Chen 130 AV Instructions

There are 4 sources to choose from:

- Wallplate 1 is HDMI and AppleTV, located on the west side, next to the Lectern
- Wallplate 2 is the right outlet located on the east side; next to the Crestron wall touch panel
- Polycom Video Conference – Zoom Presentation w/ split screen for participants
- Wireless 1 is for Mersive Solstice

- By selecting a source, the projector will turn on and lower its screen.
  - If nothing is connected to Wallplate 1 and it is chosen, then AppleTV will be defaulted.
  - Once the HDMI is connected on the selected Wallplate, then the connected device will show up on all the screens.

For Intel-based Laptops

- Power on projector by choosing your source either Wallplates or Wireless 1 (Mersive Solstice)
• Wallplate 1 or Wallplate 2 \(\rightarrow\) must connect with HDMI  
  o Use adapter(s) if necessary  
• IF using Chen 130 Microphone or Camera, follow **Zoom** instructions listed below

**For Apple/ Mac Users**

• Power on Projector, by selecting Wallplate 1  
• Device must be connected to Caltech Secure or Visitor  
• Use Apple TV Airplay to connect

![Control center icon on Apple device](image)

• Control center icon should be on the menu bar located on the top right of the screen  
  (Next to the battery bar, icon is selected)  
• Press “Screen Mirroring” and then select/click on Chen 130 projector  
• Enter 4-digit code displayed on projector into your device  
• IF using Chen 130 Microphone or Camera, follow **Zoom** instructions listed below.

**Zoom - Presentation / Hybrid Meeting**

• Need to also plug in USB cable to use Chen 130 microphone and camera  
• Once plugged in, go to Zoom and change video and audio settings

![Zoom settings](image)

• Press the up arrow next to the Video button and select Video Settings  
• Make sure Chen 100 camera is selected and not your device’s camera.  
• Then under **Audio**, make sure:  
  o Speaker \(\rightarrow\) Crestron or Crestron (Same as System)  
  o Microphone \(\rightarrow\) USB “Bridge Chen 130”  
• Make sure device is not muted and audio is set to max (100%) and then adjust volume on Crestron (defaulted at 35%) located at the bottom right of the screen
• Use “-” and “+” to adjust Volume percentage

• There are also a toggle mic mute button and a toggle volume mute button which will light red on Crestron when pressed and in use.

**Camera Presets**
- Camera Preset 1 - showing presenter at the podium
- Camera Preset 2 – panel shot; wide-shot
- Manual Camera Controls - manually controls camera
- To set a preset, manually control the camera to where you want and then press and hold Preset button until it flashes green to save preset.
- Cannot override or save to Preset 1 or 2.
- Please note that this camera does not have tracking capabilities.

**Reminders/Notes:**
- After launching the projector, please give it a minute or two to fully boot up.
- If AppleTV is not displaying, may need to turn it on or reconnect to Caltech Secure/Visitor.
- If Wallplate 1 is selected, and no devices are plugged in, then it will display AppleTV
- If Wallplate 1, and HDMI is plugged in, then screen displays the device.

**Polycom Video Conference**
- Select Polycom Video Conference as your source on Crestron

• After the system is finish booting up, you will see a numpad on Crestron
Select “Contacts” located on the bottom center of the screen
Select “Favorites” on the left and then select “Zoom H.323” on the right under Contacts - Favorites
  - Need to make sure “Zoom H.323” is highlighted blue as shown above
  - The “Selected Contact Details” shows Zoom H.323 and IP # as shown above
Click the green "Dial" button to display the Enter Zoom Meeting ID screen on the projector

On Crestron, press the “Dial” button located on the bottom center of the screen to display the numpad.
Enter Zoom Meeting ID using the numpad on Crestron
  - * = backspace  # = join
  - This will allow Chen 130 to join the Zoom call as a participant.
  - Make sure to turn off/mute all the sound and microphones on all devices if they are on the Zoom call and in Chen 130
  - Chen 130 is the only participant in the Zoom call that is not muted besides other participants not in the room
  - Camera is not adjustable nor does it have settings.
  - Use Crestron to adjust sound and to toggle the microphone mute button.
  - Users can just display content through Zoom, but if user wants a “split screen” presentation
    - Split screen presentation has participants displaying on sides while presentation is shown in the center projector screen.
    - User must connect to a source i.e (Wallplate 1, Wallplate 2, or Wireless)
Polycom Video Conference uses a different system that does not utilize the USB port.
If user will be presenting, user will need to find a source whether it be Wallplate 1, Wallplate 2, or Wireless
  - After connecting source → In Crestron device, select Polycom Video Conference → Select “Content” in the bottom → Select connected source → Source will display on middle projector screen while Zoom participants are displayed on both side monitors
  - Make sure in Zoom settings

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o Share screen menu → Advanced sharing options → Select “All participants” under Who can share

- Bring up small picture (Picture in picture; PiP) of room camera view
  o Use small “four box” icon (layout screen) at the top of the video conference screen

**Polycom Video Conference for FACULTY**
- Must have separate laptop/ device to host/start Zoom Meeting
  o Host device does not need to be in Chen 130
  o Make sure Chen 130 is not muted in Zoom Call
- Make sure in Zoom settings
  o Share screen menu → Advanced sharing options → Select “All participants” under Who can share
- Select Polycom Video Conference as your source on Crestron

- After the system is finish booting up, you will see a numpad on Crestron
  o Select “Contacts” located on the bottom center of the screen
  o Select “Favorites” on the left and then select “Zoom H.323” on the right under Contacts - Favorites
    - Need to make sure “Zoom H.323” is highlighted blue as shown above
    - The “Selected Contact Details” shows Zoom H.323 and IP # as shown above
• Click the green "Dial" button to display the “Enter Zoom Meeting ID” on the projector screen

- On Crestron, press the “Dial” button located on the bottom center of the screen to display the numpad.
- Enter Zoom Meeting ID using the numpad on Crestron
  - * = backspace  # = join

• This will allow Chen 130 to join the Zoom call as a participant.
  - **IF ZOOM H.323 DOESN'T WORK TRY:**
    - Select Polycom Video Conference as your source on Crestron
    - Using the numpad on **Dial**, dial “162.255.37.11” (West coast H.323 Zoom IP address)
      - Press green phone “**Dial**“ button to dial.
      - Zoom will connect and projector will display the “Enter Zoom Meeting ID” screen
      - Enter Zoom Meeting ID on Crestron
        - * = backspace  # = join

• For Q & A sessions, make sure microphone and participants are unmuted if needed
• Use the toggle microphone and sound mute button on Crestron bottom right corner to control sound.
• Icon will turn red once toggled/ in use.
• If user will be presenting, user will need to find a source whether it be Wallplate 1, Wallplate 2, or Wireless
  - After connecting source → In Crestron device, select Polycom Video Conference → Select “Content” in the bottom → Select connected source → Source will display on middle projector screen while Zoom participants are displayed on both side monitors
• Press red phone button to end call and stop video conference.

AFTER USER IS FINISHED. PLEASE SHUTDOWN SYSTEM AND RETURN CRESTRON HANDHELD TO ITS CHARGING STATION