Senate Room Startup

To Start System & Power On Projector

Press the Welcome Screen to start up the system

![Welcome Screen Image]

Please wait while the system initializes. The projector will turn on automatically.

Press “Desktop PC” to use the built-in computer.

*Computer/USB access is in cabinet behind screen wall*

![Desktop PC Access Image]

*Use the wireless mouse and keyboard to log-in to the computer*

To Shut Down

Press “System Power” at top Left.

- Confirm Shut Down by pressing “Power The System Off”

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

No Video on Screen

- Check projector is powered on. Green light ON near lens.
- Check the selected source on the panel. Example: “Desktop PC”.
- Check HDMI cable connection if using a laptop.
- 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

- Check laptop audio setting at bottom right of desktop display. Adjust slider volume level and un-mute. Also check the source is selected to “Crestron”.
- If playing a YouTube video, check audio adjustment at bottom left of video. Un-mute and adjust slider.
- Check “Program Audio” on wall plate. Adjust volume by pressing the speaker icon. Make sure the mute function is not selected.

Podium Mic Needs Adjustment

- Press “Microphone Controls” top right on wall panel
- Adjust level on “Lectern Microphone Controls”
Utilizing Zoom

In the Senate Chamber

- 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 >
  - “UVC Camera”

To Select the Correct Speaker

- Settings > Audio > Speaker >
  - “Crestron (Intel) Display Audio)”

To Select the Correct Microphone

- Settings > Audio> Microphone >
  - “Echo Cancelling Speakerphone”
To Control the Web Camera

- Camera controls are on the wall panel near the screen
- Use arrow keys to move camera direction

Need Help?

Call Conference and Event Services

901-678-2041