Chen 240A & 340A AV Instructions

For Intel-based Laptops
- Power on projector by choosing your source either Laptop 1 or Wireless (Mersive Solstice)
- Laptop 1 → must connect with HDMI
  - Use adapter(s) if necessary
- IF using Chen 240A/340A camera and microphone → select Video Conference

For Apple/ Mac Users
- Power on Projector, by selecting Apple TV
- 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 240A/340A projector”
• Enter 4-digit code displayed on projector into your device

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 240A/340A
  o Chen 240A/340A 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
  o Share screen menu → Advanced sharing options → Select “All participants” under Who can share
• Host device or presenter does not need to be in Chen 240A/340A
• 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.
  o 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
  o Select “Video Conference”
  o Towards the right select the video camera icon
    ▪ Can adjust camera left, right, up, down
    ▪ Can save up to 3 presets.
Select “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

  Enter Zoom Meeting ID

  Using your remote control to enter numbers

  * Backspace  # Join

  - 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
  o 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
    ▪ If user is connected to a source, then select Content and then select the source which will share your screen to the Zoom call.

**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
  o Select “Video Conference” and then select “Dial” at the bottom
  o Using phone keypad enter “162.255.37.11”
  o Press green phone “Dial” button
  o “Enter Zoom Meeting ID” screen should be displayed
• Make sure Chen 240A/340A is not muted in Zoom Call
• May need to bring up small picture (Picture in picture; PiP) of room camera view
  o 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 Apple TV is not displaying, may need to turn it on or reconnect to Caltech Secure/Visitor.
• Use Crestron to adjust sound and to toggle the microphone mute button.

• Press the **red power button** on the top right of the Crestron handheld and select Yes to shutdown AV system. Both monitors should be off and Crestron is back on home page.

**AFTER USER IS FINISHED, PLEASE SHUTDOWN SYSTEM**