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FV ROUND ROOM STARTUP INSTRUCTIONS

TO START THE SYSTEM AND POWER ON VIDEO WALL

- Slide the touchscreen on the podium to start up the system.
- The video wall will turn on automatically.

SELECT A SOURCE

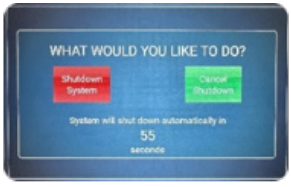
- LOGO is the default.
- Press Lectern PC, Rack PC (Built-In), Wireless, Lectern USB-C, or Lectern HDMI
- Plug Laptop into the USB-C or HDMI cable as needed.

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

TO SHUT DOWN

- Press the red Power button
- Press Shutdown System on next screen.



CONFERENCE AND EVENT SERVICES 901-678-5000

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UTILIZING ZOOM & TEAMS IN THE FV ROUND ROOM

- 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 **zoom.us/signin** or open the **Microsoft Teams app**, then 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.

MEETING SETTINGS

- Settings > Video > Camera > **Round Room**
- 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.