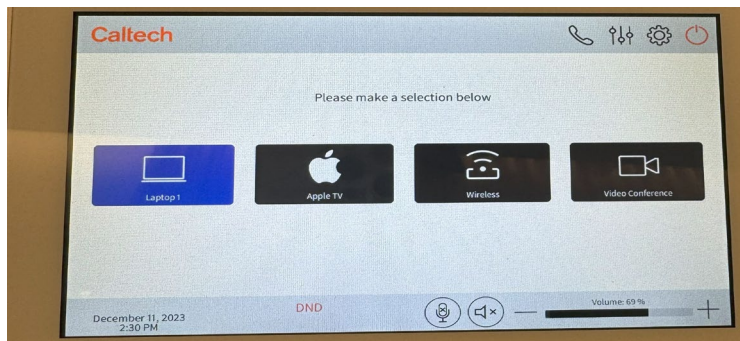
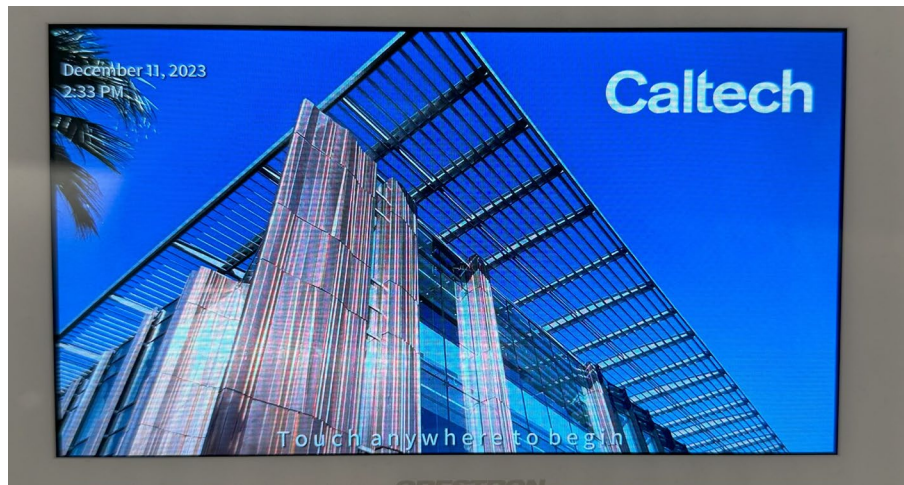


Chen 240A & 340A AV Instructions



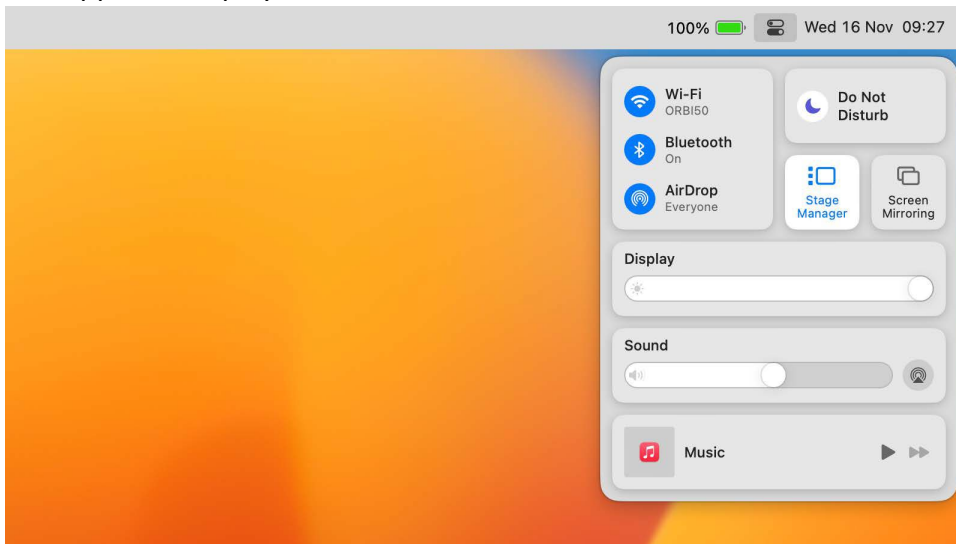
For Intel-based Laptops

- Power on projector by choosing your source either Laptop 1 or Wireless (Mersive Solstice)
- Laptop 1 → must connect with HDMI
 - Use adapter(s) if necessary
- IF using Chen 240A/ 340A camera and microphone → select Video Conference

For Apple/ Mac Users

- Power on Projector, by selecting Apple TV
- Device must be connected to Caltech Secure or Visitor

- Use Apple TV Airplay to connect



- Control center icon should be on the menu bar located on the top right of the screen (Next to the battery bar, icon is selected)
- Press “Screen Mirroring” and then select on “Chen 240A/340A projector”
- Enter 4-digit code displayed on projector into your device

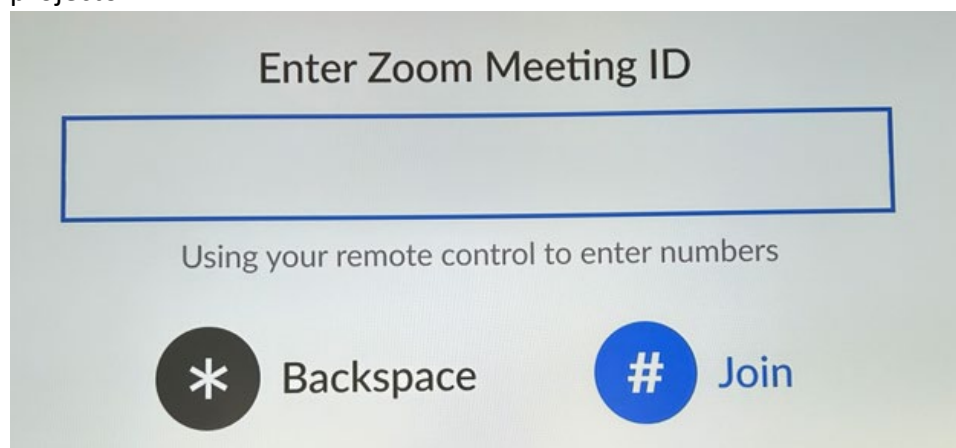
Video Conference for Zoom (+ Faculty)

- Make sure to turn off/mute all the audio and microphones on all devices if they are on the Zoom call and in Chen 240A/340A
 - Chen 240A/340A is the only participant in the Zoom call that is not muted besides other participants not in the room
- For the Zoom host make sure in Zoom settings
 - Share screen menu → Advanced sharing options → Select “All participants” under Who can share
- Host device or presenter does not need to be in Chen 240A/340A
- For Q & A sessions, make sure microphone and participants are unmuted if needed
- Use the toggle microphone and sound mute button on Crestron bottom right corner to control sound.
 - Icon will turn red once toggled/ in use.
- Press red phone button to end call and stop video conference.
- User can manually adjust Polycom camera
 - Select “Video Conference”
 - Towards the right select the video camera icon
 - Can adjust camera left, right, up, down
 - Can save up to 3 presets.

- Select “Video Conference” as your source on Crestron



- After the system is finish booting up, you will see a numpad on Crestron
 - Select “Contacts” located on the bottom center of the screen
 - Select “Favorites” on the left and then select “Zoom H.323” on the right
 - Need to make sure “Zoom H.323” is highlighted blue as shown above
 - The “Selected Contact Details” shows Zoom H.323 and IP # as shown above
 - Click the green "Dial" button to display the Enter Zoom Meeting ID screen on the projector

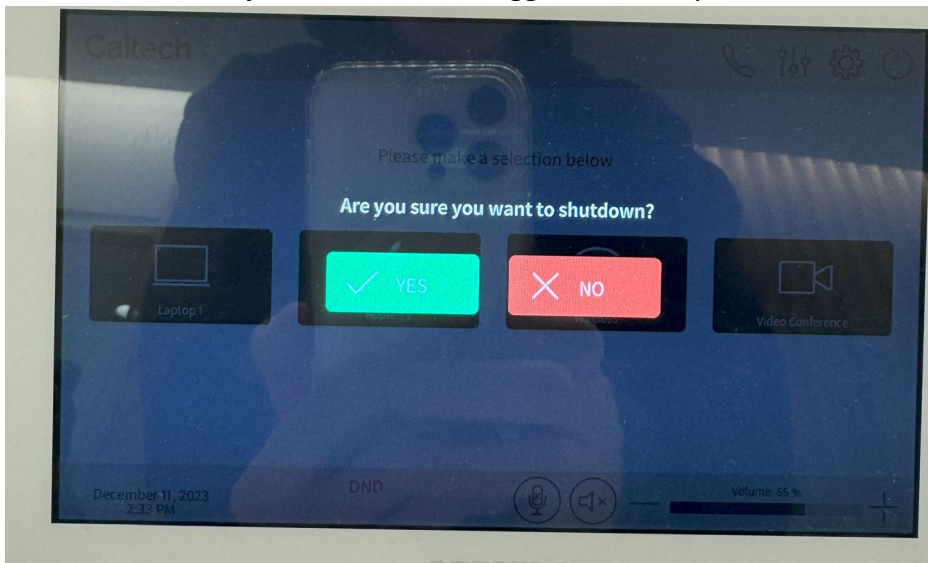


- On Crestron, press the “Dial” button located on the bottom center of the screen to display the numpad.
- Enter Zoom Meeting ID using the numpad on Crestron
 - * = backspace # = join

- Presenter can either be connected to a source or share screen on the Zoom call
 - You will run into problems if you try connecting both ways.
 - Choose either or. Presenter must connect to a source or join Zoom call and share screen
 - If user is connected to a source, then select Content and then select the source which will share your screen to the Zoom call.

Reminders/Troubleshooting:

- On Zoom, make sure the presenter has the right application/ screen they want to screen share.
- If “H.323 Zoom” option does not work
 - Select “Video Conference” and then select “Dial” at the bottom
 - Using phone keypad enter “162.255.37.11”
 - Press green phone “Dial” button
 - “Enter Zoom Meeting ID” screen should be displayed
- Make sure Chen 240A/340A is not muted in Zoom Call
- May need to bring up small picture (Picture in picture; PiP) of room camera view
 - Use the “four box” icon in Layout screen at the top of the video conference (Polycom Video Conference) screen
- After launching the projector, please give it a minute or two to fully boot up.
- Please make sure all connections are secured and not loose.
- If Apple TV is not displaying, may need to turn it on or reconnect to Caltech Secure/Visitor.
- Use Crestron to adjust sound and to toggle the microphone mute button.



- Press the **red power button** on the top right of the Crestron handheld and select Yes to shutdown AV system. Both monitors should be off and Crestron is back on home page.

AFTER USER IS FINISHED, PLEASE SHUTDOWN SYSTEM