

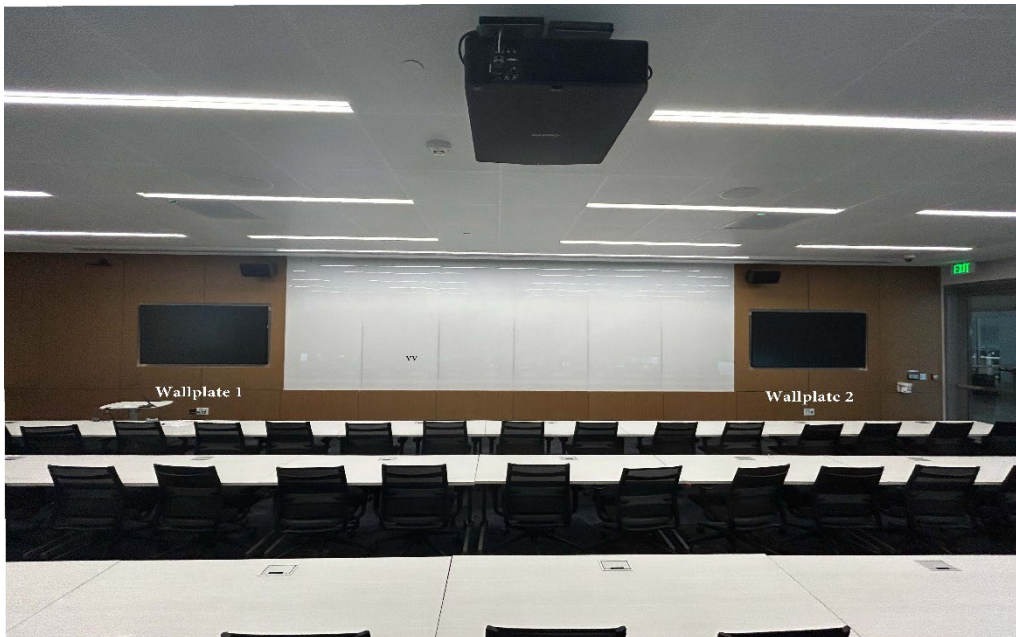
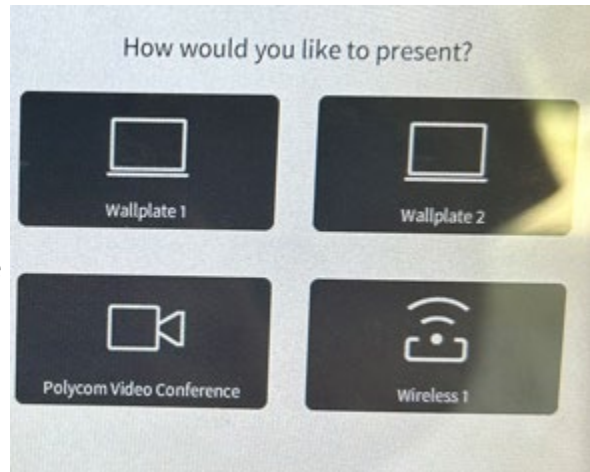
Chen 130 AV Instructions

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



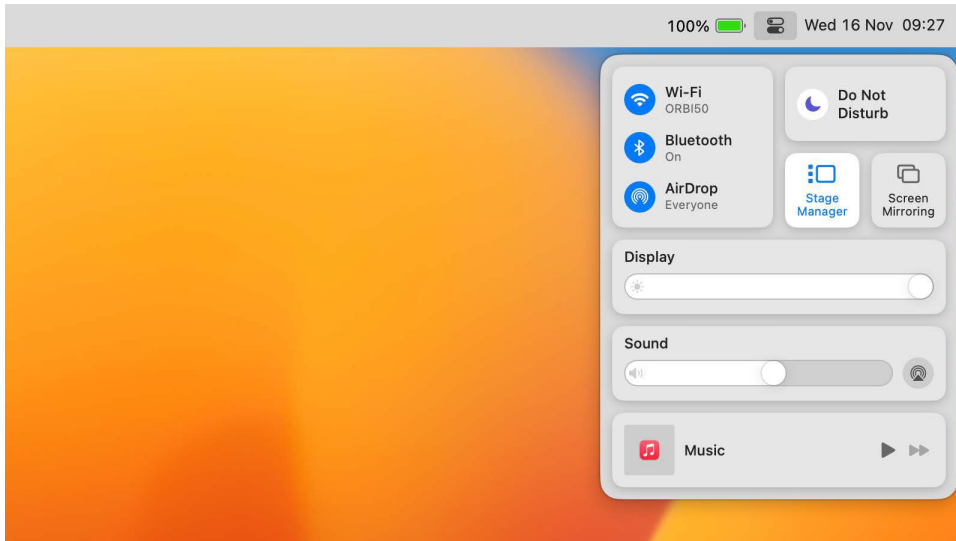
By selecting one of the four sources, the projector will turn on and lower its screen.

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

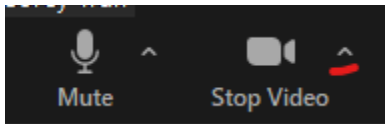
- Power on Projector, by selecting Wallplate 1
- Device must be connected to Caltech Secure or Visitor
- Use Apple TV Airplay to connect



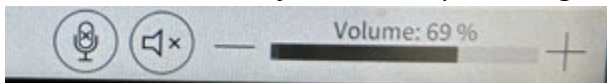
- Control center icon should be on the menu bar located on the top right of the screen (Next to the battery bar, icon is selected)
- Press “Screen Mirroring” and then select on “Chen 130 projector”
- Enter 4-digit code displayed on projector into your device
- IF using Chen 130 Microphone or Camera,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

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.

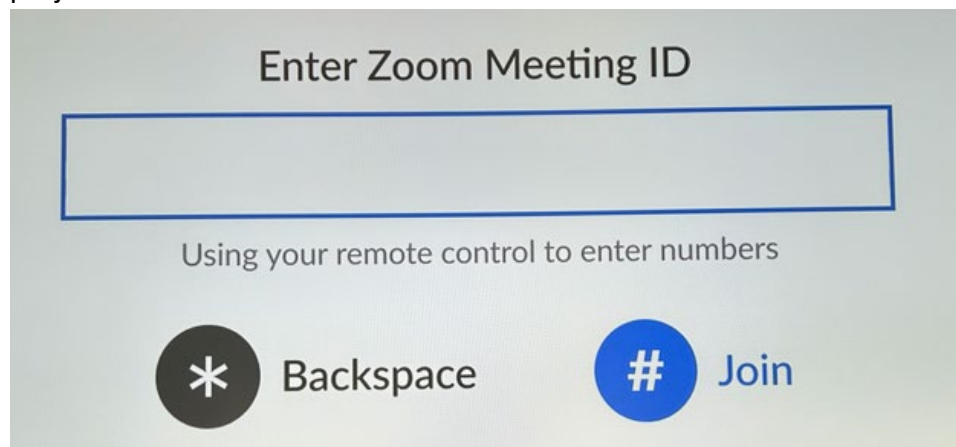
Polycom Video Conference for Zoom (+ Faculty)

- Make sure to turn off/mute all the audio 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
- For the Zoom host make sure in Zoom settings
 - Share screen menu → Advanced sharing options → Select “All participants” under Who can share
- Host device or presenter does not need to be in Chen 130
- 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.
- Press red phone button to end call and stop video conference.
- User can manually adjust Polycom camera
 - Select “Polycom Video Conference”
 - Towards the right select the video camera icon
 - Can adjust camera left, right, up, down
 - Zoom in or out
 - Can save up to 3 presets.

- 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
 - 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
- Presenter can either be connected to a source or share screen on the Zoom call
 - You will run into problems if you try connecting both ways.
 - Choose either or. Presenter must connect to a source or join Zoom call and share screen

Split Screen Presentation

- Presenter will be connected to a source whether it be Wallplate 1, Wallplate 2, or Wireless,
- Presenter will not be joining Zoom call, since Polycom Chen 130 is in call
 - 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

Reminders/Troubleshooting:

- On Zoom, make sure the presenter has the right application/ screen they want to screen share.
- If “H.323 Zoom” option does not work
 - Select “Video Conference” and then select “Dial” at the bottom
 - Using phone keypad enter “162.255.37.11”
 - Press green phone “Dial” button
 - “Enter Zoom Meeting ID” screen should be displayed
- Polycom Video Conference uses a different system that does not utilize the USB port.
- Make sure Chen 130 is not muted in Zoom Call
- May need to bring up small picture (Picture in picture; PiP) of room camera view
 - Use the “four box” icon in Layout screen at the top of the video conference (Polycom Video Conference) screen
- 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.
- Use Crestron to adjust sound and to toggle the microphone mute button.
- Crestron handheld unit will make a sound when properly connected for charging
- The projector screen will retract and the projector will turn off if powered off correctly.

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

