

KRAN

Conference Room

Technical Guide



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Room Features

Krannert 340 includes:

Seats **08**

Table Type **Oval**

AirMedia **No**

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01 Display

This room is equipped with a Sharp display to present the room PC. You can use the **remote control** to operate the power and volume control.



1.1 Remote Control

Follow these steps to operate the display's inputs:

1. Power on the display using the **Power button**.
2. Select the **Input button** to bring up a menu of inputs to choose from.
 - To use the room PC, select **HDMI - 1**.
 - For the laptop connection, select **HDMI - 2**.

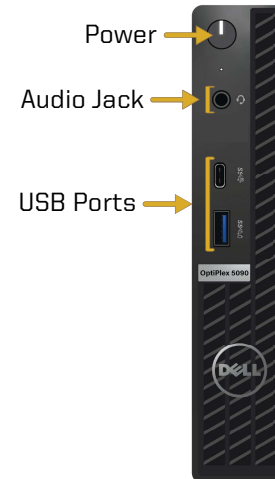


02 Room PC

Source: HDMI - 1

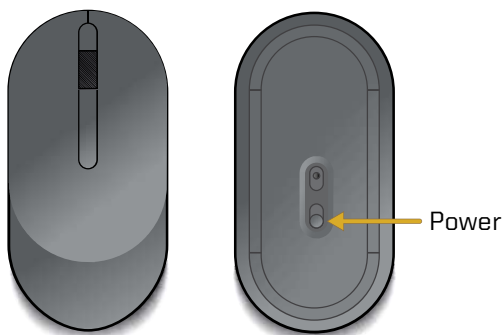
The PC is located behind the left side of the TV. **The PC should be powered on** indicated by the power button light. If not, press the power button. There are 2 USB ports.

- **Note:** Non-Krannert users will not be able to log in to this PC.



2.1 Keyboard and Mouse

A wireless keyboard and mouse are available to use with the room PC. You will need to **locate the power buttons** on the keyboard and mouse to turn them on. Please contact ITaP if batteries are needed. Please turn off both devices when you are done with them.



The keyboard and mouse are the primary ways to turn on the display from sleep mode. Make sure that the keyboard and mouse are turned on before finding alternative ways to wake up the computer. To wake up the computer with the keyboard, press the space bar. To wake up the computer with the mouse, click the left or right mouse button.

03 Laptop Connection

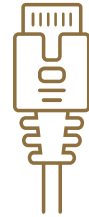
Source: HDMI-2

Laptop cables are provided to connect your personal device to the display. They are located behind the left side of the display. There is a HDMI cable and network cable. Connect your device using **HDMI** cable, which is directly below the Sharip display.

Select **Input** on the remote and **HDMI-2** on the display. **HDMI-2** is labeled “Laptop” while **HDMI-1** is labeled “Desktop”. If you are experiencing Internet connection issues, use the ethernet cable to gain a stronger connection.



HDMI Cable



Ethernet Cable

04 Video Conferencing Hardware

This room supports video conferencing with Zoom and Teams installed on the PC. There is a Logitech Meetup webcam connected to the PC for video and a Cisco Conference Phone for audio.

A USB conference microphone can be loaned by ITaP. For video conferencing support and/or to reserve a conference microphone, contact ITaP at itap@purdue.edu or **(765) 494-4000**.

4.1 Webcam

The Logitech Meetup webcam is located on the bottom of the display. The camera is connected to the PC. It also has a built-in microphone. For an optimal camera image, adjust the webcam for a better angle, turn on all of the room lights, and lower the window shades.

- **Note:** Check the audio settings in your video conferencing program to ensure you are using the correct input.



Logitech Meetup Webcam



See Section 5, Video Conferencing Software, to learn about correct hardware selections.

05 Video Conferencing Software

The university supports Zoom and Teams for video conferencing. These applications host conferences from the room PC. Use the provided hardware for your audio and video inputs.

5.1 Zoom

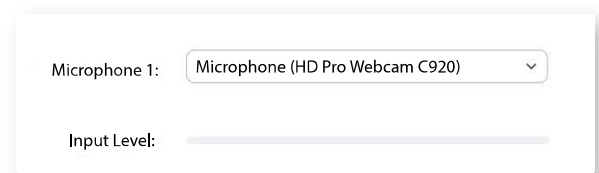
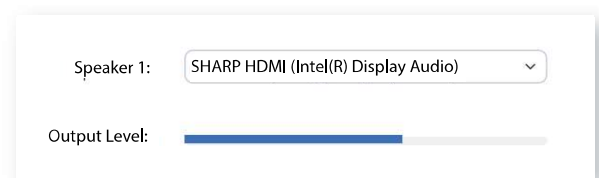
Zoom is a video conferencing application available to use on the local PC. You can schedule a meeting in advance or start one right away from Brightspace or the Zoom app. This section will cover how to use the room equipment in your Zoom meetings.

For technical information on using Zoom, please visit:

[ITAP.PURDUE.EDU/ZOOM](https://itap.purdue.edu/zoom)

Follow these steps to test your speaker and microphone before you begin your meeting.

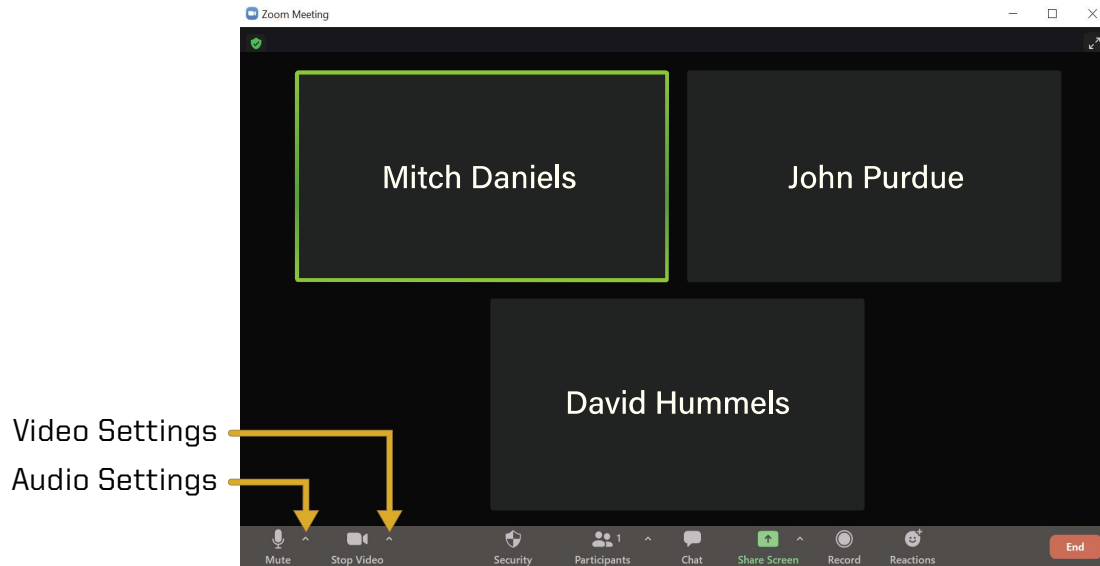
1. Power on the display and log into the PC.
2. Join the Zoom meeting.
3. When prompted to join with computer audio, select **Test Speaker and Microphone**.
4. For the Speaker test menu, select **SHARP HDMI (Intel(R) Display Audio)** from the drop-down or another source you would like to test.
5. The Zoom app will play a ringtone, if you hear the ringtone, select **Yes**. If you can't hear the ringtone, adjust audio levels on the display, microphone, and PC.
6. For the microphone test menu, select **Microphone (HD Pro Webcam C920)** or another mic of your choice from the drop-down.



During your call, the call display will automatically be hidden. **To make the call display visible, move your cursor onto the screen.**

To control the camera view in your conference, select the arrow next to the video settings icon at the bottom right of the screen.

- Select the Camera drop-down and select **HD Pro Webcam C920**.



Mute / Audio Settings

Mutes and unmutes audio.
Allows you to select your audio settings.



Stop Video / Video Settings

Turns your camera on/off
or selects your camera options from the drop-down.



Participants

Shows a list of meeting participants and allows the host to invite people.



Chat

Allows the host and participants to communicate via text during the call.



Share Screen

Shares the content on your device screen during the call.



Reactions

Allows participants to communicate with interactive emotes.

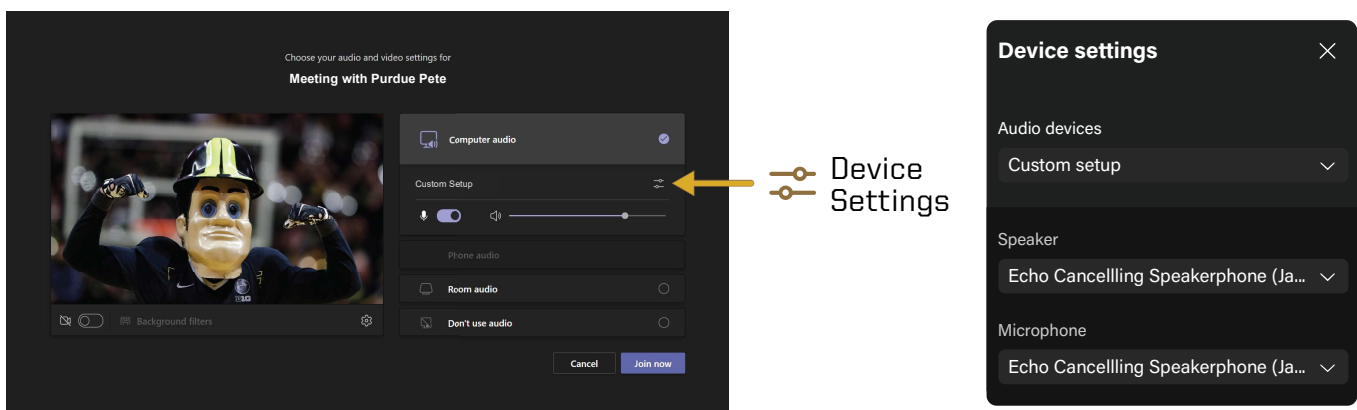
5.2 Microsoft Teams

Microsoft Teams is a video conferencing application available to use on the local PC. You can schedule a meeting in advance or start one right away from the Teams app. This section will cover how to use the room equipment in your Teams meetings.

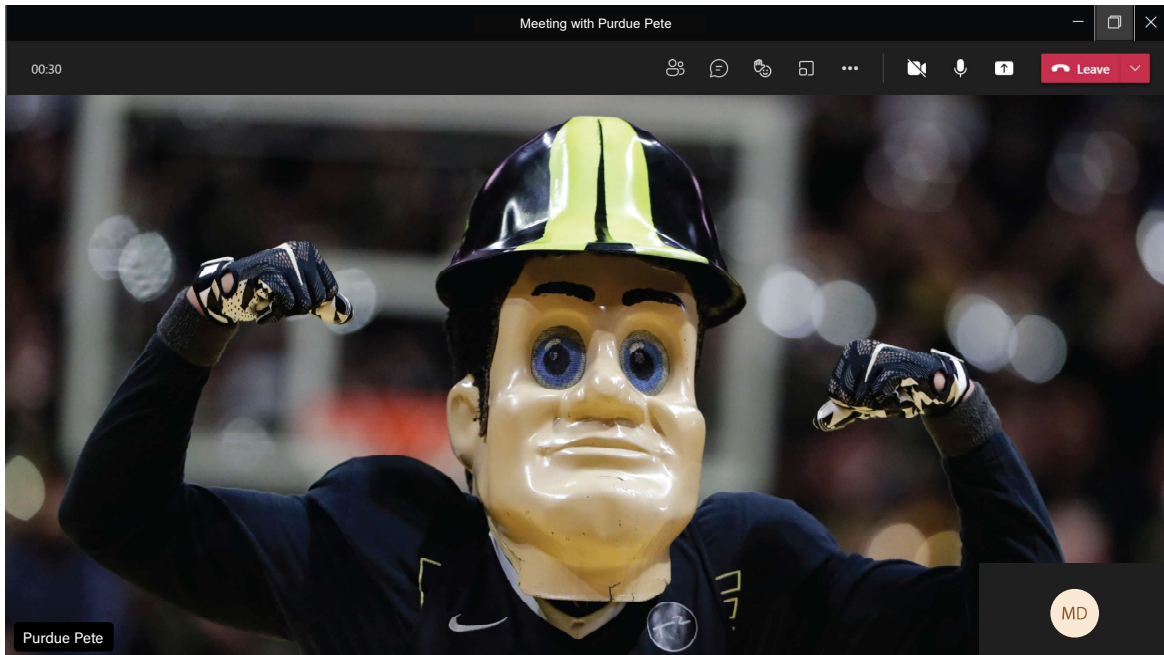
For technical information on using Microsoft Teams, please visit:

SUPPORT.OFFICE.COM/EN-US/TEAMS

1. Power on the display and log into the PC.
3. Open Teams calendar or Outlook calendar meeting from www.office.com to start or join a meeting.
 - **Note:** When you begin your meeting, you will see a pop-up preview before entering the meeting.
4. Make sure computer audio is checked. Use the **Custom Setup** to select your video and audio inputs:
 - Under the **Speaker** drop-down, select **SHARP HDMI (Intel(R) Display Audio)**.
 - Under the **Microphone** drop-down, select **Microphone (HD Pro Webcam C920)**.



The meeting tools are visible in the upper-right corner of the application. Press the **Leave button** in the top-right corner of the screen to leave or end the meeting for all participants.



Participants

Shows a list of meeting participants and allows the host to invite people to the meeting.



Conversation

Allows the host and participants to communicate via text synchronously during the call.



Breakout Rooms

Allows the host to isolate small groups of participants in the meeting for smaller group discussions.



More Actions

Displays in call options and device settings (Speaker and Camera selections).



Video / Audio Settings

Use these icons to mute and unmute audio and to turn the camera on/off.



Share Screen

Shares the content on your device screen synchronously during 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.