CalPoly Pomona

Building 121

Multi-Purpose Rooms

Reference Guide

Contents

Introduction

This reference text is intended to guide a user through the configuration and operation of Building 121's Multi-Purpose rooms (1963, 1967, and 1969). These rooms can be used individually as normal conference rooms or they can be expanded in either a combination mode (1967, 1969) or an overflow mode (1963, 1967, 1969) depending on the amount of attendee space required for a particular event.

Requesting rooms 1967 and 1969 in combination can be done directly through 25Live by looking up 121-1967-69. To request 1963 as overflow you will need to contact x2290 after booking the combination room.

When entering one of the rooms the light controls can be found either by the door or the whiteboard. The shade and blackout curtain controls for 1967 can be found on the right side.
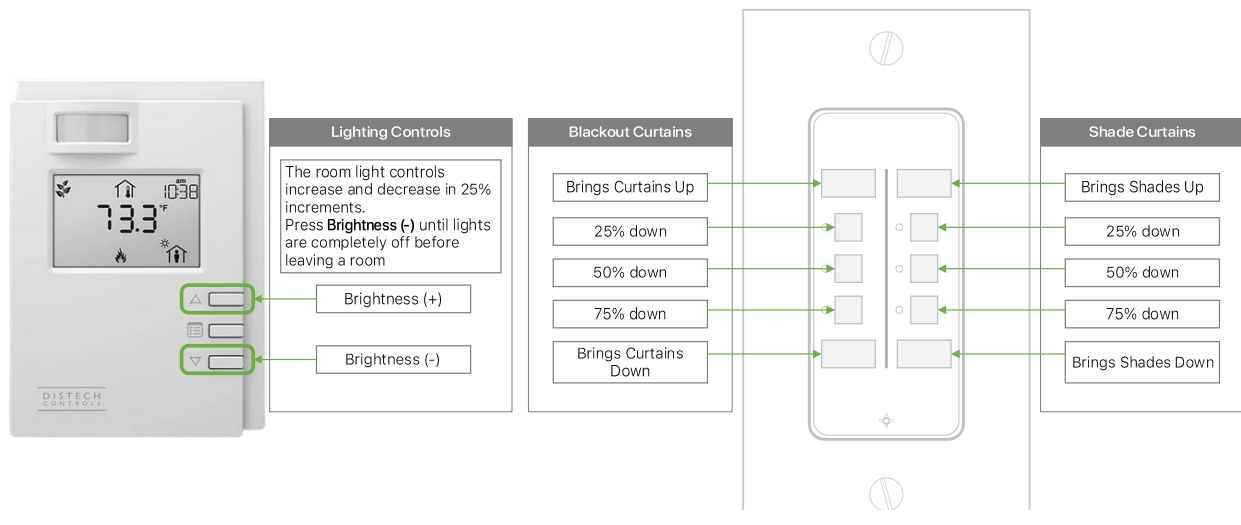

In each room you will find a lectern that contains a built-in PC you can login to using a Bronco username and password. There is a recessed cubby where you can push out the touch panel display for controlling the projector input sources as well as cables for an external laptop video and network connection.

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Touch Panel Startup

The MPR's all follow a standard room layout where room functions are controlled by a touch panel. Follow the on-screen instructions to begin setting up the room for a presentation. If the screen on the touch panel does not display anything, tapping on it will wake it up.
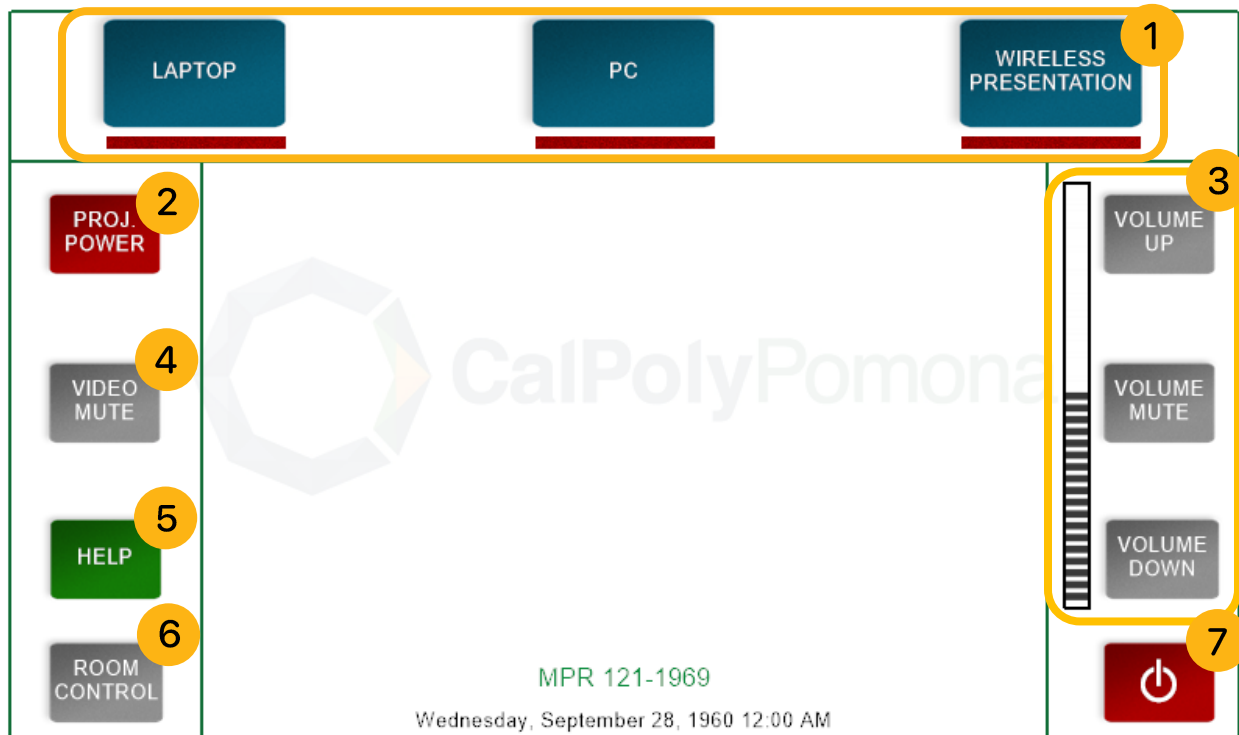
1	Projector Input Selection
2	Projector Power
3	Volume Controls
4	Video Mute
5	Help (x4040)
6	Projector Screen and Microphone Volume Controls
7	System Shut Down

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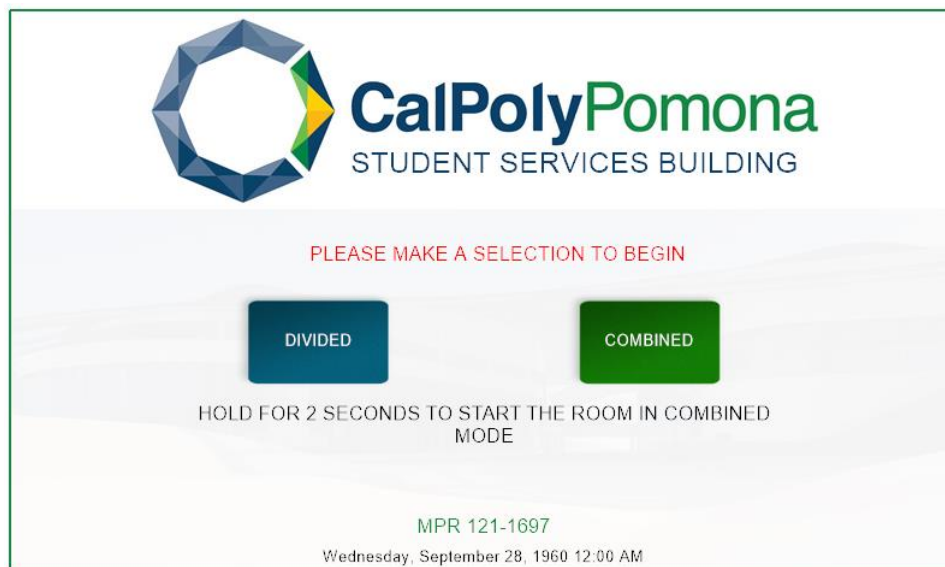www.cpp.service-now.com/ehelp

Rooms 1963 and 1969 Startup

In rooms 1963, and 1969 you will be prompted with a typical startup that asks you to touch the display to turn on the system. This will turn on the projector and drop down the projector screen.

Room 1967 Startup

In room 1967 you will initially be prompted to select either a Divided or Combined mode.

Divided	This mode is for if you are only going to be using room 1967
Combined	Use this option if you opted to reserve both room 1967 and 1969

You will then be prompted to select whether you want the projector screen to drop down from the Blue (Center Wall) or the White (West Wall).

NOTE: When selecting the Blue Wall, two projector screens will come down, along 1967, the other is the projector screen for 1969.

Input Sources
Each room has three input sources to select from: Laptop, PC, and Wireless Presentation.

Laptop
The laptop input is only enabled when a device is directly connected to one of the loose HDMI or VGA cables in the cubby where the touch panel is located. If you require an adapter and one is not located in the lectern, please contact client services @ x4040.

PC
The PC input is the main display source. To use this, you will need to login to the lectern PC with a Bronco username and password. Please make sure to log out of your session once your event has concluded.

Wireless Presentation
The Wireless Presentation input is controlled by a Mersive Solstice device within the lectern. Using this input source, you can display content wirelessly from another laptop or a phone. To do this you will need to be connected to the eduroam Wi-Fi network.

Setting up Eduroam
An Eduroam connection is required for accessing the campus Solstice service. To do this go to (https://www.cpp.edu/it/wifi/index.shtml) and click on "Wizard Setup".

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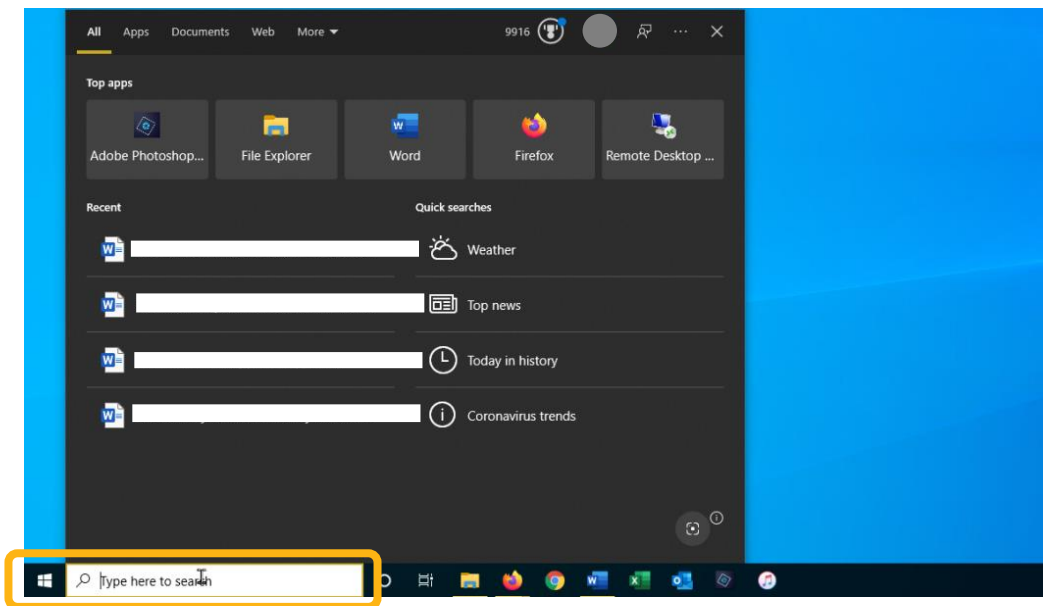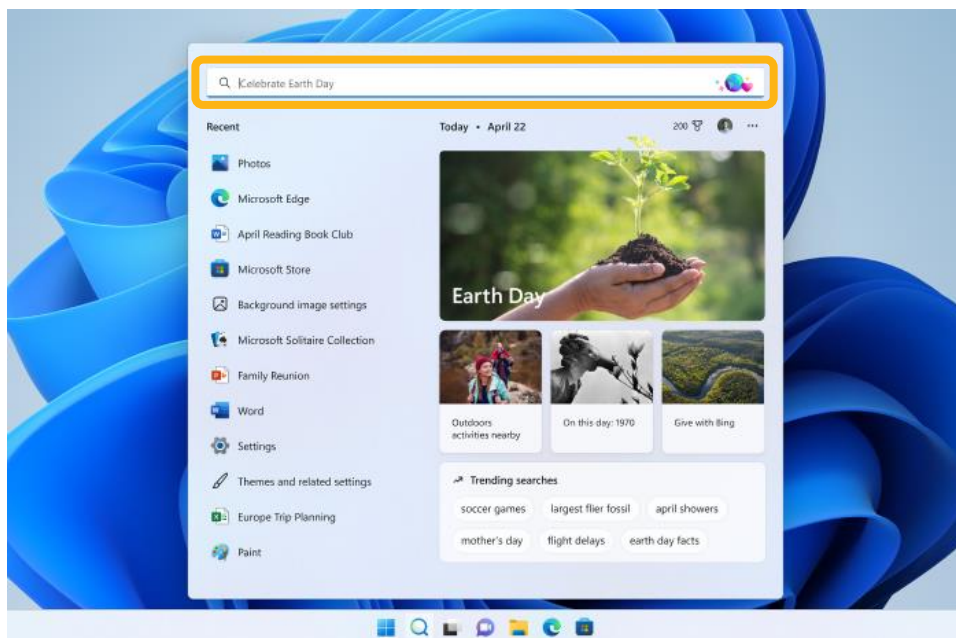www.cpp.service-now.com/ehelp

Finding and/or Installing Solstice

To start a Solstice connection, navigate to the Solstice icon on your desktop, or search for the "Mersive Solstice" app from the Windows search pane (Windows Key), or through Macs Finder app (Command+F).

Windows 10

Windows 11

Mac

Solstice should already be installed on the dedicated room PC and your CPP laptop, in the case that it is not it can be found through Software Center. Otherwise, it can be found here: (https://www.mersive.com/download)

Establishing a Connection

When starting Solstice for the first time you will be prompted to type in a display name – this can be changed in the "Settings" menu at any time. With that done you should see:
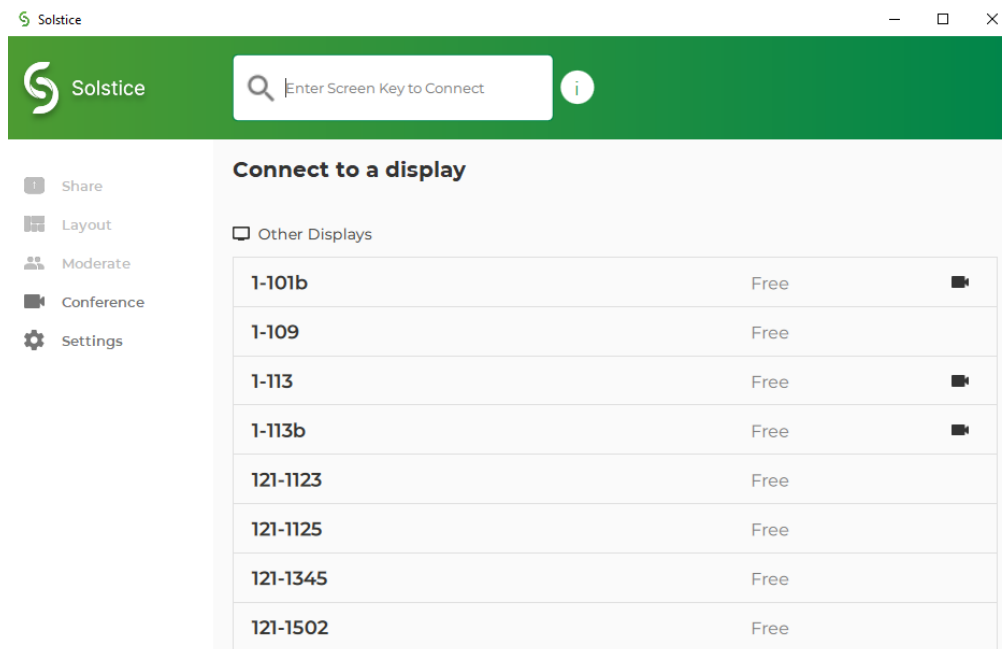
From here you can connect to any of the online displays shown in the list. Displays are organized by Building Number – Room Number. You can also search for your display using the search bar across the top of the window.

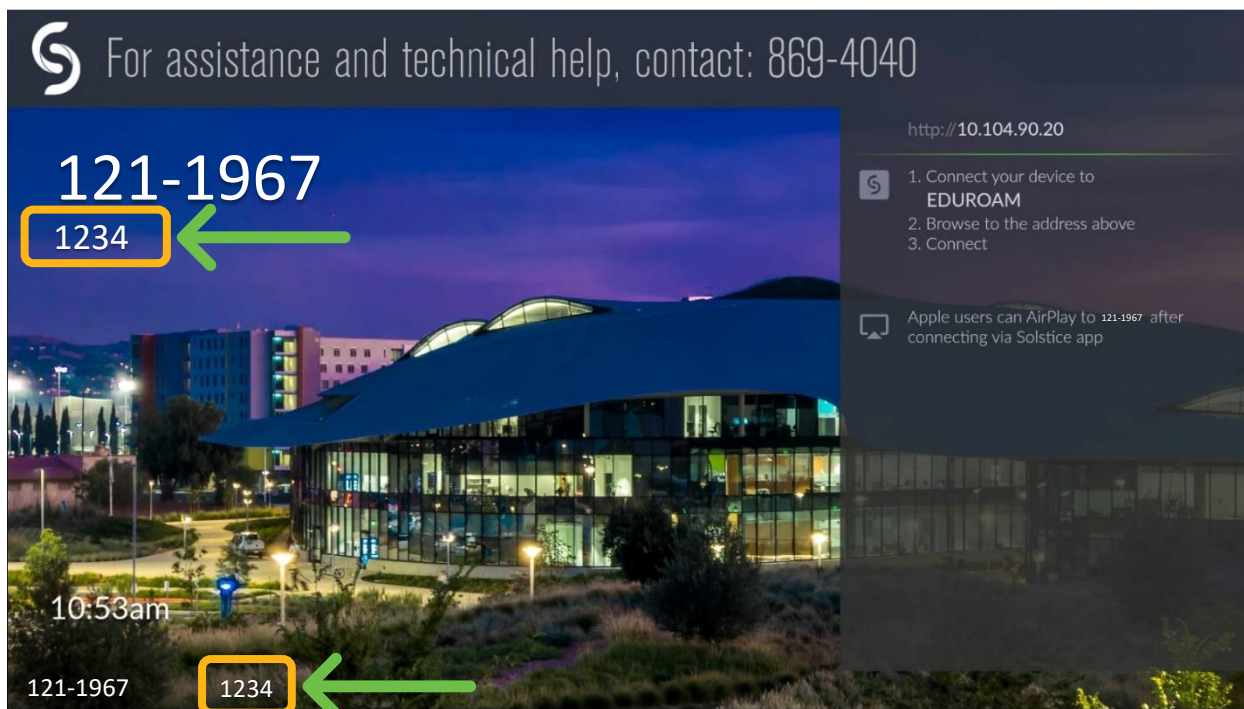Once you find your room, click it and you will be prompted to enter a Screen Key.

The Screen Key will be shown on the display you are requesting to connect to. Make sure your display is on the appropriate HDMI output (HDMI2), enter the code into the required fields and then hit "Connect".

Zoom Setup

Finding and/or Installing Zoom

To set up a Zoom conference, navigate to the Zoom icon on your desktop, or search for the "Zoom" app from the Windows search pane (Windows Key), or through Macs Finder app (Command+F). *Reference Pages 9 and 10 for visual aids.*

 Zoom should already be installed on the dedicated room PC and your CPP laptop, in the case that it is not it can be found through Software Center – CPP's main installation application. Otherwise, it can be found here: (https://zoom.us/download)

Starting a Meeting

Open Zoom and login using your Bronco username, password, and DUO MFA. Once logged in, you can either start a new meeting, join a meeting (Meeting ID required), Schedule a new meeting, or screen share (Sharing Key or Meeting ID required).
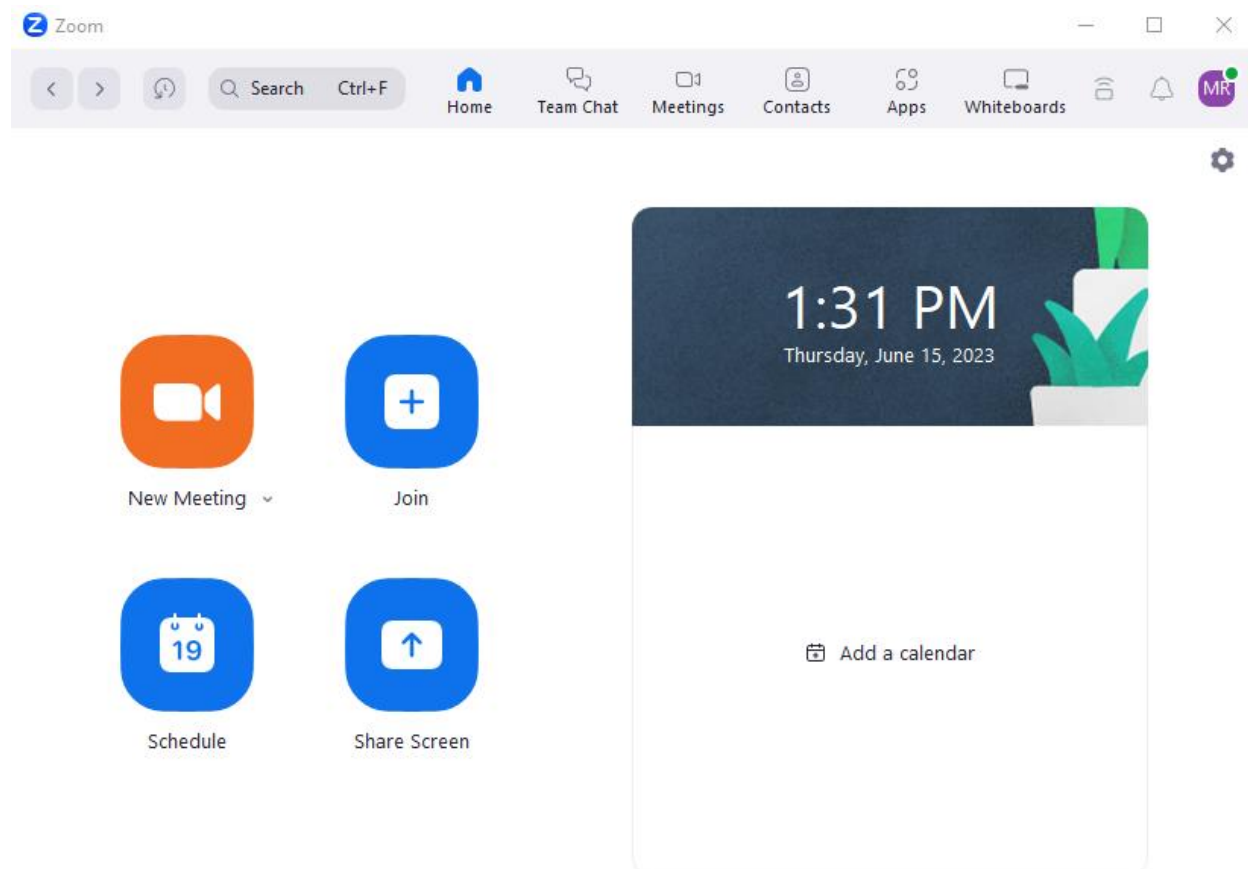
Additionally, a Zoom link could already be part of a Calendar invite through Outlook, Microsoft Teams, or Google.

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Audio Devices

Once you start a new meeting, you will be prompted to set up your Audio Device.

Selecting "Join with Computer Audio" will most likely work for your setup, but if you are unsure if the devices linked are the correct ones you can click "Test Speaker and Microphone".

Zoom will start helping you identify your speaker by playing a ringtone. Select the appropriate device from the speaker drop-down menu until you hear the audio projecting from the correct source then click "Yes".

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Speak and pause, do you hear a replay?

Select Microphone

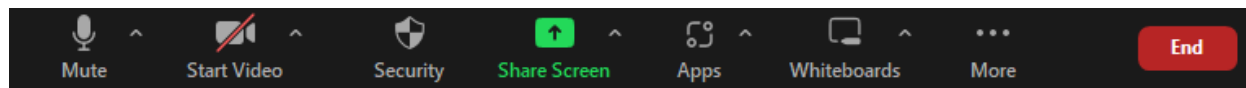| Echo Cancelling Speakerphone (DELL UZ2315H) | ⌄ |

Input Level:

[Yes] [No, Try Another Microphone]

Next you will identify the correct microphone by selecting a source from the drop-down menu and speaking until you can see the input level meter react to your voice and Zoom replays your audio snippet.

Click "Yes", then "End Test", and finally "Join with Computer Audio".

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Basic Zoom Settings

Button	Operation	Additional Options (^ icon)
Mute	Used to Mute or Unmute audio.	- Select microphone input - Select speaker output - Test speaker and microphone - Switch to phone audio (Zoom will prompt you for your phone number) - Other audio settings
Start / Stop Video	Used to Start or Stop your camera feed.	- Camera selection - Virtual Backgrounds - Video filters - Virtual avatars - Other video settings
Security	This is where permissions can be allocated to participants such as screen sharing, muting audio, renaming themselves as well as meeting options enabling or disabling whiteboards and third part applications.	N/A
Share Screen	Share your screen – this can either be your entire screen, a portion of a screen, a particular app window, or a file.	- Screen sharing permissions. - Allow multiple participants to share simultaneously.
Apps	These apps add functionality to your zoom meetings like timers, virtual backgrounds, or donations.	Permission settings for app sharing
Whiteboards	A virtual whiteboard with templates for sharing live content, much like a normal whiteboard.	Permission settings for whiteboard
More	Options for viewing participants, inviting others, accessing the meeting link, chat, local recording, and captioning.	N/A
End	End or leave the meeting (meeting hosts will end the meeting for all unless host permissions are transferred to another party).	N/A