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 also HDMI but is 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 one of the four sources, the projector will turn on and lower its screen.

**For Intel-based Laptops**

- Power on projector by choosing your source either Wallplates or Wireless 1 (Mersive Solstice)
- Wallplate 1 or Wallplate 2 → must connect with HDMI
  - 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 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
  - 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:
    - Speaker → Crestron or Crestron (Same as System)
    - Microphone → 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**

• Lectern Preset - showing presenter at the podium
• Panel Preset – 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.
• 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.
• Please make sure all connections are secured and not loose.
• 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.

**Overflow from Chen 100:**

• If Chen 130 is being overflowed from Chen 100, user from Chen 100 must press button on Crestron to send Audio and Video to Chen 130
  - Once pressed, Chen 130 user will be prompted to accept invitation to view
  - Chen 130 user can either accept or decline
• Once Overflow is finished, user can close system or select a source like regular use.
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
  o Split screen presentation has participants displaying on sides while presentation is shown in the center projector screen.
  o 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
  o 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
  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 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
  o On Crestron, press the “Dial” button located on the bottom center of the screen to display the numpad.
  o Enter Zoom Meeting ID using the numpad on Crestron
    ▪ * = backspace  # = join
• This will allow Chen 130 to join the Zoom call as a participant.
  o 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