

KRAN

Conference Room

Technical Guide



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Room Features

Krannert 491 includes:

Seats

08

Table Type

Oval

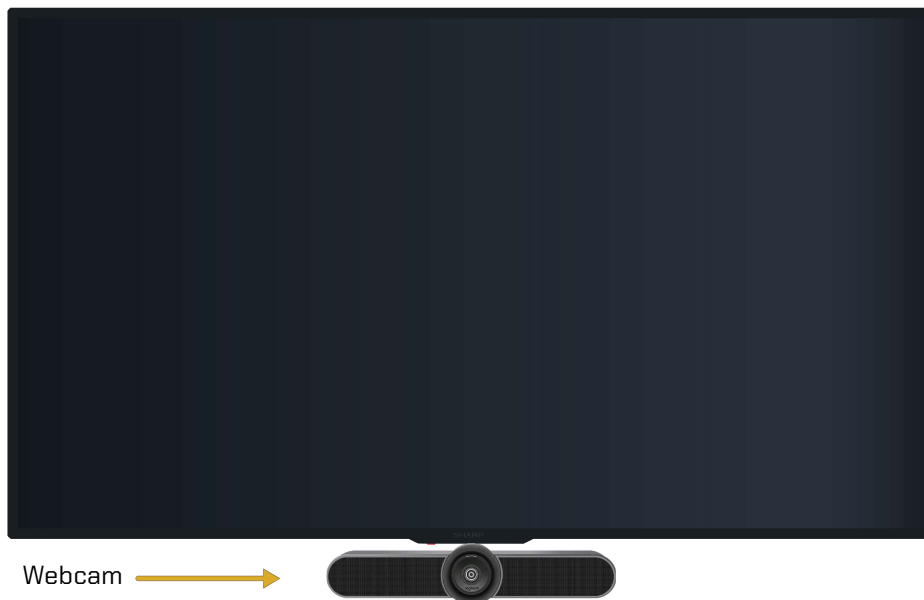
AirMedia

No

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01 Display

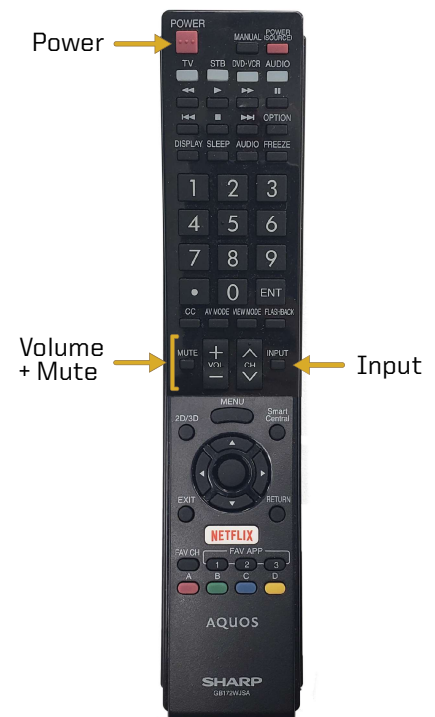
This room is equipped with a Sharp display to present the room PC. You can use the **remote control** to operate the power and volume control.



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**.

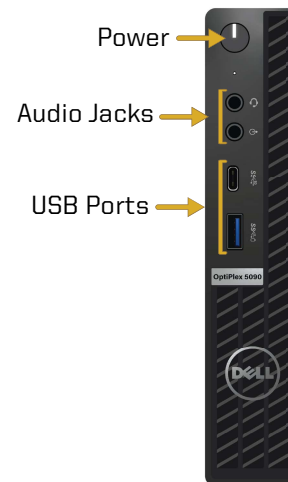


02 Room PC

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.



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 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.

4.2 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.

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



Cisco Conference Phone



See Section 6, Telecommunications, to learn about the Cisco phone and its features.

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

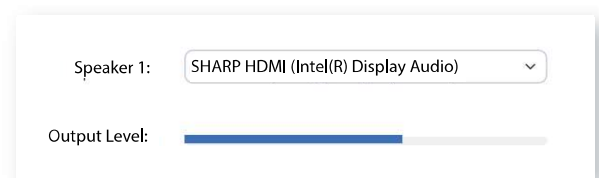
Zoom is a video conferencing application available to use on the local PC. You can schedule a meeting in advance or start one right away from Brightspace or the Zoom app. This section will cover how to use the room equipment in your Zoom meetings.

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.

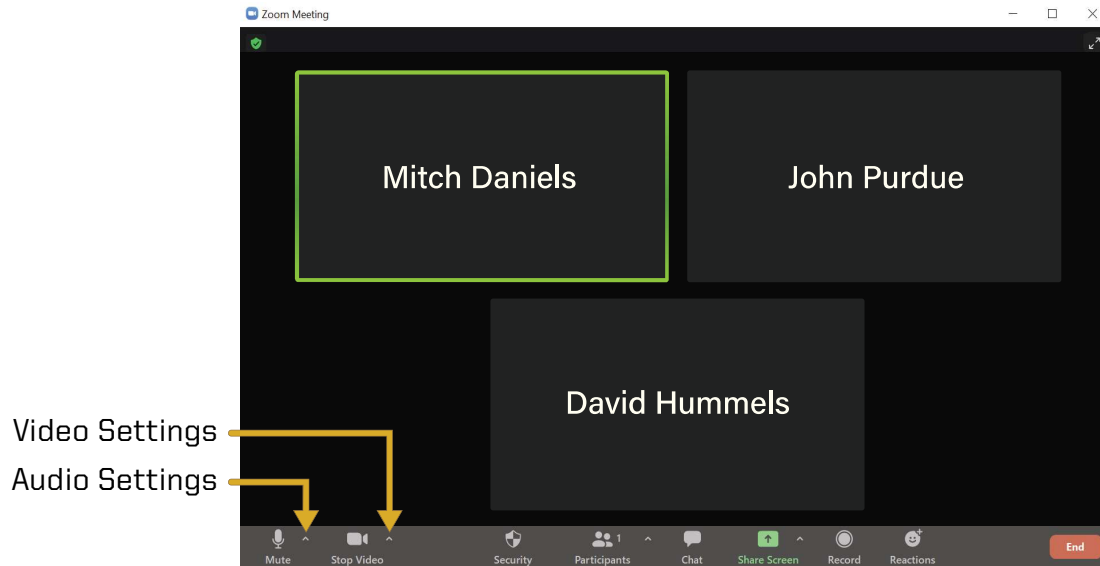
1. Power on the display and log into the PC.
2. Join the Zoom meeting.
3. When prompted to join with computer audio, select **Test Speaker and Microphone**.
4. For the Speaker test menu, select **SHARP HDMI (Intel(R) Display Audio)** from the drop-down or another source you would like to test.
5. The 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.

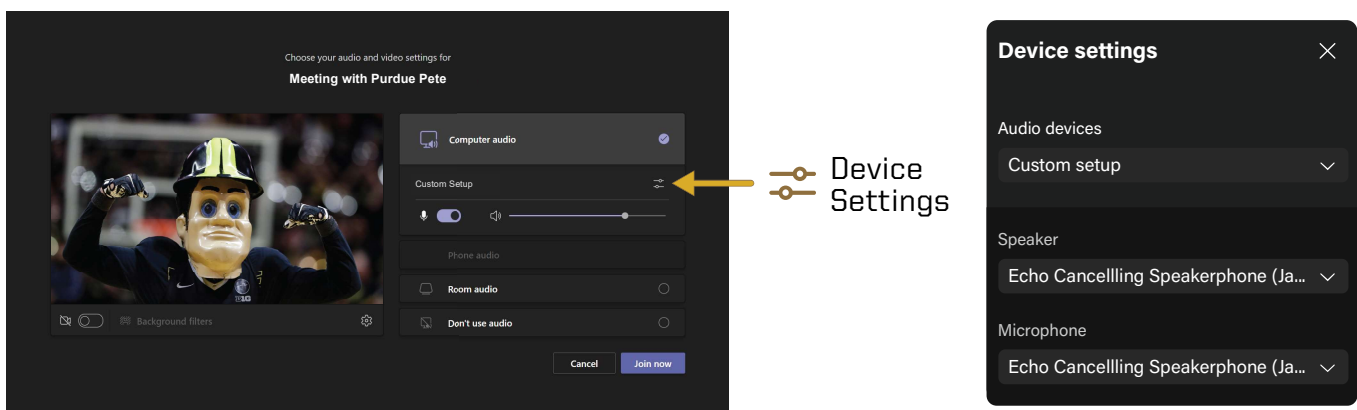
5.2 Microsoft Teams

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.

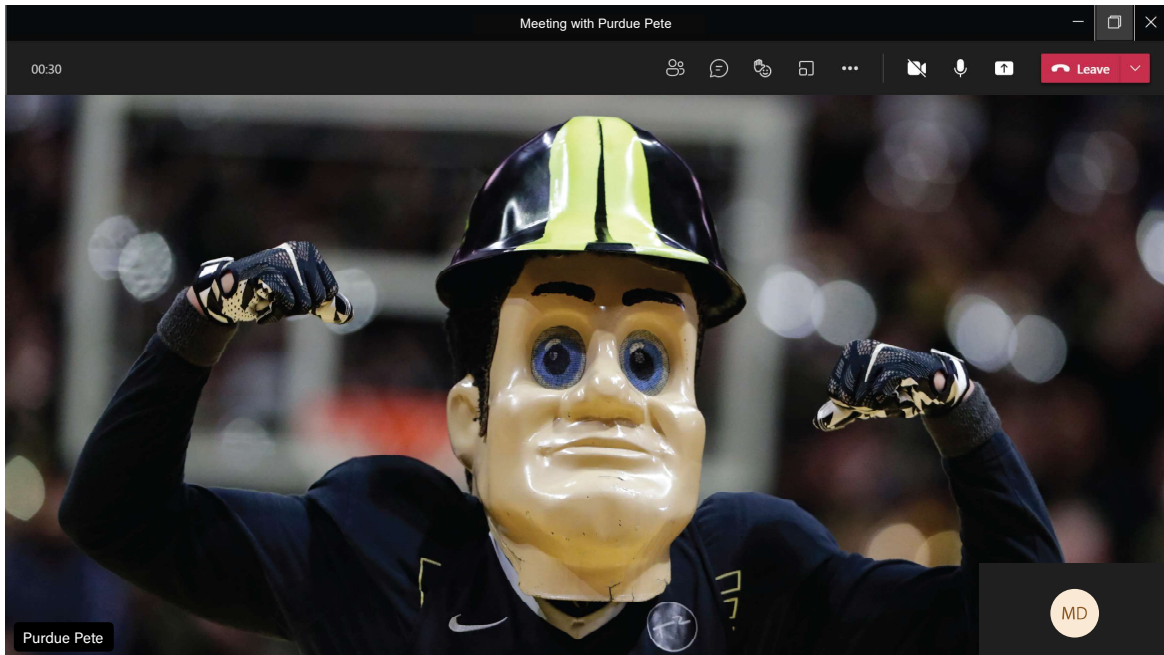
For technical information on using Microsoft Teams, please visit:

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 Telecommunications: 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.

6.1 Speakerphone: Call

To make a call:

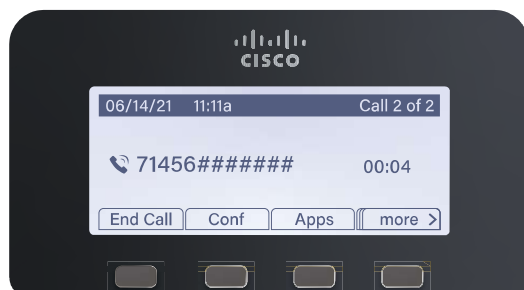
1. Dial the phone number with the **Number Pad**. Dial 7 for an outside line.
2. Press the **Call button** or the **Call hotkey** to start the call.
3. Press the **Volume control bar** to adjust the speakerphone audio level.
4. Press the **Call button** or the **End Call hotkey** to end the call.

6.2 Speakerphone: Conference Call

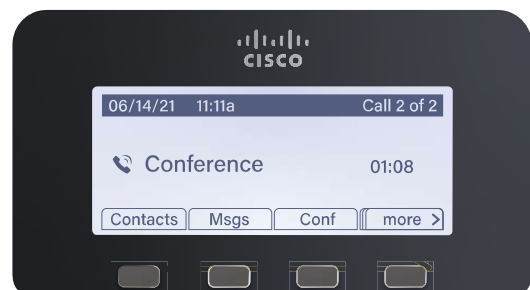
To create a conference call:

1. Follow steps 1 and 2 from Section 6.1 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)



07 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.