

Conference Room #203 Startup

To Start System & Power On Monitor

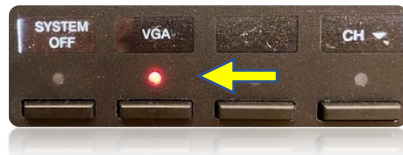
- 👉 Press the “SYSTEM ON” button to power on monitor



Use the mouse and keyboard to log-in to the computer.

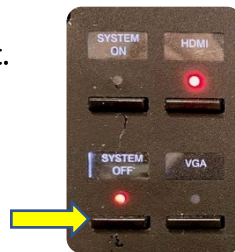
To Connect the PC Computer

- Select Source:
Press the “VGA” button.



To Shut Down

- 👉 Press “SYSTEM OFF” at middle left.



- If you are having issues, please read the Trouble Shooting Tips

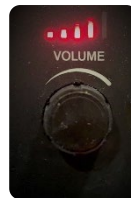
Trouble Shooting Tips

No Video on Monitor

- Check monitor is powered on.
- Check the selected source on the panel. Example: “VGA”.
- Check cable connections at PC and Wall Plate.
- Check display settings on computer in use. Right click on desktop and select Display Settings. Look under Multiple Displays. Choose “duplicate these displays”.

No Computer Audio

- If using a laptop, check audio setting at bottom right of desktop display. Adjust slider volume level and un-mute. Also check the source is selected to “Crestron” when using an HDMI cable.
- If playing a You Tube video, check audio adjustment at bottom left of video. Un-mute and adjust slider.
- Adjust Volume knob on wall panel.



Need Help?

Call Conference and Event Services
901-678-2041

Utilizing Zoom

In the Conference Room 203

- Log into the Desktop PC using the UC credentials listed on the podium, or with your own UUID and password.
- Navigate to *Memphis.zoom.us* and login, using your UUID, password and Duo.



- Set up and begin your Zoom meeting

To Select the Correct Camera

- Settings > Video > Camera >
 - *"AT-HDVS-CAM"*



To Select the Correct Speaker

- Settings > Audio > Speaker >
 - *"Same as System"*

To Select the Correct Microphone

- Settings > Audio > Microphone >
 - *"Microphone (USB Audio CODEC)"*



To Control the Web Camera

- Camera controls are made using the remote control.
- The Atlona Web Cam remote can be checked out from Office UC255.
- Use arrow keys to move camera direction.
- Use Zoom +/- key to change focal length.



No Audio in Zoom

- Check to see if USB cable from microphone is connected to PC computer.
- Check correct speaker is selected in audio settings.

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