

- a) Comply with current BCA and DDA regulations at the time of installation
- b) Provide even coverage across the designated loop / IR coverage area
- c) Be commissioned and tested to conform to AS60118-4
- d) Be designed to minimise the effects caused by:
 - 1. Electrical and other cabling
 - 2. Metal objects, such as ductwork
 - 3. Other sources
- e) Reproduce source and microphone audio. This includes any DSP programming/configuring to meet this requirement.

The AV Integrator must provide a certificate of compliance as per AS1428-2010 for all hearing augmentation systems.

3.16.6.1. Induction Loop System

In general, are installed in theatres and rooms with a capacity greater than 50 occupants. These spaces will be assessed by RMIT on a room-by-room basis and decision criteria must include room use, number and location of adjacent loops.

Induction loops must be installed as follows:

- a) Under floor coverings using flat copper tape. If the loop cannot be installed due to a lack of floor coverings (e.g. loose laid rugs) or bare concrete floors an alternative solution must be coordinated & approved by RMIT.
- b) In an 'ultra-low spill phased array' configuration to ensure that audio from one space cannot leak into adjacent spaces.

The AV Integrator must:

- a) Conduct a preliminary survey of the space to ensure that all standards and regulation are met and allowed for prior to the final design of the loop. All loop designs must be issued to the Principal for approval before it is installed.

As a minimum, the assistive hearing loop must meet the following criteria:

- a) Amplifiers and hardware to be Ampetronic (preferred) or approved equivalent
- b) Field strength inside the area of use must be equal to 400mA/m plus/minus 3dB (tested with 125ms RMS measurement with 1kHz Sine wave)

- c) Total variation in signal across the frequency band 100Hz to 5kHz at 1kHz must be within 3dB anywhere in the loop area
- d) Background noise must be less than or equal to -32dB relative to 400mA/m

3.16.6.2. Infra-Red System

Infra-Red systems must be installed as follows:

- a) Wall mounted connection plate with:
 - 1. 3-pin XLR
 - 2. Screw lock 2.5mm 12V panel mount jack
- b) Wall connection plate located adjacent to a front of house speaker's GPO if available. If that is not possible, then position with another suitable located GPO
- c) Installed no higher than 3metres AFFL.
- d) Rack location:
 - 1. Cord mount jack terminated with 500mm spare cable at the PDU location.

As a minimum, the Infra-Red system must meet the following criteria:

- a) Signal:
 - 1. Mono balanced line level
 - 2. -10dB out of the DSP or mixer (50mV – 3V).
- b) Infra-red modulators, transmitters and receivers shall be Sennheiser or an approved equivalent
- c) Transmitters must not be installed outside or in direct sunlight
- d) Where multiple transmitters are required, the 2nd and any subsequent transmitters should be looped from the first unit. A 50 ohm terminating BNC is to be fitted to the last connected transmitter.
- e) Receivers:
 - 1. Quantity to comply with BCA & DDA regulations at the time of installation
 - 2. Each receiver supplied to RMIT shall include:
 - An induction neck loop
 - Dedicated charging bay
 - 3. Provided to RMIT AV at project handover as complete & unopened

The AV Integrator must conduct a site survey and review line of sight restrictions and ambient light prior to submitting a detail design submission.

3.16.6.3. Signage

Where an AV integrator is engaged on an RMIT capital works project through RMIT Property Services Group (PSG), the head contractor will be required to engage a signage contractor under their main works contract to complete the required signage. Requirements shall be co-ordinated with the RMIT capital works Project Manager & architect.

For projects where there is no involvement from RMIT PSG, the AV integrator can contact either of the following RMIT approved companies:



Company: The Sign and Badge Centre
Phone: 9720 8110

Company: Visual Graphics
Phone: 9706 3428

3.17. AV Technologies & Equipment Requirements

3.17.1. HDMI

RMIT has adopted HDMI as the base standard for all digital signals for all installation. All new installations must conform to the current HDMI standard. The following devices as a minimum will be provided with or require a HDMI interface:

- a) University PC
- b) Laptops
- c) Document cameras
- d) Blu-ray players
- e) Projectors
- f) LCD panels
- g) LED screens

As a minimum, HDMI 1.4 shall be applied for all installations. HDMI devices must comply with the following protocols and standards, unless project specific requirements are higher:

- a) Hot Plug Detect
- b) EDID
- c) CEC
- d) HDCP

3.17.2. HDCP & EDID

All source devices supplied to the University must support HDCP content and must provide sufficient HDCP keys (KSV - Key Selection Vector) for correct system operation. All video switching equipment must provide KSV caching and/or generate KSV for all displays. The AV Integrator must also ensure that all switching solutions support both EDID and scaling outputs to suit the system design and the resolutions required there in. The AV Integrator must ensure the number of HDCP keys provided will accommodate all displays connected to the system.

It is expected, at a minimum, that the following resolutions shall be supported for BYOD devices:

- 640x480 ^{6,8}
- 800x600 ^{6,8}
- 852x480 ^{6,8}
- 1024x768 ^{6,8}
- 1024x852 ^{6,8}
- 1024x1024 ^{6,8}
- 1280x768 ^{6,8}
- 1280x800 ^{6,8}
- 1280x1024 ^{6,8}
- 1360x765 ^{6,8}
- 1360x768 ^{6,8}
- 1365x768 ^{6,8}



- 1365x1024 ^{6, 8}
- 1366x768 ^{6, 8}
- 1400x1050 ^{6, 8}
- 1440x900 ^{6, 8}
- 1600x900 ^{6, 8}
- 1600x1200 ^{6, 8}
- 1680x1050 ^{6, 8}
- 1920x1200 ^{6, 8}
- 480p ^{7,8,}
- 576p ^{6,}
- 720p ^{3,4,5,6,7,8,}
- 1080i ^{6,7,8,}
- 1080p ^{1,2,3,4,5,6,7,8,}
- 2048x1080 ^{1,2,3,4,5,6,7,8}

1 = at 23.98 Hz, 2 = at 24 Hz, 3 = at 25 Hz, 4 = at 29.97 Hz, 5 = 30 Hz, 6 = at 50 Hz, 7 = at 59.94 Hz, 8 = at 60 Hz,

3.17.3. Matrix, Presentation Switchers & IP Decoders

A digital matrix switch shall be used to route the required sources to the relevant destinations in each relevant design classification. All inputs shall be capable of being switched to any output and the resolution scaled depending on the output device requirements. Where required audio should be embedded with the video, however a separate audio switching/processing layer will be required in certain applications.

All AV switches must be HDCP compliant and issue individual KSVs for every display. All KSVs are to be cached to minimise any signal switching delays. AV switches must also allow for editing of the display EDID tables to force display resolutions

Apple MAC devices are common amongst academic staff and have a known issue with maintaining HDCP settings for non-protected content. The AV Integrator is responsible for testing the AV system for Mac devices at commissioning.

3.17.4. Blu-ray

Separate Blu-ray players shall be installed in Lecture Theatre spaces. Blu-ray players shall also be available in other unique spaces with specific requirements nominated by the Principal.

3.17.5. Document Camera

RMIT deploys 2 types of document cameras:

- a) HDMI output
- b) USB output

In general, HDMI document cameras will only be installed in:

- Lecture Theatres
- Flat-Floor teaching spaces which have Apple computers as the installed computer
- Any other unique spaces nominated by the Principal with specific requirements.

All other spaces will be provided with a USB based document camera that will interface to the resident PC.

3.17.6. PTZ or Fixed Cameras

Where PTZ or fixed cameras are installed the AV Integrator shall ensure the following:





- a) Full unobstructed movement of pan and tilt
- b) Zoom and focus are suitable for the final camera position to allow for optimal image quality and content framing
- c) The field of view of the camera is unobstructed
- d) Camera is to be installed in a location that enables presentation view and a close up of the lecture position

3.17.7. Connection Plates

All connection plates shall be:

- a) Engraved and paint filled to indicate the function for each outlet. Adhesive labels will not be accepted.
- b) Custom made to suit the décor of the space
- c) Clipsal 2000 series plate unless otherwise stipulated

AV connection plate shall typically include the following connectors:

Connection Plate	Connector Type	Label
Laptop	HDMI (Type A plug) Audio (3.5mm stereo audio jack) USB (Type A plug) Only where interactive LCDs or BYOD VC systems are installed and USB connectivity to the laptop is required	LAPTOP HDMI LAPTOP USB
PC	HDMI (Type A plug)	COMPUTER
MAC	HDMI (Type A plug)	COMPUTER
USB	USB (Type A plug)	USB
Microphone	XLR (female)	MIC
I/R Hearing Augmentation (Wall mount)	XLR (male) Screw lock 2.5mm Power jack	HEARING AUGMENTATION

Where practical, AV connection plates must be co-located with associated power and data outlets.

If there is no resident PC requested in the design, a standard RMIT PC connection must still be installed for every system.

3.17.8. Proprietary System/Technologies

Should there be a need for proprietary technologies to be incorporated into an environment, approval needs to be sought by RMIT ITS to ensure:

- It is supportable
- Aligns to RMIT strategic objectives
- Meets the requirements of the project and/or stakeholders

Refer section 2.5 'Spares' in regard to the requirement of spares to manage the risk to operational continuity





3.18. Control Systems

3.18.1. Learning & Teaching

For all new installed AV systems within learning & teaching environments, RMIT has standardised on Crestron control systems when not utilising the existing Converged AV infrastructure:

All programming of these spaces is undertaken by RMIT AV support.

3.18.2. Meeting/Collaboration & Custom Spaces

For all installed AV systems within meeting & collaboration environments as well as custom spaces, RMIT has standardised on Crestron 4-Series platform

All programming of these spaces is undertaken by RMIT AV support.

3.18.3. MoCoWs

For portable systems (e.g. MoCoWs), Crestron Keypad/Control all in one has been utilised.

All programming of these keypads is undertaken by RMIT AV Support

3.19. Miscellaneous Technical Details

3.19.1. Operating Environment

Materials and equipment shall be capable of operating satisfactorily and as specified under the following ambient conditions:

- a) Temperature range: 0oC to 40oC
- b) Humidity: up to 95%
- c) Altitude: 100m

3.19.2. Mounting & Locations of Equipment

Locations of AV equipment shown on AV drawings are indicative only. Installation of all equipment must be coordinated with the architect's prior to installation and builder onsite.

Where no Architect is appointed, the AV Consultant/Integrator will provide a set of AV layout plans and elevations as required.

The AV Integrator must allow for movement of equipment by up to 2m without additional cost.

3.19.3. Adjust & Clean

During installation, equipment shall be:

- a) Aligned vertically or horizontally, where practical, with ceiling and room features.
- b) Positioned symmetrically where appropriate in relation to room features. This includes:
 1. Air grilles
 2. Ceiling tiles and beams
 3. Other services in close proximity.





It is the AV Integrator's responsibility to liaise with other trades to coordinate the alignment of services and accessories in close proximity.

At final handover:

- a) Remove debris from installation in concealed spaces.
- b) Ensure equipment has been cleaned of any debris or marks left from the installation process.

3.20. Environmental Effects on Audio Visual Deployments

3.20.1. Lighting

A number of the RMIT AV designs contain the capability for Lecture Capture and Video Conferencing. These spaces need special consideration given to the overall impact of both natural and artificial light on the quality of the imagery being captured. The rooms standard lighting design may need to be adjusted to suit the intended capture area or have additional specialised lighting included.

The room may also need to have the natural lighting controlled via blinds. The preferred install would have motorised blinds that can be controlled via the rooms AV system. When a room function that involves cameras is selected the lights would call up the preconfigured scene.

The needs of each space should be considered on a case-by-case basis to ensure the user experience and functionality is kept at a high standard.

3.20.2. Audio & Acoustics

Consideration shall be given to wall and floor treatments when an audio visual system is installed to ensure a high level of quality is achieved. The DSP configuration may not be enough to make some spaces acceptable for voice reinforcement and speech intelligibility.

The needs of each space should be considered on a case-by-case basis to ensure the user experience and functionality is kept at a high standard.

Ambient noise levels above a Noise Criteria (NC) rating of 35 dBA or greater or a Reverberation time (RT60) greater than 0.35 seconds may degrade the overall audio equality of a conference or speech reinforcement system and will begin to work against speech intelligibility. If the acoustic profile is outside of the advised, then acoustic treatment will be required to ensure optimal operation of the system.





4. PROJECT DELIVERY





4.1. Deliverables

4.1.1. Package

One copy of the operational and maintenance manuals shall be provided at practical completion. Deliverable documentation shall be submitted in digital format via USB or FTP site. It must include a main directory folder named based on location, e.g. 012.03.019 would refer to: Building 12, level 3, room 19. Sub directory folders must be named as indicated in the table below.

Documents shall be provided in native editable formats such as Word, Auto CAD, Visio as well as in an un-editable PDF format.

Software and configuration files shall be provided in compiled and un-compiled editable format in the native format specified by the manufacturer (AMX source code, DSP configurations etc).

The Quick Reference Guide shall be provided in softcopy for the deliverables AND hardcopy in the room. Refer section 4.1.3

The document package shall include, but not be limited to:

Ref	Item	Description
01	Equipment Schedule	Equipment Schedule (In standard formation – RMIT will provide template) – Live Document
02	Source Codes	Any source code, including modules – property modules may be locked. All source code to be un-compiled and in an editable format. A copy of the final installed compiled code to be included in addition to the un-compiled source code.
03	Equipment Configuration	Equipment configuration data – where any tech settings are configured differently from the default settings then these need to be provided to RMIT either as a file, table, screen dumps etc
04	Equipment Firmware	Any non standard firmware as loaded onto the AV equipment at time of handover. Refer section 4.4
05	As-Builts	As-built documentation must include the following: <ul style="list-style-type: none"> As-built schematics (PDF & Editable) As-built cable schedules As-built AV layout plans showing equipment locations and cable runs (PDF & Editable) As-built rack layouts (PDF & Editable) As-built custom components, connection plates and patch bays (PDF & Editable) Certifications (e.g. hearing loop certificate)
06	O&M Manuals	Operation and Maintenance Manuals Documentation for non-standard RMIT equipment & systems only.
07	Quick Reference Guide	Quick reference guide (In native format – RMIT will provide template)
08	Manufacturer Manuals	All manuals for non-standard RMIT equipment only including warranty cards and documents





09	Design Development Documents	<ul style="list-style-type: none"> • RMIT Specification or Scope of works. • Approved shop/system design drawings. • Any RFI, SI or CI that results to a change to the original design.
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All remotes, adaptors and spares must be supplied in a sealed box with room and number etc to RMIT AV at PC.

Only paper manuals from non-standard RMIT equipment are to be returned to RMIT AV, all others are to be disposed of by the Integrator.

All IR assistive hearing receivers shall be provided to RMIT AV as new. That is, new in box and unopened.

4.1.2. Equipment Schedule

The RMIT AV Equipment Schedule template will be provided by RMIT at the commencement of the project. The AV integrator shall populate a copy of the equipment schedule, send it through to RMIT AV via the specific projects correct channels of communication.

The AV Equipment Schedule shall be completed in the nominated format and made accessible to RMIT ITS staff so they are able provide & populate as required. Should there be any changes to the schedule through the duration of the project, RMIT shall be notified within 48 hours of the change.

The AV Equipment Schedule has a column labelled 'order reference'. The order reference is only required for:

- Items that have a manufacturer's warranty greater than the defects and liability period. Having this information allows RMIT to negotiate a warranty claim after 12 months.
- Crestron equipment. The Crestron invoice number allows for RMIT to claim A+ points.

The completed schedule must be submitted with final as-built documentation at practical completion.

4.1.3. Quick Reference Guide (QRG)

The Quick Reference Guide (QRG) shall be:

- Two pages (maximum)
- Printed double sided
- Laminated
- Hole punched in the corner with a metal eyelet & secured using ball chain.
- Displayed near the main control interface.

It shall include the following information:

- Picture of actual system user interface
- Examples of selection and use of system sources and destinations
- Reference to RMIT Service & Support Centre contact details and/or online training resources
- RMIT branded with no reference to the AV integrator.
- Only photos taken from within the room, no template photos to be used.

RMIT will provide a Quick Reference Guide template and samples.





4.2. Training

RMIT will advise if training is required. If no advice is given, then the AV integrator is to provide training as an option price as part of their submission.

AV Integrators shall allow for a minimum of 2 training sessions for each teaching space. An operator training course and a technical training course shall be provided.

The operator training course shall include but not be limited to training of the following systems:

- a) Basic operator principles of the system
- b) Operating principles of video, audio and control system equipment and functions
- c) Practical training in the operation of each function of the control system
- d) Equipment locations and operation

The technical training course shall include, but not be limited to, training of the following systems:

- a) Overall principles of operation of the AV System with specific emphasis on the installed system
- b) Basic operator principles of the system
- c) Operating principles of video, audio and control system equipment
- d) Practical training in the operation of each function of the control system
- e) Equipment locations and operation
- f) Maintenance and fault finding procedures
- g) Fault simulation for practical training in fault finding procedures

Each training session must be a minimum 2 hours (Contractor to nominate training time depending on system functionality and complexity) and include at least 6 participants. Training is to be formally structured. A training program, syllabus and personnel assessment format shall be provided prior to commissioning for approval. Training shall be provided prior to the issue of final certificate of the works.

Additional training courses may be requested by RMIT. All training documentation produced shall be included in electronic copy as part of project deliverables

4.3. Device Accessories

All accessories included with equipment purchases but not installed or used, such as handheld remote controls, adaptors and leads but excluding paper manuals, shall be handed over to the Principal in a box or appropriate container clearly labelled with the project title and location.

4.4. Firmware

All AV devices shall be provided with current versions of firmware or applicable software. It is the Integrators responsibility to obtain and load any firmware/software on site to devices found not to be current at the date of handover to RMIT.

A copy of any custom loaded firmware must be provided on USB or electronically (shared cloud drive etc.) with the final as-built documentation.

4.5. Variations and Non-Compliant Items

Any project variations or non-compliant devices must be approved by the Principal and clearly documented in the final submissions.

Any quotation that contains RMIT approved non-compliant devices, must contain an option for the purchase of these non-standard devices as spares. Refer section 2.5.2.





4.6. Decommissioning – Return/Disposal/Relocation

The majority of AV works undertaken at RMIT are system upgrades. As part of this process the existing system must be decommissioned and all equipment either disposed of, returned or relocated. All cables and support infrastructure shall be removed and disposed of responsibly.

The AV Integrator must include all associated decommission costs as part of their submission unless advised by the Principal.

All items decommissioned from the space which need to be returned, disposed of or relocated as part of the works shall be recorded in an Asset Disposal form. Refer AV-SCH-03 within the appendix. This form must be included in the AV deliverables package.

The process is as follows:

Step	Description	Responsible Party
1	Refer to the RFQ/RFT documentation for what needs to be returned to RMIT, disposed of or relocated.	AV Contractor
2	Decommission the relevant equipment in accordance with step 1 above & complete the 'Asset Decommissioning & Disposal Form'	AV Contractor
3	<p>Deliver the 'Asset Decommissioning & Disposal Form' form along with the relevant equipment noted for return to RMIT AV Support.</p> <p>Items for repurpose shall be stored by the AV integrator until installation</p> <p>Items for disposal shall not be returned to RMIT but disposed of responsibly.</p>	AV Contractor

4.7. RMIT IT Network

4.7.1. TCP/IP Addressing

At the commencement of the project, the AV Integrator must populate an AV Equipment Schedule with details of all the devices that require an assigned TCP/IP address.

RMIT require this spreadsheet to be populated with MAC address, port numbers and item name before a TCP/IP address can be issued. RMIT will then populate the IP address, subnet and gateway details as part of the construction process via the AV Equipment Schedule.

The IP addresses of all AV equipment must be assigned dynamically if supported by the device. The RMIT DNS server will allocate a TCP/IP address based on the devices MAC address.

Final settings and configurations shall be included with the deliverables documentation.





4.7.2. Network Services

The following services are available on the RMIT network

Service	Description	Name	Address
DNS	DNS zone (general AV hardware)	av.its.rmit.edu.au	E.g. BBLLRRR(a)-eeezz. av.int.its.rmit.edu.au (refer section 4.7.3 for naming format of: BBLLRRR(a)-eeezz)
DNS	DNS zone (wireless presenter)	rmit.edu.au	BBBB-LL-RRR-Room .rmit.edu.au (note. The first "B" is a constant)
DNS	Domain name lookup server	ns1-internal.rmit.edu.au ns2-internal.rmit.edu.au	10.68.196.1 10.84.196.1 (for information only)
NTP	Network time server	time1.rmit.edu.au time2.rmit.edu.au	N/A

DNS name to be used for all services, the IP addresses are shown for reference only and should not be entered into any device.

All RMIT AV Ethernet traffic is contained in a VLAN. The AV VLANS are configured on a geographical basis.


4.7.3. Hostname - Network Device Naming Convention

Any Network AV devices capable of been named must use the following format.

BBLLRRR(a)-eeezz – note that names are deliberately chosen to have a maximum of 15 characters.

- BBB Building, 3 digits, required
- LL Level, 2 digits, required
- RRR Room, 3 digits, required
- A Room ID, 1 char, optional based on Property Services Room ID
- Delimiter
- e Device extension; see below for allowed values
- z Device number, 2 digits, required





FPD	Flat Panel Display
PRJ	Projector
LCC	Lecture Capture Camera
LCA	Lecture Capture Appliance
CTR	Room Master Controller
CTP	Access Panel (Wired Touch Panel)
WXP	Wireless Access Touch Panel
DMM	Digital Media Matrix (Creston, Extron, AMX)
DMR	Digital Media Receiver (Creston, Extron, AMX Receiver)
AMP	Amplifier
MIC	Microphone
VCC	Video Conferencing Codec
DSP	Digital Sound Processor
PCI	Lighting interface
PDU	Power Distribution Unit
PIR	Motion Sensor
MOC	Motorised Controller (e.g. Projector Lifter, Blind Motor Controller)
NTX01	Network Transmitter - IP Media Encoder (SVSi Encoder)
NTX02	Network Transmitter - IP Audio Interface (QSC I/O-22)
NTX03	Network Transmitter - IP Camera
NTXzz	Network Transmitter (additional IP encoders). Start at "04" as 01, 02, 03 already allocated
NRX	IP Media Decoder (SVSi Decoder)
SCR	Motorised Screen
SWI	Switcher (HDMI Switcher)
WMI	Wireless Media Interface (i.e. Wireless Presenter)





Device Type	Example name	Notes
Flat Panel Display	BBBLLRRR -FPD01	01 stands for first display on left hand side as you enter a room through its main door. All others are sequentially numbered clockwise from the first.
Projector	BBBLLRRR -PRJ01	01 stands for first projector as you enter a room through its main door. All others are sequentially numbered clockwise from the first.
Lecture Capture Camera	BBBLLRRR -LCC01	01 stands for first camera as you enter a room through its main door. All others are sequentially numbered clockwise from the first.
Lecture Capture Appliance	BBBLLRRR -LCA01	01 stands for first lecture capture appliance as you enter a room through its main door. All others are sequentially numbered clockwise from the first.
Room Controller	BBBLLRRR -CTR01	
Access Panel (Wired Touch Panel)	BBBLLRRR -CTP01	
Digital Media Matrix (Creston Controller)	BBBLLRRR -DMM01	
Digital Media Receiver (Creston Fibre Receiver)	BBBLLRRR -DMR01	01 stands for first digital media receiver as you enter a room through its main door. All others are sequentially numbered clockwise from the first.
Wireless Media Interface (Wireless Presenter)	BBBLLRRR -WMI01	
Amplifier	BBBLLRRR -AMP01	
Microphone	BBBLLRRR -MIC01	

4.7.4. IT Data Switches & Cabling

IT data network switches must not be installed by the AV Integrator. All IT network connectivity will be provided by RMIT ITS. Local AV network switches must not be used. Connectivity for AV systems must be via provided data outlet. The AV Integrator shall provide necessary patch cables which meet the applicable RMIT IT cabling standard (See Section 10.4 of RMIT Design Standards – Section 10 Communications)¹. When defining system design all documentation will clearly show TCP/IP Network requirements in order to ensure network points and addressing are provisioned as part of the project.

¹ Note: Cabling standards for type and signal characteristics are to be observed. Communications cabling installation practices (e.g. cabling topologies) can differ from AV requirements.





4.7.5. Commissioning AV/IT Integration

It is expected that prior to the Vendor advising the project that an AV installation is complete that they not only commission the system for completeness and accuracy, but also against the contract documentation. At a minimum the system shall be tested using RMIT University's Test Script (AV-SCH-05 & AV-SCH-07).

When commissioning AV systems, the AV Integrator may provide a temporary IT data switch for testing purposes only. This switch **MUST NOT** be connected to an RMIT network termination point (switch, wall point, patch panel etc.), and can only occur prior to practical completion of a new building project. If connection to the RMIT network is required to complete the commissioning, this will be coordinated with the Project Manager and an RMIT ITS representative after TCP/IP addresses and network details have been issued and configured on the relevant devices.

Upon completion, the Test Script shall be submitted to either RMIT AV Design or external AV consultant via the appropriate project channels.

Members of the Vendor tasked with commissioning & testing the AV system shall do so as follows:

- Permanent source equipment:
 - Use the installed source equipment as well as a signal test generator. Where installed equipment is not available, equipment which simulates the source equipment shall be used.
- BYOD source equipment:
 - Where BYOD equipment is to be used (e.g. laptop) a simulated source as well as a signal test generator shall be used.

4.8. Handover

The handover process shall fall in line with RMIT's Project Management Office (PMO) framework.

In general, there are several steps which are required to take place prior to a space being handed over and accepted into AV support:

- All defects noted in writing have been addressed and closed. This includes, but not limited to:
 - Project team including:
 - External AV Consultant
 - RMIT AV Design Department
 - RMIT AV Support Department (on-boarding to BAU)
- A complete and correct set of AV deliverables are provided to the RMIT AV department
- System training is complete (if applicable)

4.9. Defects Liability

The AV Integrator must provide a twelve (12) month defects liability for the scope of works and any variations to the scope of works. The defects liability period must commence from the date of practical completion.

The AV Integrator shall be responsible for the repair or replacement of any equipment, cabling, terminations or systems that fail to operate in accordance with the manufacturer's specifications or rectification of defective works, where faulty equipment or defective cabling or components result in the system being unavailable for its specified use. If RMIT needs to replace a faulty product to ensure room availability is maintained, the effected system's Defect Liability period shall be honoured by the original integrator. RMIT will ensure that a competently trained person performs the work. All equipment replaced as part of defects liability must have the full manufacturer's warranty.





4.10. Glossary, Acronyms and Abbreviations

1080P	Video mode characterised by a progressive scan signal with a resolution of 1920x1080 pixels
AFFL	Above finished floor level
AV	Audio Visual
NCC	National Construction Code
BMS	Building Management System
CATx	Category cabling
CCTV	Closed Circuit Television, whether analogue or TCP/IP based
CD	Compact Disc – the common optical disc format for recorded audio and data.
dB	Decibel, a unit quantifying one signal with respect to a reference. Specifically: dBm references 1mW 600OHM dBu references 775mV rms (from 0dBm = 0.775V into 600OHM) dBFS references 'full scale' in a digital signal path
DVD	Digital Versatile Disc / Digital Video Disc – the common optical disc format for recorded video, audio and data
EWIS	Emergency Warning and Intercommunication System
FPD	Generic abbreviation for flat panel displays (LCD, Plasma, OLED etc.)
FFL	Finished Floor Level (Above FFL)
FCP	Fire Control Panel
FIP	Fire Indication Panel
GPO	General Purpose Outlet – Australian standard 240V, 3-pin format
HD	High Definition – commonly applied to signals at a higher resolution than SD
HDCP	High-bandwidth Digital Copy Protection – a system of preventing the copying of high definition video. All components in the signal chain must support HDCP.
HDMI	High Definition Multimedia Interface – a digital component video signal which provides uncompressed digital video and up to 8 channels of audio
HDS DI	High Definition Serial Digital (video) Interface – broadcast standard for the transport of uncompressed high definition video at bitrates up to 1.485Gb/s
HDTV	High definition television – video transport at higher quality than Standard Definition. For Australian TV – 1080i; for DVD or other may be 1080p
IPxx	Ingress Protection (e.g.: IP65)
ITU	International Telecommunications Union, a technical standards organization





ITU-T	Telecommunications Standardisation sector of the ITU
KVM	Keyboard/Video/Mouse
LCD	Liquid Crystal Display
LED	Light Emitting Diode
Lumen (lm)	Measure of luminous flux. All references in this document shall be read as ANSI Lumens
MATV	Master Antenna Television – reticulation of free-to-air and subscription television services over a common channel (analogue/digital via coaxial or digital via TCP/IP)
MTR	Microsoft Teams Room
PA	Public Address
PC	Personal Computer
PTZ	Describes a subset of video cameras with motorised Pan, Tilt and Zoom
Rx	Receiver
SDTV	Standard definition video signal – in Australia 576i
SDI	Serial Digital (video) Interface – broadcast standard for the transport of uncompressed video; for Australia (576i) at a bitrate of 270Mb/s
SNR	Signal-to-noise ratio of analogue systems
STB	Set Top Box – device used to receive cable TV or digital terrestrial TV for display on an analogue TV or monitor
STP	Shielded Twisted Pair cabling
TCP/IP	Transmission Control Protocol / Internet Protocol
TP	Twisted Pair cabling
Tx	Transmitter
WUXGA	Wide high-resolution XGA signal (for this document denotes 1920x1200 pixels resolution)
VC	Videoconference
VoIP	Voice/Video over TCP/IP

