

CHEN B115


VIDEO CONFERENCE AV INSTRUCTIONS

USE POLYCOM WITH ZOOM

NOTE: MEETING ORGANIZER MUST HAVE A ZOOM PRO ACCOUNT

- Also known as “H.323”
- Contact IMSS for help if you do not have H.323

INSTRUCTIONS:

- Use touch panel on table to control AV
 - Touch the panel to begin and choose “video conference”
- Phone keypad will come up
 - Bring Polycom into your Zoom meeting:
 - Dial 162.255.37.11 (West coast H.323 Zoom IP address)
 - Press green phone button to dial
 - Zoom screen will come up with instructions
 - Dial #, then the Zoom meeting ID, then # again
 - Dial passcode if required
 - Works best if passcode is a number
 - Dial pairing code listed on screen if applicable
- Make sure to mute laptop speaker and laptop mic
- Make sure room (as participant in Zoom) is not muted
 - NOTE: MUST display content through Zoom
 - Content will be on the left display and Zoom view will be on the right display
 - Bring up small picture (“picture in picture” or “PiP”) of room camera view (will appear on right display)
 - Use the small “four box” icon at the top of the video conference screen
- Press red phone button to stop the call when finished
- When finished use the Power icon in the upper right-hand corner of the touch panel to turn off system: 
 - System will ask if you are sure you want to shut down
 - Select “yes”
- Chen B115 has regular shades and blackout shades: controls are located near the door