

CHEN 240A/340A

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:
 - Method 1:
 - Choose “Contacts” at bottom of phone keypad
 - Choose “H.323 Zoom” from the “Favorites” list
 - Choose green phone “dial” button to dial chosen “H.323 Zoom” number
 - Zoom will connect and will come up on display with instructions
 - Choose “dial” at bottom of touch pad screen to enter Zoom meeting info using phone keypad
 - Dial #, then the Zoom meeting ID, then # again
 - Use “*” button to backspace in case of error
 - Dial passcode if required
 - Works best if passcode is a number
 - Dial pairing code listed on screen if applicable
 - Method 2:
 - Using phone keypad enter “162.255.37.11” (West coast H.323 Zoom IP address)
 - Press green phone “dial” button to dial
 - Zoom will connect and will come up on display with instructions
 - Using phone keypad on touch screen enter #, then the Zoom meeting ID, then # again
 - Use “*” button to backspace in case of error

- 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 one display and Zoom view will be on the other display
 - Bring up small picture (“picture in picture” or “PiP”) of room camera view (will appear on Zoom view 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 240A/340A have regular shades and blackout shades: controls are located near the windows