

POPLAR ROOM STARTUP INSTRUCTIONS

TO START THE SYSTEM AND POWER ON PROJECTOR

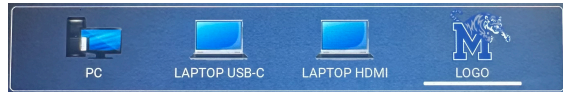
- Slide the touchscreen on the podium to start up the system.

The projector will turn on automatically.



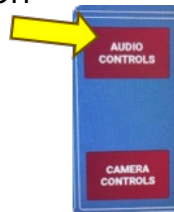
SELECT A SOURCE

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



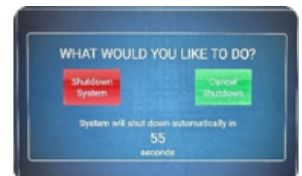
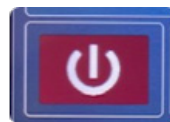
AUDIO CONTROLS

- 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.



UTILIZING ZOOM/TEAMS IN THE POPLAR 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 **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 > **Poplar**
- 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

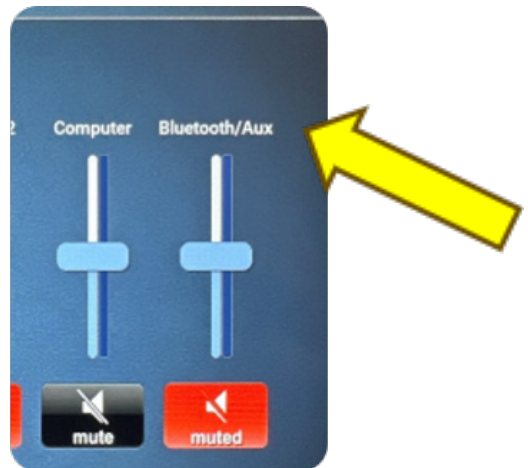
Adjust Zoom audio from the Main Page.

Select the Audio Controls tab, move the Conference slider.



CONNECTING BLUETOOTH DEVICES

- 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.