

# 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:

- Make sure to mute laptop speaker and laptop mic
- EVERY laptop in the room on the Zoom call must mute laptop mic and laptop speaker
- MAKE SURE Chen 130 is not muted in the Zoom call
- Use touch panel at front of room (right side) or wireless touch panel (in cabinet) to control AV
  - Touch the panel to begin and choose “video conference”
  - Screen will come down and projector will turn on automatically
- Phone keypad will come up
  - Bring Polycom/Chen 130 into your Zoom meeting:
  - Method 1:
    - Choose “Contacts” at bottom of phone keypad
    - Choose “Zoom H.323” from the “Favorites” list
    - Choose green phone “dial” button to dial chosen “Zoom H.323” number
    - Zoom will connect and will come up on projector screen 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 projector screen 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
- NOTE: MUST display content through Zoom
- Content should default to projector screen and participants to displays
- Bring up small picture (“picture in picture” or “PiP”) of room camera view
  - Use the small “four box” icon (Layout screen) at the top of the video conference screen
- Press red phone button to stop the video conference when finished
- **NOTE WHEN FINISHED:**
  - 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
  - Set wireless touch panel on charging stand - it will make a sound when properly connected for charging