

MICHAEL D. ROSE THEATRE SOUTH LOBBY STARTUP INSTRUCTIONS

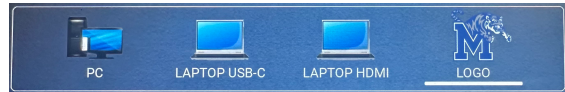
TO START THE SYSTEM AND POWER ON PROJECTOR

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



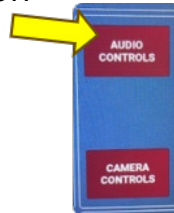
SELECT A SOURCE

- 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.



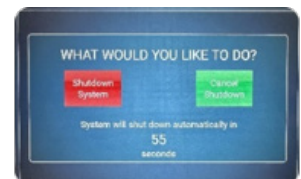
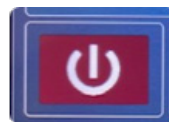
AUDIO CONTROLS

- 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 IN THE MICHAEL D ROSE THEATRE SOUTH LOBBY

- 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 > **Rose**
- 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.



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.

SCREEN IS NOT SHOWING THE PRESENTATION OR CAMERA FROM MAIN STAGE

- Call CES/Contact the AV Technician for your event.
- A technician will arrive to route the correct video/camera to the overflow connection via the touchscreen in the A/V booth.