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
    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/Chen 130 into your Zoom meeting:
      o 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

Displaying content
- Method 1:
  - Display content through Zoom
  - Host/speaker laptop must be connected to Zoom
- Method 2:
  - Display content through room AV
  - CONNECT laptop to AV/wall plate using HDMI cable
    - **YOU MAY NEED ADAPTERS** for Mac laptops
  - From “Video conference” select “content” (menu at the bottom of the screen)
  - Select “wallplate1” or “wallplate2”
  - NOTE: sharing must be enabled through Zoom (“Share screen” menu, “Advanced sharing options”, Select “all participants” under “Who can share?”)

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