

Senate Chamber Startup

To Start the System & Power On Projector



Slide the touchscreen to startup the system



The projector will turn on automatically.

Select a Source

- Press PC (Built-In), Laptop USB-C, or Laptop HDMI
- Plug Laptop into the USB-C or HDMI cable as needed
- The Projector Mute button will pause projection until Unmuted.



Audio Controls

- Press red Audio Controls Button
- Adjust volume sliders
- Bright red box is muted
- Dark Red box is unmuted
- Computer Volume can be controlled from the homepage



To Shut Down

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



Utilizing Zoom/TEAMS

In the Senate Chamber

- 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 to Microphones

- 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

- Settings > Video > Camera > ***UC-SenateRoom***
- Settings > Audio > Speaker > ***Echo Canceling Speakerphone***
- Settings > Audio > Microphone > ***Echo Canceling Speakerphone***

To Adjust Camera

- Press the red Camera Controls button
- Press either Audience or Presenter Camera
- 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** sliders



Trouble Shooting

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*"

Microphone/Audio is not working in Zoom/Teams

- Check your mic settings in your Zoom/Teams meeting and make sure the mic selected is *Echo Canceling Speakerphone*
- Check your speaker settings in your Zoom/Teams meeting and make sure the speaker selected is *Echo Canceling Speakerphone*