

# *Rawls Conference Room*

Technical Guide



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# Room Features

## Rawls 4013 includes:

Seats **25**

Table Type **Oval**

AirMedia **Yes**

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## 01 Display

Rawls 4013 is equipped with a 90" display with speakers and a webcam. It is operated by the remote control on the cabinets of the room. The manual operation buttons are on the left side of the display. The **PC input** is the PC and the **Laptop input** is the laptop cable connection.



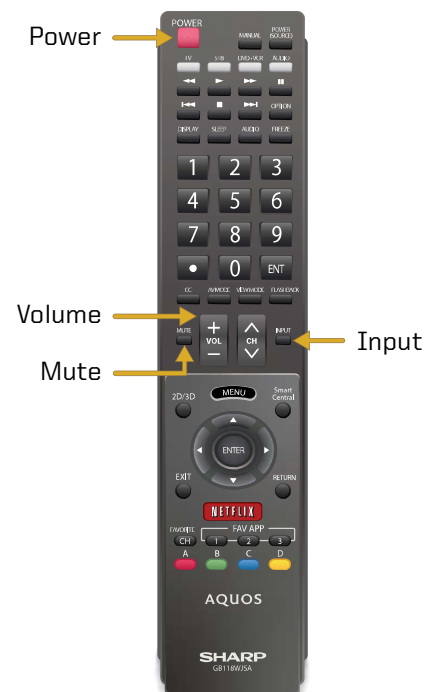
See Section 2 for operating the PC and Section 3 for the Laptop Connection.



### 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 **PC**.
  - For the laptop connection, select **Laptop**.
  - To use wireless video, select **AirMedia**.

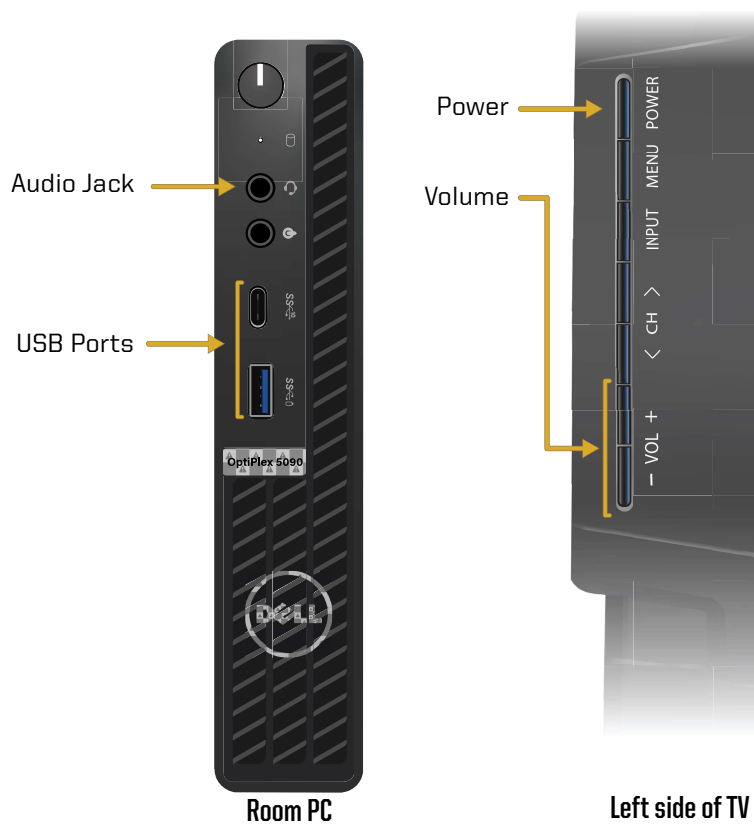


## 02 Room PC

### Source: PC

The conference room PC is located **behind the left side of the TV**. The power button is located on the side of the PC with two USB ports and an audio jack on the front. Follow these steps to use the PC.

- 1. Power on the PC.** A blue light on the front of the PC indicates if it is on. Locate the **Power button** on the side of the PC and press it to turn it on.
- 2.** Turn on the display and set the input to **PC** for the room PC. See Section 1 for display instructions.
- 3.** Use the keyboard and mouse to **log in to the PC**. See Section 2.1 for keyboard/mouse operation.
- 4.** Use your Purdue career account to log into the PC.
  - **Note:** Those not associated with Krannert will need to contact [itap@purdue.edu](mailto:itap@purdue.edu) or make arrangements in advance for a guest account.
- 5.** When finished, log out of the PC, turn off the display, and return the keyboard, mouse, and remote control to the cabinet.



## 2.1 Keyboard and Mouse

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

1. Locate the keyboard/mouse on the cabinets in the room.
2. On the upper-right corner keyboard, turn the switch to the ON position.
3. On the bottom of the mouse, turn the switch to the ON position.
4. Turn on the display and the input to **PC** for the room PC. See Section 1 for instructions.
5. Wake the PC by moving the mouse and tapping on the keys.
  - **Note:** The computer will be available to use with the keyboard and mouse. Contact [itap@purdue.edu](mailto:itap@purdue.edu) for battery replacement.
6. When finished, turn the switch on each device to the OFF position and return them to the cabinets.



## 03 Laptop Connection

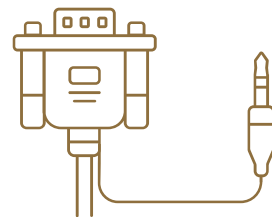
### Source: Laptop

Laptop cables are provided to connect your personal device to the display. The cables are located on the table at the front of the room. There are HDMI, VGA/Audio, network cables, and power supply unit available.

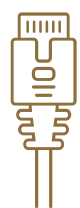
- **Note:** Audio will play over HDMI. For VGA, use the provided audio cable and connect to your device headphone jack.



HDMI Cable



VGA Cable with Audio Cable



Ethernet Cable

1. Power on the display and set the input to **Laptop**. See section 1 for instructions.
2. Locate and connect the correct cable connection (HDMI, VGA/Audio) for your device.
  - **Note:** If you don't have either connection, you will need an appropriate adapter for your device.
3. The laptop will detect an active video connection and duplicate on the room display.
4. Use the provided network cable for a more reliable internet connection.
5. When finished, disconnect your device, return the cables neatly on the table, and the remote control to the cabinets.

## 04 Wireless Video

### Source: AirMedia


Wireless video is supported by Crestron AirMedia. You can connect a PC, Mac, or mobile device wirelessly. Each room has a unique IP address. You will need to be connected to **PAL3.0 or Eduroam** for this feature.

Turn on the display using the power button and set the input to **AirMedia**. Once you are logged into Wi-Fi, open a web browser on your device and type in the IP address that is shown on the **AirMedia pairing screen**. When you are ready to present, select **Start Presenting**. You will be prompted for a 4-digit code. Enter the random **4-digit code** on the pairing screen.

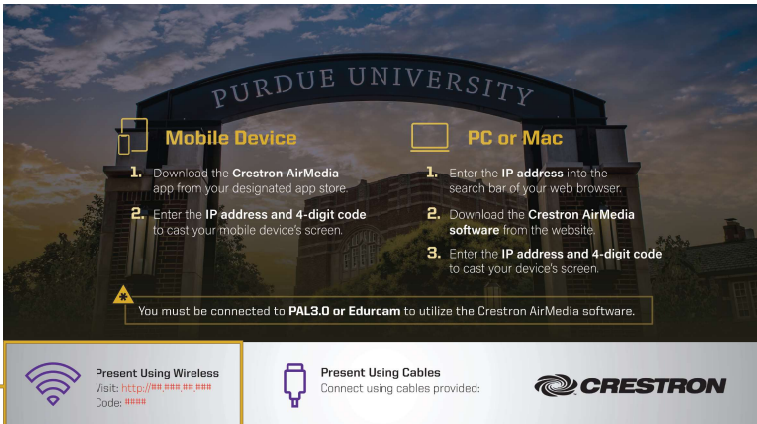
- **Note:** The 4-digit code will change every time you disconnect from the device.

### AirMedia Pairing Screen

**IP Address and 4-Digit Code**



**Present Using Wireless**  
Visit: <http://##.###.##.###>  
Code: ####



The screenshot shows the AirMedia Pairing Screen with the following instructions:

Mobile Device	PC or Mac
1. Download the <b>Crestron AirMedia</b> app from your designated app store.	1. Enter the <b>IP address</b> into the search bar of your web browser.
2. Enter the <b>IP address and 4-digit code</b> to cast your mobile device's screen.	2. Download the <b>Crestron AirMedia software</b> from the website.
	3. Enter the <b>IP address and 4-digit code</b> to cast your device's screen.

At the bottom, there are two options: **Present Using Wireless** (with a wireless icon and the same URL/code as the callout) and **Present Using Cables** (with a cable icon and the text "Connect using cables provided:"). The Crestron logo is in the bottom right corner.

## 4.1 Wireless Video - Laptop

To connect a laptop wirelessly:

1. Turn on the display using the power button and set the input to **AirMedia**.
2. On your device, connect to the **PAL3.0 or Eduroam** Wi-Fi.
3. Open a browser on your device and type in the IP address that is shown at the bottom-left corner of the AirMedia pairing screen.
4. On the AirMedia webpage, select **Start Presenting**.
5. First time users will be prompted to install the AirMedia software. Follow through the installation process.
6. When you are ready to present, select **Start Presenting** in the AirMedia software.
7. When prompted, enter the **4-digit code** located in the bottom-left corner of the AirMedia pairing screen.

## 4.2 Wireless Video - Mobile Device

To connect a mobile device wirelessly:

1. Turn on the display using the power button and set the input to **AirMedia**.
2. First time users, download the Crestron AirMedia app from iOS or Android app store.
3. On your device, connect to the **PAL3.0 or Eduroam** Wi-Fi.
4. Open the app and enter the IP address located in the bottom-left corner of the Crestron screen.
5. When you are ready to present, select **Present with AirMedia** in the app.
6. When prompted, enter the **4-digit code** located in the bottom-left corner of the AirMedia pairing screen.

**Note:** Android devices are currently unable to share audio to the display at this time.

## 05 Video Conferencing Hardware

This room supports video conferencing with Zoom and Teams installed on the PC. There is a Logitech 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@purdue.edu](mailto:itap@purdue.edu) or **(765) 494-4000**.

### 5.1 Webcam

The Logitech webcam is located on the bottom-right of the display. The camera is connected to the PC. It also has a built-in microphone. To adjust the webcam, use the Logitech remote, 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 Webcam



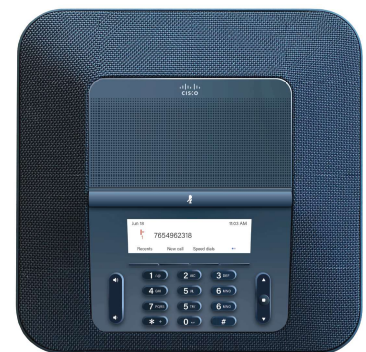
See Section 6, Video Conferencing Software, to learn about correct hardware selections.

### 5.2 Conference Phone

The room is outfitted with a Cisco Conference Phone for telecommunication. This device is located on the table at the front of the room. It supports audio for a larger group. You can use the teleconference feature within your video conferencing program to join a video call with audio.

A USB conference microphone can be reserved by contact [itap@purdue.edu](mailto:itap@purdue.edu).

- **Note:** To call a phone line outside of Purdue's system, press 7 before the phone number.



Cisco Conference Phone



See Section 7, Telecommunications, to learn about the Cisco phone and its features.



## 06 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.

### 6.1 Zoom

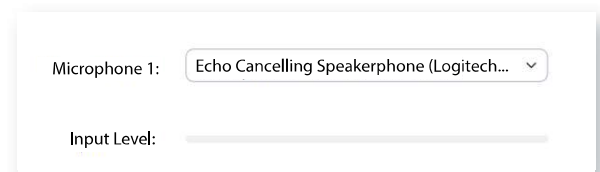
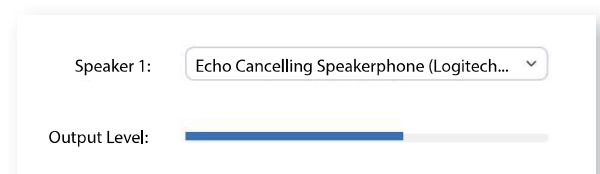
Zoom is a video conferencing application available to use on the local PC. You can schedule a meeting in advance or start one right away from Brightspace or the Zoom app. This section will cover how to use the room equipment in your Zoom meetings.

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.

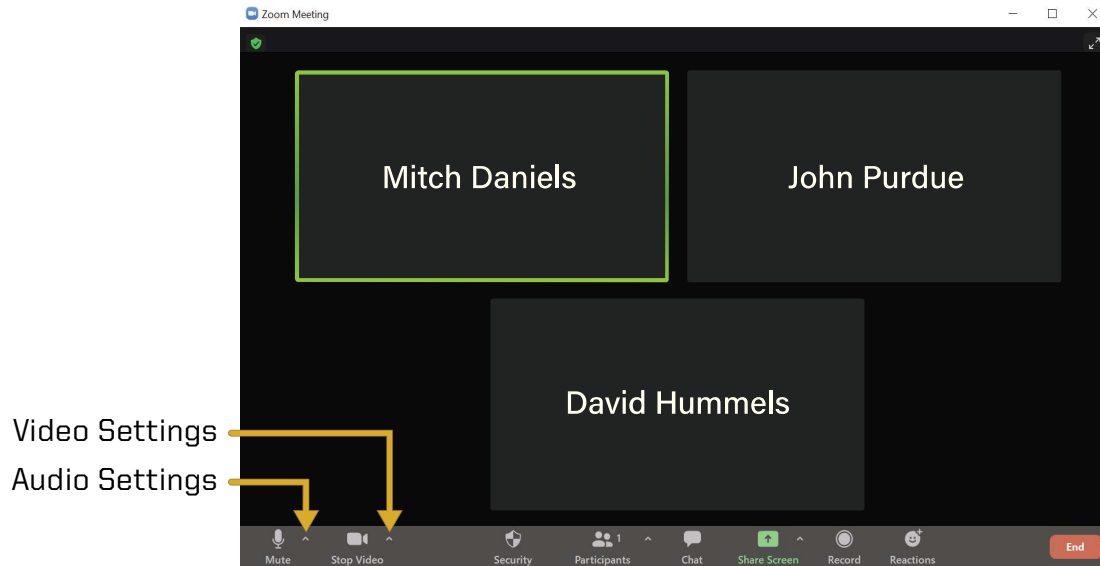
1. Power on the display and log into the PC.
2. Join the Zoom meeting.
3. When prompted to join with computer audio, select **Test Speaker and Microphone**.
4. For the Speaker test menu, select **Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)** from the drop-down or another source you would 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 **Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)** 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 **Logitech meetup**.



#### 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.

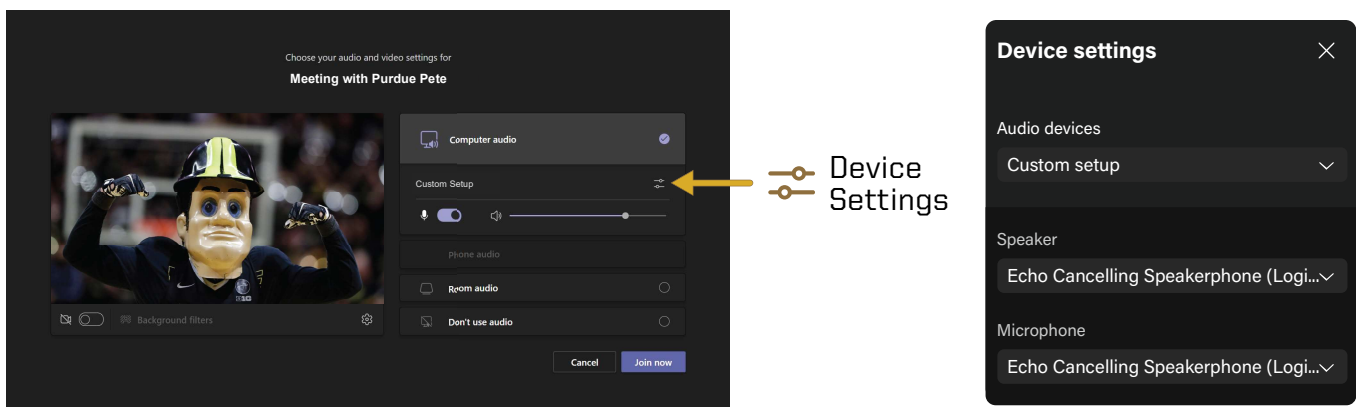
## 6.2 Microsoft Teams

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.

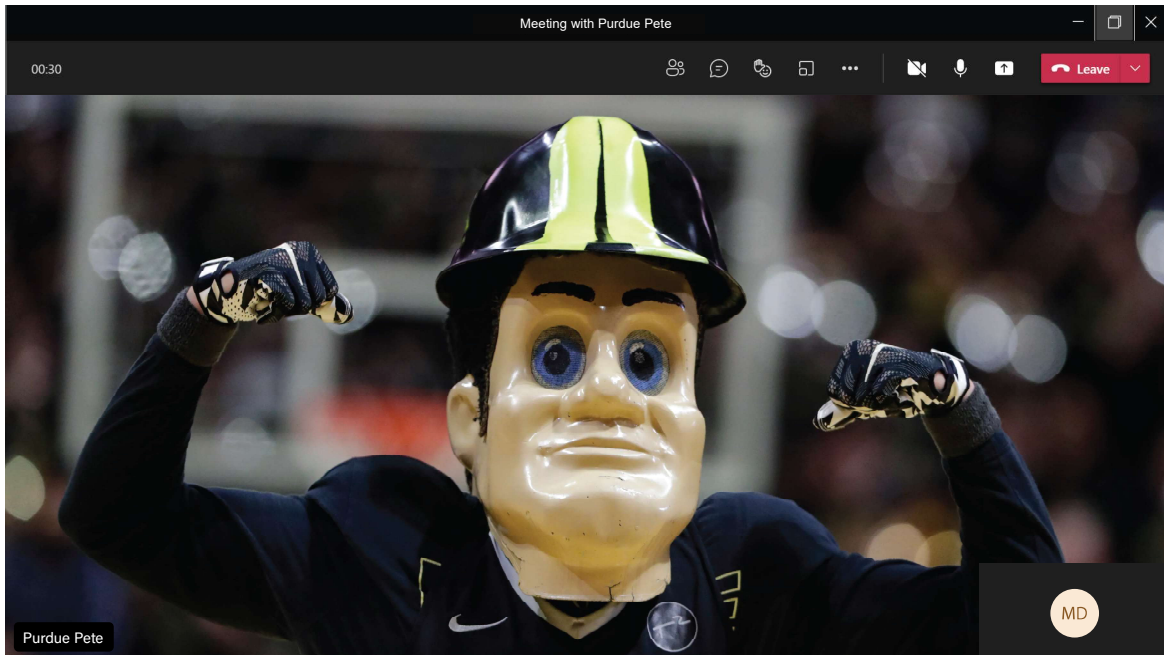
For technical information on using Microsoft Teams, please visit:

**[SUPPORT.OFFICE.COM/EN-US/TEAMS](https://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](https://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 **Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)**.
  - Under the **Microphone** drop-down, select **Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)**.



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.

## 07 Telecommunications

Conference rooms are outfitted with telecommunications equipment as well. There is a Cisco conference telephone which supports audio for larger group settings. This device is exclusive to Rawls 4013.

- **Note:** To call a phone line outside of Purdue's system, press 7 before the phone number.

### 7.1 Cisco Telephone



**Hotkeys**

Access functions and features with these on-screen buttons.



**Navigation Bar**

A two-way navigation bar and select key.



**Number Pad**

Dial phone numbers using these keys.



**Volume**

A two-way rocker switch that raises and lowers the volume.



**Mute**

Stops and resumes microphone audio input.

## 7.2 Cisco Telephone: Call

To make a call:

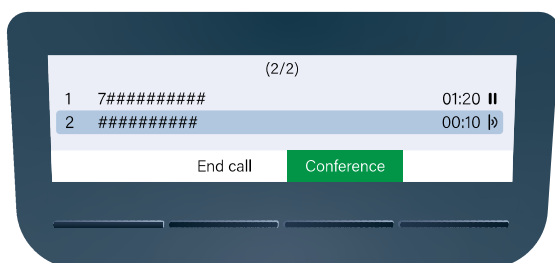
1. Dial the phone number with the **Number Pad**. Dial 7 for an outside line.
2. Press the **Call hotkey** to start the call.
3. Press the **Volume control bar** to adjust the speakerphone audio level.
4. Press the **End Call hotkey** to end the call.

## 7.3 Cisco Telephone: Conference Call

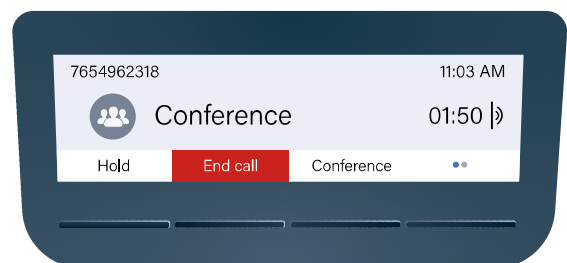
To create a conference call:

1. Follow steps 1 and 2 from Section 15.1 to start a call.
2. Press the **Conference hotkey**.
3. Dial another phone number to add to the call. After dialing, the phone will automatically ring.
  - **Note:** Before you merge the lines, you can switch between them using the **two-way Navigation Bar**. One call will be put on hold while the other will be active. Press the Select button on the Navigation Bar to resume or hold a call.
4. Press the **Conference hotkey** to merge the lines and complete the conference.
5. Repeat steps 2 through 4 to add more lines to the call.
6. Press the **End Call hotkey** to end the call.

Conference Screen (Unmerged)



Conference Screen (Merged)



## 08 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](mailto:ITaP@purdue.edu).