

# *Rawls Conference Room*

Technical Guide



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# Room Features

## Rawls 2013 includes:

Seats **12**

Table Type **Oval**

AirMedia **Yes**

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## 01 Multimedia Cart

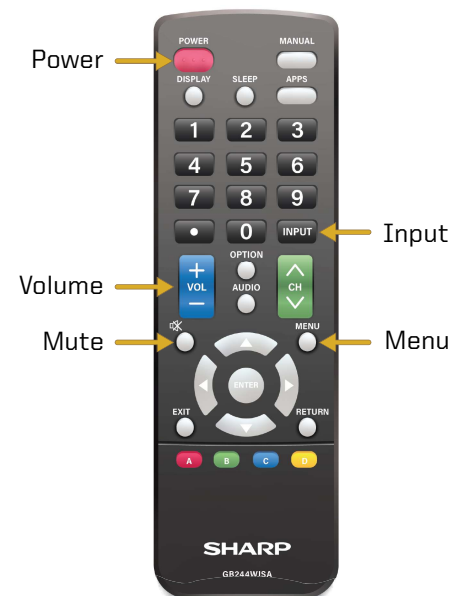
The multimedia cart has a 70" display to present the room PC, laptop connections, and wireless video. You can use the **manual control buttons** on the side of the display or the **remote control** to operate the power, volume control, and inputs.



### 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 and wireless video, select **HDMI-2**.



## 1.2 Fitting Computer to Screen

1. Press **Menu** on the remote control.
2. In **system options**, go to **view options**.
3. Go to **wide mode**.
4. Press **full**.

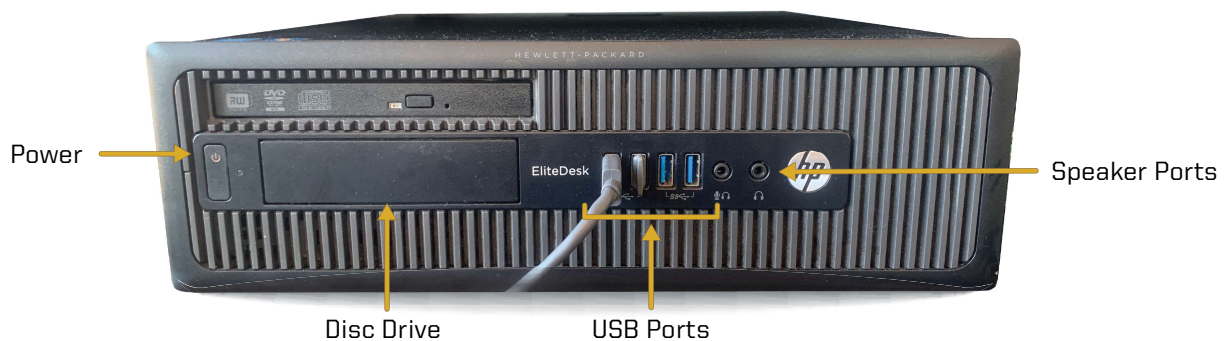


## 02 Room PC

**Source:** HDMI-1

The PC is located on the second shelf of the media cart. **The PC should be powered on** and have a blue indicator light. If not, press the power button. There are 4 USB ports.

- **Note:** Those who are not associated with Purdue will need to contact [itap@purdue.edu](mailto:itap@purdue.edu) to make arrangements in advance for a guest account.



## 2.1 Keyboard and Mouse

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

1. Retrieve the keyboard and mouse from the top shelf of **the multimedia cart**.
2. **Locate the power buttons** on the keyboard and mouse to turn them on.
  - **Note:** Contact [itap@purdue.edu](mailto:itap@purdue.edu) for battery replacement.
3. **Please turn off both devices** when you are done with them.
4. Return the keyboard and mouse to **the multimedia cart** when finished.



## 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**. Select **Input** on the remote and **HDMI-2** on the display. If you are experiencing internet connection issues, use the ethernet cable to gain a stronger connection.



HDMI Cable



Ethernet Cable

## 04 Wireless Video

**Source:** HDMI-2


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 **HDMI-2**. 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 content:

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

A warning message states: "You must be connected to **PAL3.0 or Eduroam** to utilize the Crestron AirMedia software."

At the bottom, there are two options: "Present Using Wireless" (highlighted with a yellow box) and "Present Using Cables".

## 4.1 Wireless Video: Laptop

To connect a laptop wirelessly:

1. Turn on the display using the power button and set the input to **HDMI-2**.
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 **HDMI-2**.
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 AirMedia pairing 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.

**Note:** Apple device users need to select "Screen Mirroring" in properties settings and select airmedia device

## 05 Video Conferencing Hardware

This room supports video conferencing with a Logitech Meetup webcam and mic or a Poly-Com 360 camera device. The university supports Zoom and Teams for video conferencing applications. You should contact Peggy Blessing at **(765) 494-0773** to reserve this technology. If you need assistance with a conference call, contact **itap@purdue.edu**.

### 5.1 Webcam/Microphone

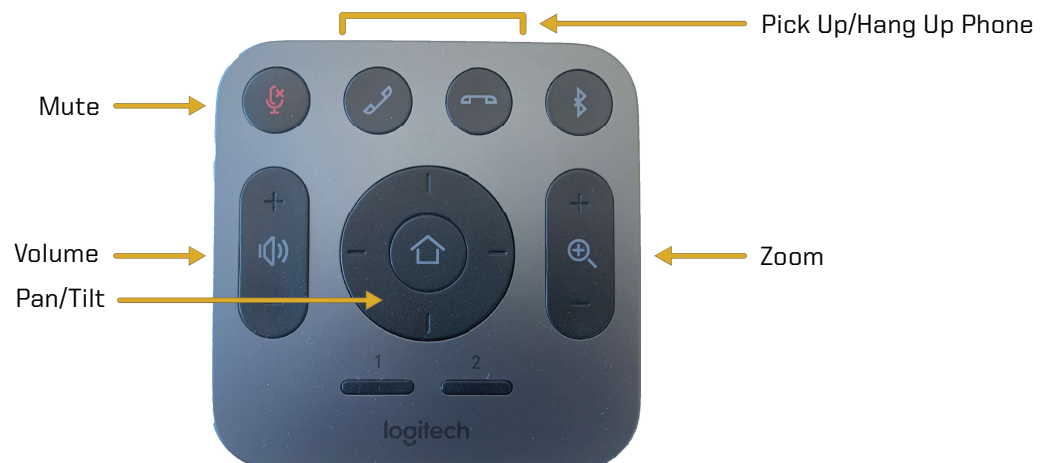
The Logitech Meetup with mic is located on the bottom of the display. The camera is connected to the PC. The remote can be used to adjust the camera angle. For an optimal camera image, turn on all of the room lights, and lower the window shades.

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



### 5.2 Remote

The Logitech Meetup remote can be used for various controls such as speaker volume and camera controls. The center circle can be used to adjust the camera angle. The top left button mutes the room audio.





## 5.3 PolyCom Conference Camera

The PolyCom 360 conference camera captures video and audio from any location around a conference table. The camera will display one viewing angle and change to whoever is speaking at the moment. This device works best with small groups of people.

- **Note:** Please refrain from touching the device mirrors and cameras with your fingers. If the equipment is dirty, please use a soft cloth to clean the lenses and mirrors.



**PolyCom 360 Camera and Microphone**

Features cameras, microphones, and a speaker for conferencing.



**Microphone Attachments (Detachable)**

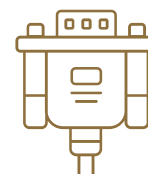
Connected to the PolyCom for enhanced microphone quality.

To set up the PolyCom 360 camera and microphones:

1. Retrieve the PolyCom from the silver file cabinet in Room 2016 (File/Fax/Copy).
2. Place the main PolyCom device in the center of the conference table.
3. Move the multimedia cart closer to the table.
4. Plug the device's VGA cable into the **power data box**.
5. Plug the device's USB cable **into the PC**.
6. Place microphone attachments in an audible location.
7. Remove the privacy cover on the top of the device.



**Power Data Box**



**VGA Cable**



**USB Cable**

After you have the set up the PolyCom equipment, you can use it with your video conferencing applications.

## 5.4 PolyCom Camera Controls



**Mirrors:**  
Five mirrors reflect light into the cameras.

**Cameras:**  
Five cameras capture a panoramic image.

**Speaker:**  
Provides the audio received from the remote conference.

**Status Lights:**  
Three lights indicate AV activity (mute).

**Volume Up:**  
Increases the ringer/speaker volume.

**Volume Down:**  
Decreases the ringer/speaker volume.

**Mute:**  
Stops and resumes audio input.

**Microphones:**  
Six microphones pick up the room audio.

## 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

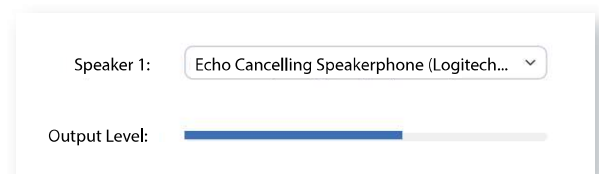
Zoom is a video conferencing application available to use on the local PC. You can schedule a meeting in advance or start one right away from Brightspace or the Zoom app. This section will cover how to use the room equipment in your Zoom meetings.

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.

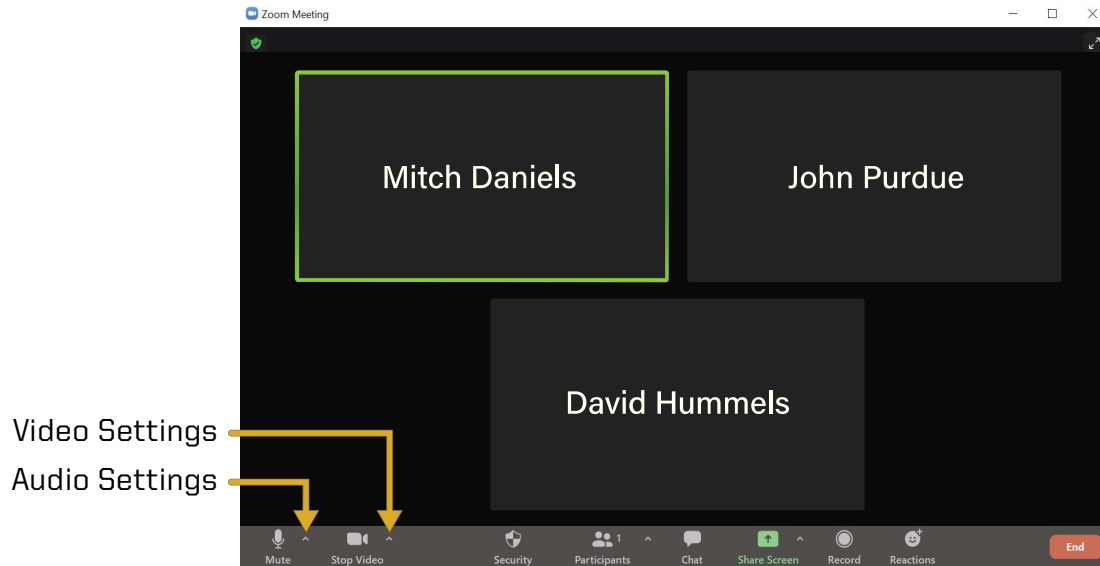
1. Power on the display and log into the PC.
2. Join the Zoom meeting.
3. When prompted to join with computer audio, select **Test Speaker and Microphone**.
4. For the Speaker test menu, select **Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)** from the drop-down or another source you would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

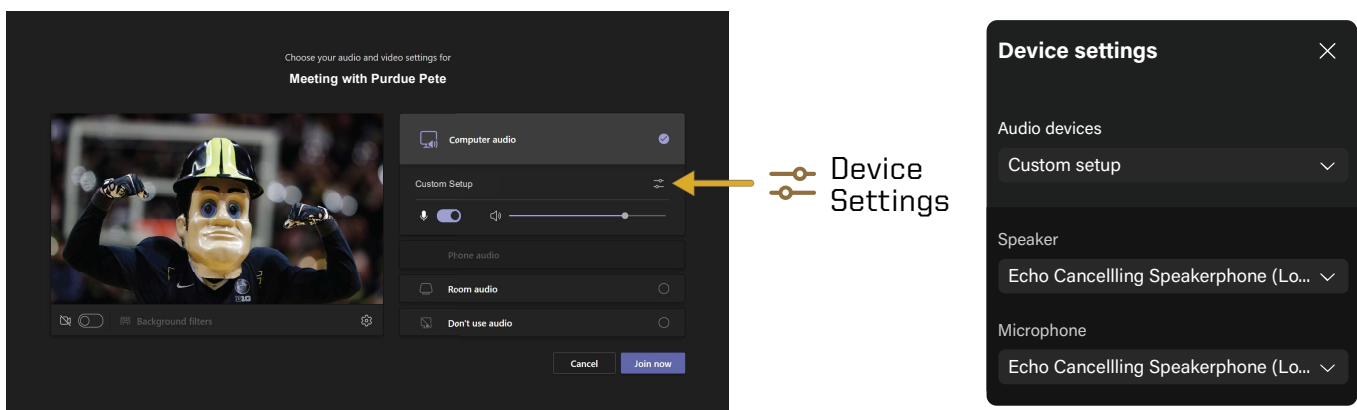
## 6.2 Microsoft Teams

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.

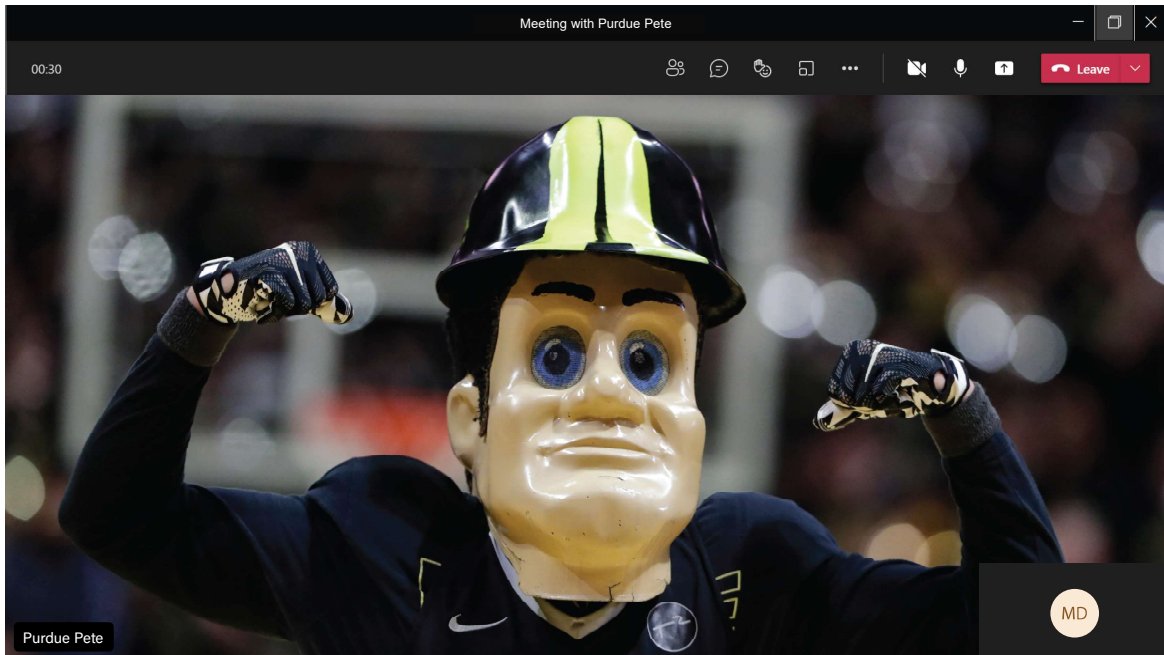
For technical information on using Microsoft Teams, please visit:

**SUPPORT.OFFICE.COM/EN-US/TEAMS**

1. Power on the display and log into the PC.
3. Open Teams calendar or Outlook calendar meeting from [www.office.com](http://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. There is a Cisco conference telephone and Sound Base speakerphone. The phone is good for a small group of people, while the Sound Base supports audio for larger group settings.

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

### 7.1 Cisco Telephone



- 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.
- Navigation Ring:**  
 Scrolls through menus and selects items.
- Speakerphone:**  
 Receive a dial tone to initiate a call, start a call, and end a call.
- Mute:**  
 Stops and resumes microphone audio input.
- Number Pad:**  
 Dial phone numbers using these keys.

## 7.2 Cisco Telephone: Call

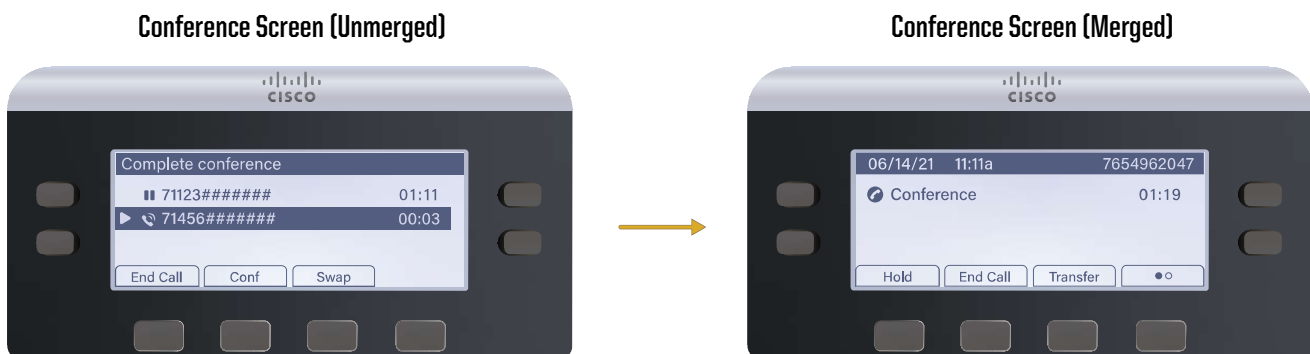
To make a call:

1. Dial the phone number with the **Number Pad**. Dial 7 for an outside line.
2. Press the **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.

## 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 button**.
3. To add another outside line to the call, dial 7 plus the phone number. 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.





## 7.4 Cisco Sound Base Speakerphone

The Sound Base speakerphone is another option for the faculty to use in a conference room. The audio is inputted and outputted through the **Sound Base** and it is controlled through the **Display Control Unit**.



- 🔊 **Volume:**  
 A two-way rocker switch that raises and lowers the volume of the speaker.
- 🔇 **Mute:**  
 Stops and resumes microphone audio input.
- 📄 **Hotkeys:**  
 Access functions and features with these on-screen buttons.
- ⬆️⬆️ **Navigation Bar:**  
 A two-way navigation bar and select key.
- 🔊 **Call Button:**  
 Press this key to go off hook, answer an incoming call, obtain a dial tone to initiate a call, resume a call, or release a call.
- # **Number Pad:**  
 Dial phone numbers using these keys.

## 7.5 Cisco Sound Base: Call

To make a call:

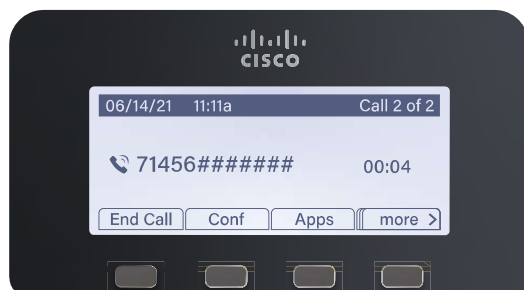
1. Dial the phone number with the **Number Pad**. Dial 7 for an outside line.
2. Press the **Call button** or the **Call hotkey** to start the call.
3. Press the **Volume control bar** to adjust the speakerphone audio level.
4. Press the **Call button** or the **End Call hotkey** to end the call.

## 7.6 Cisco Sound Base: Conference Call

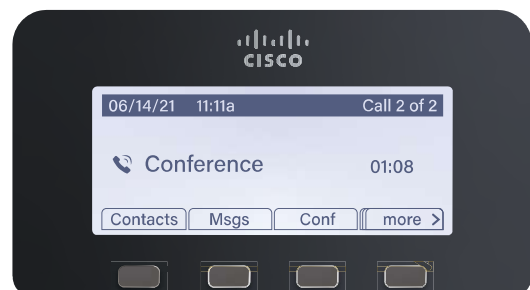
To create a conference call:

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.
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.
  - **Note:** After you create the conference, you can remove or switch between the conferees. Use the **Conference List hotkey** (ConfList) to see the list of people in the call. Switch between callers using the **two-way Navigation Bar** and the **Number Pad**. One call will be put on hold while the other will be active. Press the **Exit hotkey** to return to the conference.
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) 494-4400, email [itap@purdue.edu](mailto:itap@purdue.edu).