

# Conference Rooms Startup

## To Start the System & Power On TV

Press the System On button to startup the system



The TV Monitor will turn on automatically.

## Select a Source

- Blank/AV Mute is Default
- Press Room PC (Built-In), HDMI, Laptop, or Wireless
- Plug Laptop into the USB-C or HDMI cable as needed



## Audio Controls

- Can be adjusted with buttons Vol Up, Vol Down, and Vol Mute
- Also can use **scroller** to adjust



## To Shut Down

- Press "System Off"



# Utilizing Zoom/Teams

## In the Conference Rooms

- Log into the Desktop PC with the credentials listed above the panel, or your laptop using your own UUID and password.
- Navigate to ***memphis.zoom.us*** and login OR login to TEAMS desktop app, using your UUID, password and Duo.

## Connecting a Laptop

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- 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/Teams Settings

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- Settings > Video > Camera > ***Bose Videobar VB1***
- Settings > Audio > Speaker > ***Bose Videobar VB1***
- Settings > Audio > Microphone > ***Bose Videobar VB1***

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## Trouble Shooting

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When 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"*