


Senate Room Startup

To Start System & Power On Projector

 Press the Welcome Screen to start up the system



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



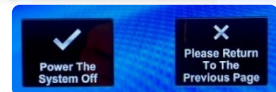
Use the wireless mouse and keyboard to log-in to the computer

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

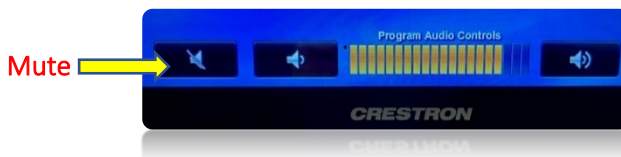
Trouble Shooting Tips

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 You Tube 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