

KRAN

Conference Room

Technical Guide



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Room Features

Krannert 351 includes:

Seats **14**

Table Type **Oval**

AirMedia **No**

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01 Room PC

The computer is located in the cabinet under the LCD display. Make sure the computer is powered ON by checking if the power button is green. Once on, move the mouse or press any button on the keyboard to wake the computer up. When prompted to log in, use your Purdue Career Account to log in to the computer.



1.1 Keyboard and Mouse

A wireless keyboard and mouse are available to use with the room PC.

1. The keyboard and mouse are located in the conference table.
2. **Locate the power buttons** on the keyboard and mouse to turn them on.
 - **Note:** Contact ITaP if batteries are needed.
3. **Please turn off both devices** when you are done with them.
4. Return the keyboard and mouse to their original place in the room.



02 DVD Player

The DVD Player is located in the cabinet below the room computer. Locate the DVD/VCR remote in the drawer to the left of the computer. The remote is black. Select POWER on the remote to turn on the player.

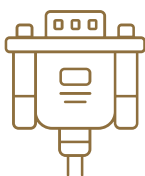


For a DVD select the **OPEN/CLOSE** button, wait for the disc tray to open, place in DVD, select OPEN/CLOSE button to close, and use the remote to control the DVD player. For the VCR, enter your VHS tape and use the remote to control the VCR.

Operate the DVD/VCR with the buttons on the remote or by using the controls on the DVD player

03 Laptop Connection

Connection cables are available to connect your laptop. The cables are located next to the LCD display on the counter. The cables include a VGA (video) cable, Ethernet (internet) cable, and an audio cable which can be connected to the headphone input on your laptop. The cables can extend to the conference room table and should be returned to their original place after use.



VGA Cable



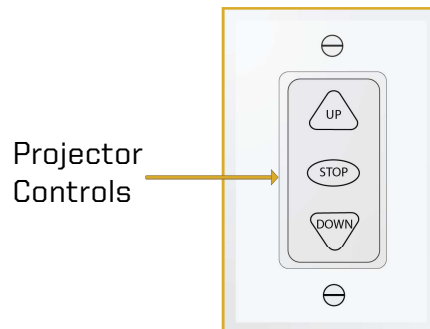
Ethernet Cable



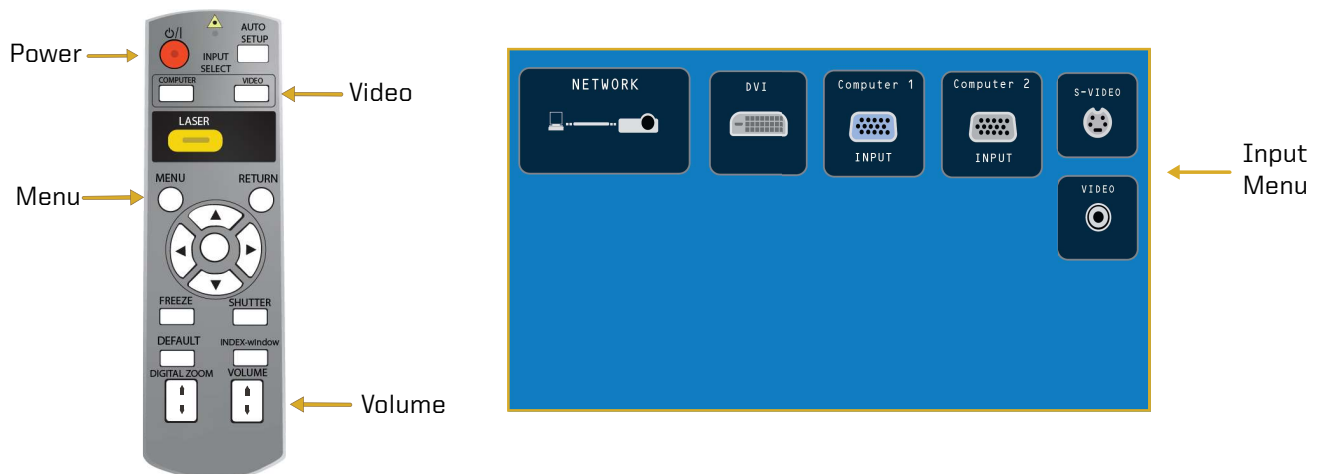
Audio Cable

04 Projector Screen

On the wall on the left side of the room (the same side as the door), you will find the projector screen controls. Use these controls to raise and lower the screen. **DO NOT manually adjust the screen.**



Locate the silver remote in the drawer under the room PC. Power on the projector and select the **INPUT** button to display the input menu. Arrow over for the correct input and select **ENTER**.



To select the source input for the projector, reference the input menu. Arrow over for the correct input and select **ENTER**.

- Select the Computer 1 input to connect your laptop to the projector. For MAC's, you will need a video adapter for the VGA
- Select the Computer 2 input to connect the conference room PC to the projector.
- Select the Video input to connect the DVD player to the projector.

05 Telecommunications

Conference rooms are outfitted with telecommunications equipment. The Cisco conference telephone works great for setting up conference calls for those who can't make it to the conference room. The phone is best used for a group of four people or less.

- **Note:** Dial 7 before the phone number for a line outside of Purdue's system.



- Handset:**
 The part of the phone that transmits audio.
- Volume:**
 Adjust the handset, speaker, and ringer audio.
- Hold/Resume:**
 Place a call on hold and resume the held call.
- Conference:**
 Create a conference call.
- Hotkeys:**
 Access functions and features with these on-screen buttons.
- Speakerphone:**
 Receive a dial tone to initiate a call, start a call, and end a call.
- Navigation Ring:**
 Scrolls through menus and selects items.
- Headset:**
 Turns on the headset. To turn the headset off, pick up the handset.
- Mute:**
 Stops and resumes microphone audio input.
- Number Pad:**
 Dial phone numbers using these keys.

5.1 Cisco Telephone: Call

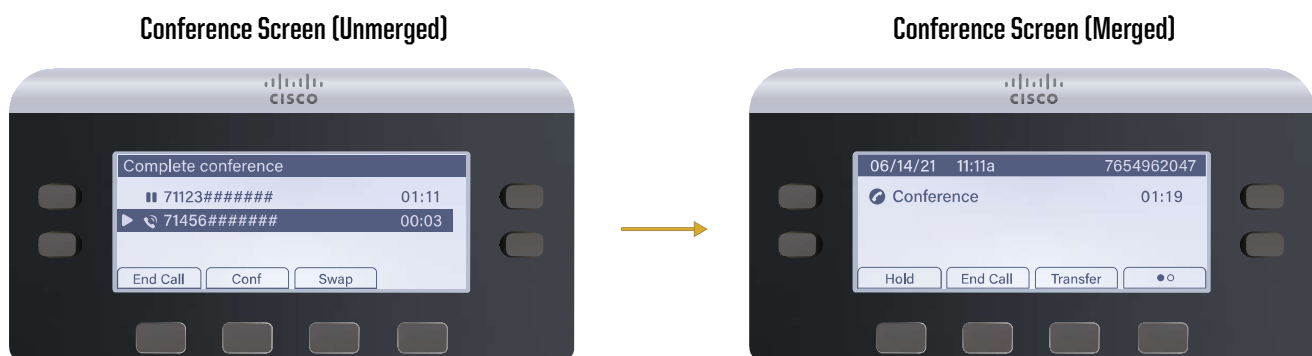
To make a call:

1. Dial the phone number with the **Number Pad**. Dial 7 for an outside line.
2. Press the **Speakerphone button** or the **Call hotkey** to start the call.
3. Press the **Volume control bar** to adjust the speakerphone audio level.
4. Press the **Speakerphone button** or the **End Call hotkey** to end the call.

5.2 Cisco Telephone: Conference Call

To create a conference call:

1. Follow steps 1 and 2 from Section 5.1 to start a call.
2. Press the **Conference button**.
3. To add another outside line dial 7 plus the phone number to add to the call. After dialing, the phone will automatically ring.
 - **Note:** Before you merge the lines, you can press the **Swap hotkey** to switch between them. Use the **Navigation Ring** to scroll between the phone lines. One call will be put on hold while the other will be active.
4. Press the **Conference button** to merge the lines and complete the conference.
5. Repeat steps 2 through 4 to add more lines to the call.
6. Press the **Speakerphone button** or the **End Call hotkey** to end the call.



06 Conference Room Courtesy

When you are finished with the conference room, please complete the following steps:

- Log off the computer.
- Turn off the display.
- Turn off the mouse and keyboard.
- Put away any used laptop cables.
- Return any checked out equipment to the Help Desk.

Technical Assistance:

For technical assistance with the supported technology, please contact ITaP at (765) 494-4000, email itap@purdue.edu.