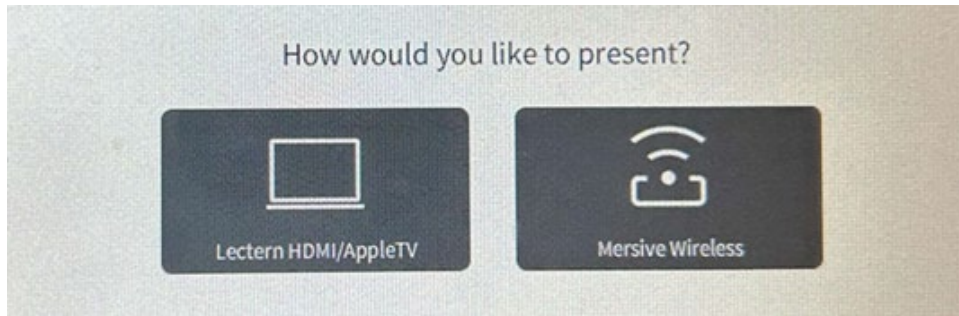# Chen 100 AV Instructions

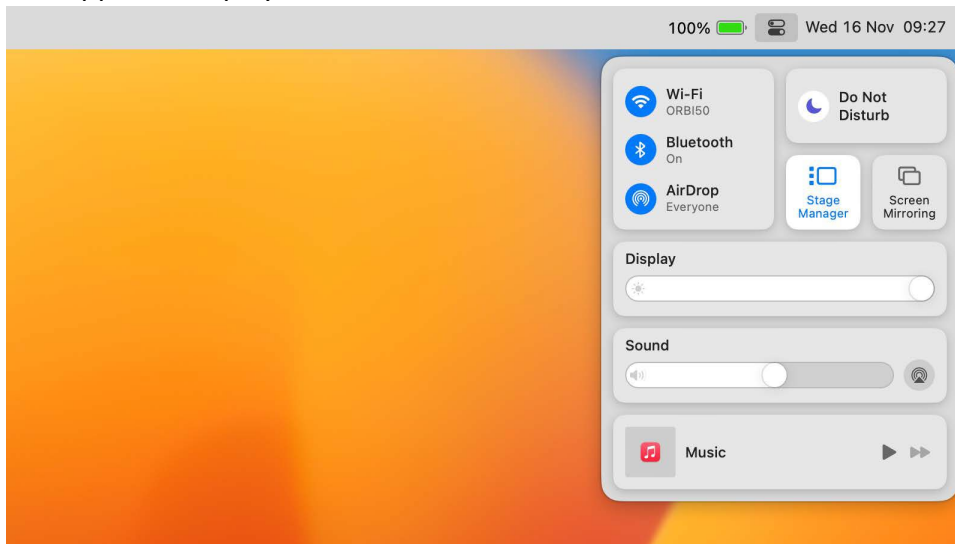Lectern = Lectern HDMI/AppleTV   Wireless = Mersive Wireless

For Intel-based Laptops

- Power on projector by choosing your source either Lectern or (Mersive) Wireless.
- Lectern → must connect with HDMI
    - Use adapter(s) if necessary
- IF using Chen 100 Microphone or Camera, follow **Zoom** instructions listed below
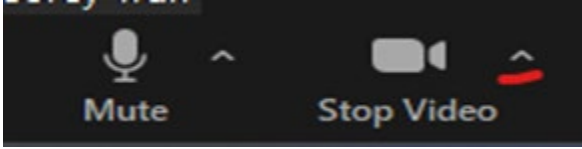
For Apple/ Mac Users

- Power on projector by selecting Lectern
- Device must be connected to Caltech Secure or Visitor
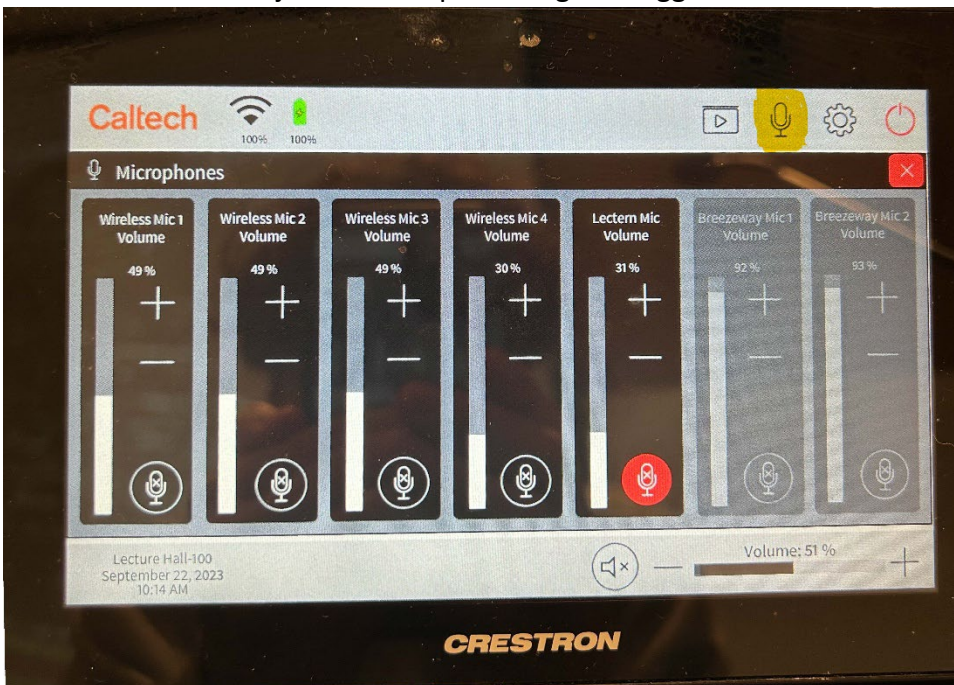- Use Apple TV Airplay to connect

- 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 100 projector
- Enter 4-digit code displayed on projector into your device
- IF using Chen 100 Microphone or Camera, follow **Zoom** instructions listed below.

Zoom - Presentation / Hybrid Meeting

- Need to also plug in USB cable to use Chen 100 microphone <u>and</u> camera
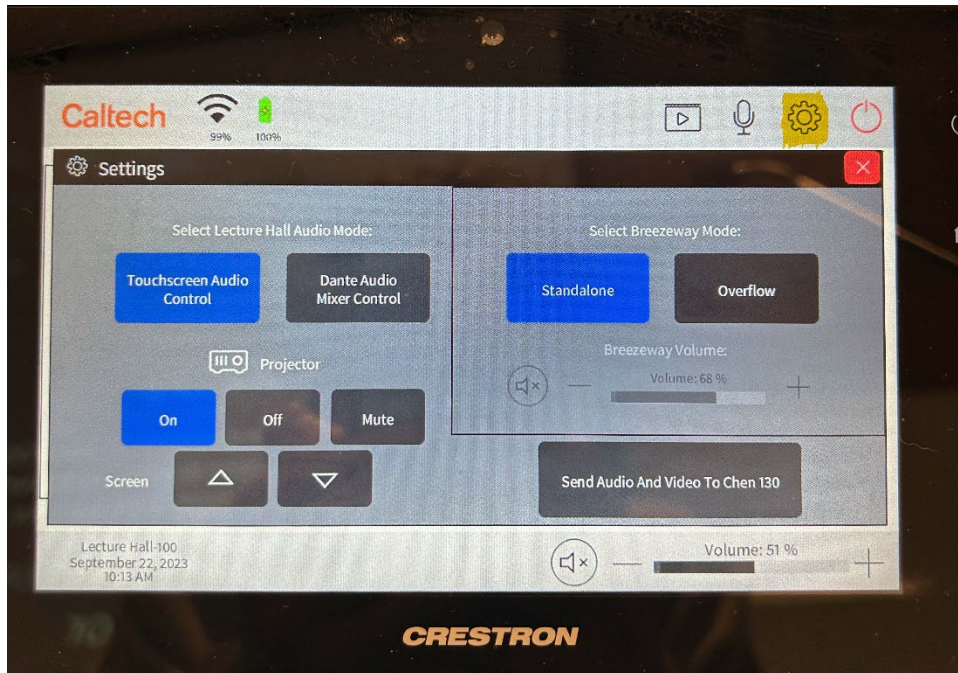- Once plugged in, go to Zoom and change video and audio settings

- 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 100"
- 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 or toggle mute button.

- To use Lectern microphone, press the microphone button on Crestron touch panel (highlighted on the image above) and click the unmute button (if it is not already unmuted)
- There should be a green light on the lectern mic which represents it being on
- Wireless microphones are located inside the podium in their charging station.
- Wireless microphones must be turned on and are numbered corresponding to Crestron.
- Please make sure to power off and place the wireless microphone back to the charging station when finished.

For Breezeway overflow

- Connect device via the 2 sources: Lectern or Wireless

- Press the gasket (option) button on Crestron touch panel (Highlighted above)
- Select Overflow
- Close the Settings page and select connected source
- There may be a slight delay when sending the feed to the Breezeway

Confidence monitor

- The small confidence monitor is what the audience sees
- Has its own power (will not turn on with Crestron)
- Power button located on top right of monitor.

Send Audio and Video to Chen 130

- This button allows for audio and video from Chen 100 to be sent to Chen 130
- Will prompt Chen 130 Crestron if user would like to accept to view Chen 100
  - User in Chen 130 can either accept or decline.

Camera Presets

- Camera Preset 1 - showing presenter at the podium
- Camera Preset 2 – panel shot; wideshot
- 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.
- Please make sure that 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 Lectern is selected, and no devices are plugged in, then it will display AppleTV
- If Lectern is selected, and HDMI is plugged in, then the screen displays the connected device.

AFTER USER IS FINISHED, PLEASE SHUTDOWN SYSTEM