CHEN SEMINAR ROOM (CHEN 130)
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 at front of room (right side) or wireless touch panel (in cabinet) to control AV
    o Touch the panel to begin and choose “video conference”
    o Screen will come down and projector will turn on automatically
  • Phone keypad will come up
    o 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
          o Works best if passcode is a number
        ▪ Dial pairing code listed on screen if applicable
  • Make sure to mute laptop speaker and laptop mic
    o EVERY laptop in the room on the Zoom call must mute laptop mic and laptop speaker
    o MAKE SURE Chen 130 is not muted in the Zoom call
  • NOTE: MUST display content through Zoom
    o Content should default to projector screen
    o Zoom participants should default to right and left displays
    o Bring up small picture (“picture in picture” or “PiP”) of room camera view
      ▪ Use the small “four box” icon at the top of the video conference screen
      ▪ Press red phone button to stop the video conference when finished
• **NOTE WHEN FINISHED:**
  
  o When finished use the Power icon in the upper right-hand corner of the touch panel to retract screen and turn off projector:
    
    ▪ System will ask if you are sure you want to shut down
    ▪ Select “yes” and screen will retract and projector will turn off
    Be sure the projector is turned off before leaving the room
  
  o Set wireless touch panel on charging stand - it will make a sound when properly connected for charging