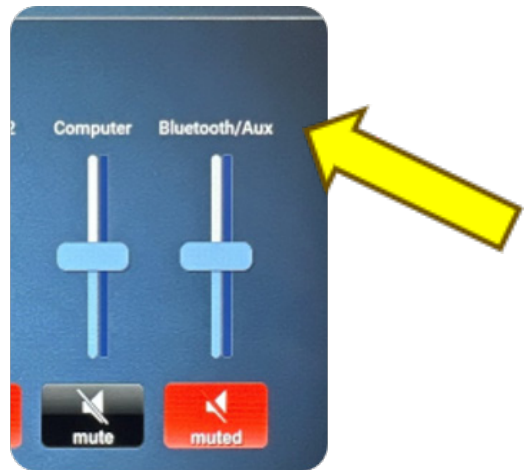


- Locate the Bluetooth Connection Box on the Podium.
- Hold down the button until the blue light begins blinking.
- Open your mobile device settings and go to Bluetooth.
- Look for the room name (example: Shelby Bluetooth) and connect.
- Set volume on your device or go to the Audio Controls page.



IF THE PROJECTOR/VIDEO WALL SHOWS DESKTOP BUT NOT EXACTLY WHAT IS ON YOUR COMPUTER

- Go to Settings
- Click “System”
- Click “Display” on the sidebar
- Under “Multiple Displays”
- Click “Duplicate Display”

IF COMPUTER DOES NOT CONNECT TO PROJECTOR

- Check all connections to make sure nothing is slightly unplugged.

MICROPHONE/AUDIO IS NOT WORKING IN ZOOM/TEAMS

- Check your mic settings in your Zoom/Teams meeting and make sure the mic selected is Echo Canceling Speakerphone
- Check your speaker settings in your Zoom/Teams meeting and make sure the speaker selected is Echo Canceling Speakerphone

IF THE PROJECTOR/VIDEO WALL SHOWS DESKTOP BUT NOT EXACTLY WHAT IS ON YOUR COMPUTER

- Go to Settings
- Click “System”
- Click “Display” on the sidebar
- Under “Multiple Displays”
- Click “Duplicate Display”

IF COMPUTER DOES NOT CONNECT TO PROJECTOR

- Check all connections to make sure nothing is slightly unplugged.

IF TOUCHSCREEN SHOWS CONTROLS FOR OTHER BALLROOMS YOU DO NOT HAVE ACCESS TO

- Contact CES
- A technician will need to uncombine Ballrooms in the A/V Booth in Ballroom B.
Please do not attempt to fix this without a staff member.

IF THE TOUCHSCREEN SHOWS DIFFERENT SOURCES, SUCH AS “RM 310C”

- Press Source “Logo”, even if already selected
- Sources should revert to normal.