Ballroom A, B, and C Startup

To Start the System & Power On Projector

Slide the touchscreen on the wall to startup the system

The projector will turn on and screen will come down automatically.

Select a Source

- LOGO is the default.
- Press South, West, or East Laptop depending on what the label is on the wall you are connected to.
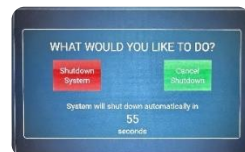- Plug Laptop into the USB-C or HDMI cable as needed

Audio Controls

- Press red Audio Controls Button
- Adjust volume sliders
- Bright red box is muted
- Black box is unmuted
- Computer Volume can be controlled from the homepage
- If you need to adjust wireless mics, click the wireless mic controls

To Shut Down

- Press the red Power button
- Press "Shutdown System"

Utilizing Zoom

In the Ballrooms

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

Connecting a Laptop

- When using the **HDMI** cable, also connect the **USB** cable for built-in web cameras and microphones.
- When using the **USB-C** cable, the USB cable is not required.

Zoom Settings

- Settings > Video > Camera > ***Ballroom (A, B, C)***
- Settings > Audio > Speaker > ***Echo Canceling Speakerphone***
- Settings > Audio > Microphone > ***Echo Canceling Speakerphone***

To Adjust Camera

- Press the red Camera Controls button
- Adjust position using Arrows, Magnify +/-, or Presets 1,2,3

Adjust Zoom audio from the Main Page. Select the Audio Controls tab, move the **Conference** slider.

Trouble Shooting

If the Projector/Video Wall shows the 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 the computer does not connect to the projector:

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

If the 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.