

KRAN

Conference Room

Technical Guide



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Room Features

Krannert 469 includes:

Seats

16

Table Type

Oval

AirMedia

Yes

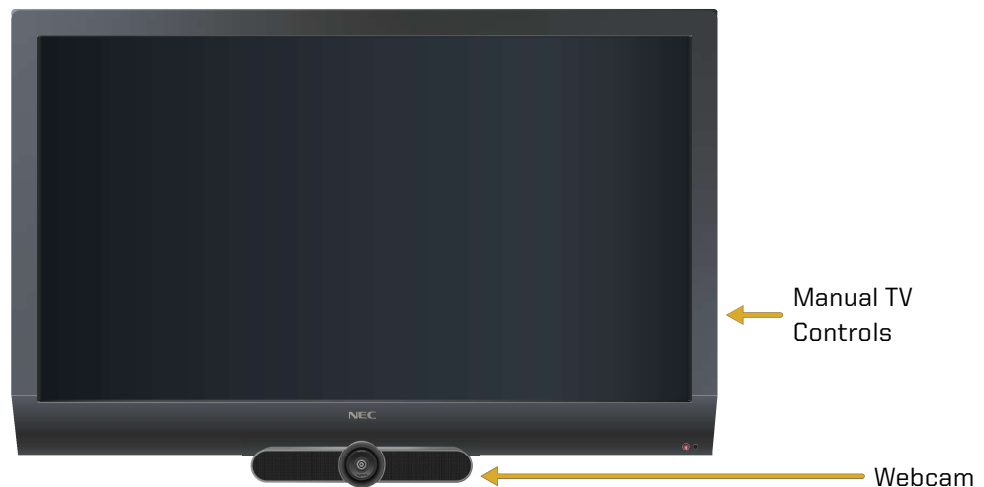
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01 Display

Krannert 469 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 **HDMI-3 input** is the PC and the **HDMI-1 input** is the laptop cable connection.



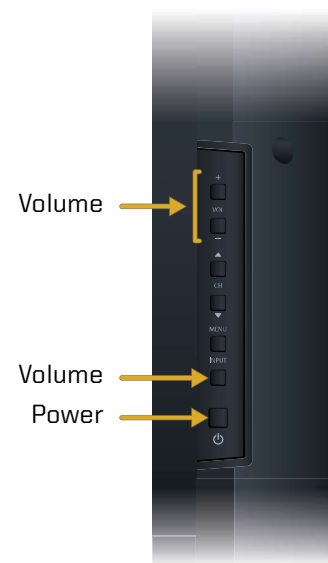
See Section 2 for operating the PC and Section 3 for the Laptop Connection.



1.1 TV Controls

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-3**.
 - For the laptop connection, select **HDMI-1**.



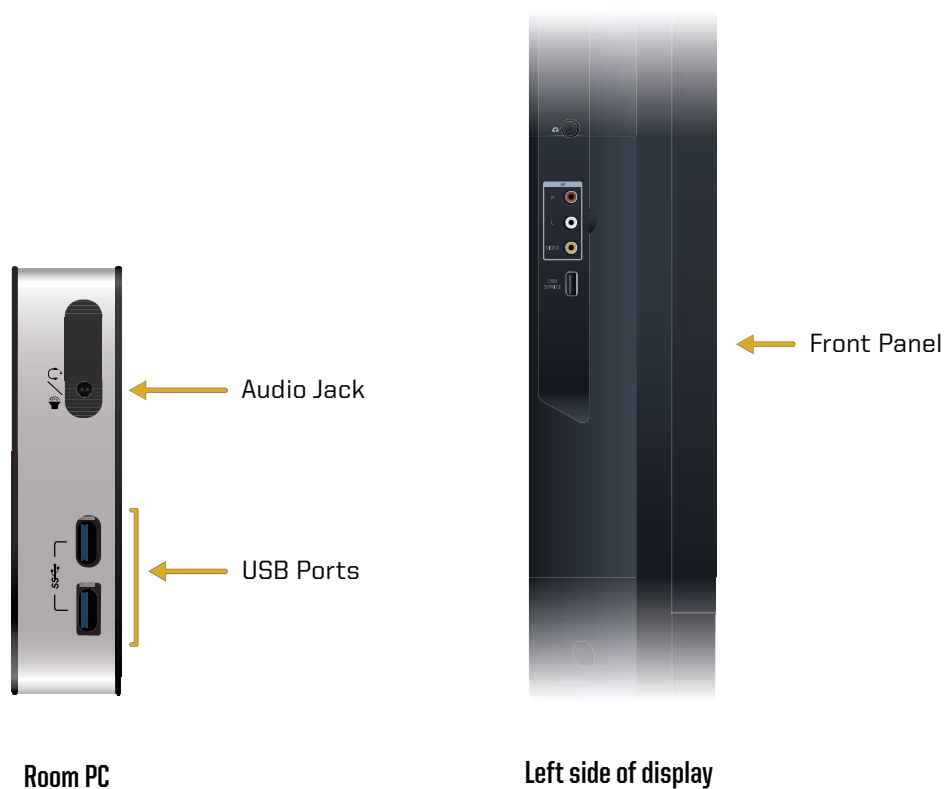
Right side of display

02 Room PC

Source: HDMI-3

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 **HDMI-3** 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 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 and mouse to their original locations.



2.1 Keyboard and Mouse

A wireless keyboard is available to use with the room PC. A wired keyboard and mouse are available to use. The wireless keyboard and mouse are located on the conference table, while the wired keyboard and mouse are located in the cabinets in the room.



To use the wired keyboard and mouse:

1. Locate the keyboard/mouse on the cabinets in the room.
2. Turn on the display and the input to **HDMI-3** for the room PC. See Section 1 for instructions.
3. Wake the PC by moving the mouse and tapping on the keys.

03 Laptop Connection

Source: HDMI-1

Laptop cables are provided to connect your personal device to the display. The HDMI cable is located on the wall under the room display.

1. Power on the display and set the input to **HDMI-1**. See section 1 for instructions.
2. Locate and connect the HDMI cable connection.
 - **Note:** If you don't have a HDMI port on your device, you will need an adapter.
3. The laptop will detect an active video connection and duplicate on the room display.
4. When finished, disconnect your device and return the cable neatly on the wall.



HDMI Cable

04 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 at itap@purdue.edu or (765) 494-4000.

4.1 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. 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 Webcam



See Section 6, 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 7, 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

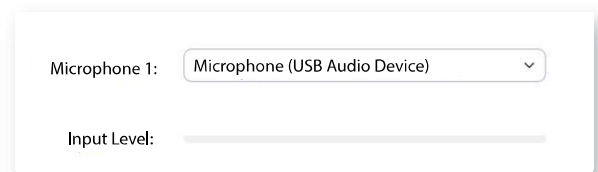
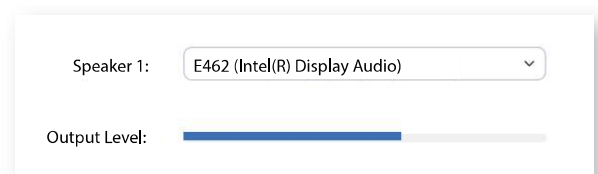
Zoom is a video conferencing application available to use on the local PC. You can schedule a meeting in advance or start one right away from Brightspace or the Zoom app. This section will cover how to use the room equipment in your Zoom meetings.

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.

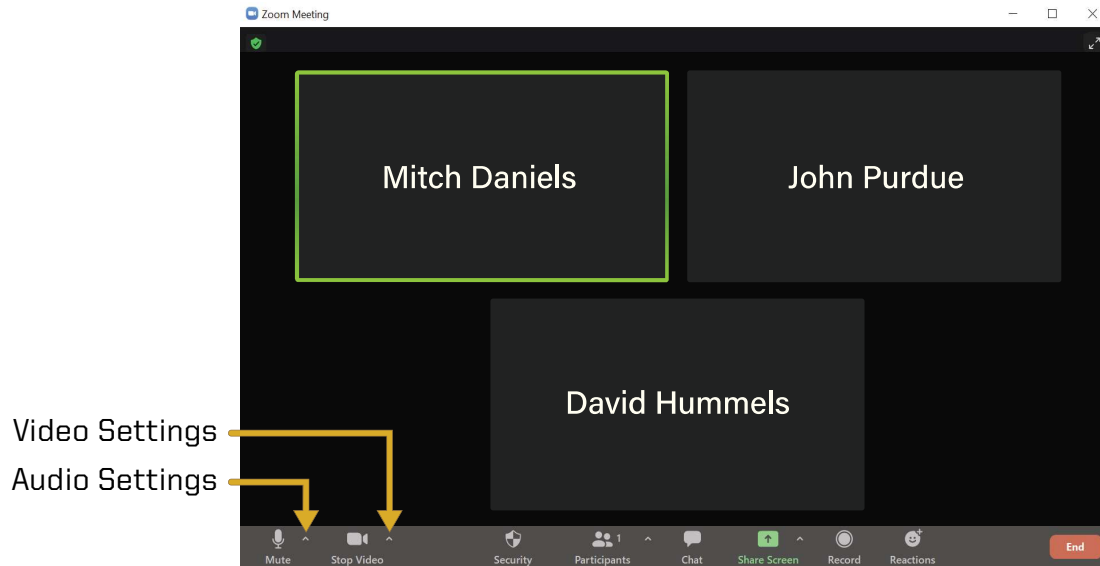
1. Power on the display and log into the PC.
2. Join the Zoom meeting.
3. When prompted to join with computer audio, select **Test Speaker and Microphone**.
4. For the Speaker test menu, select **E462 (Intel(R) Display Audio)** from the drop-down or another source you would like to test.
5. The Zoom 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 (USB Audio Device)** 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.

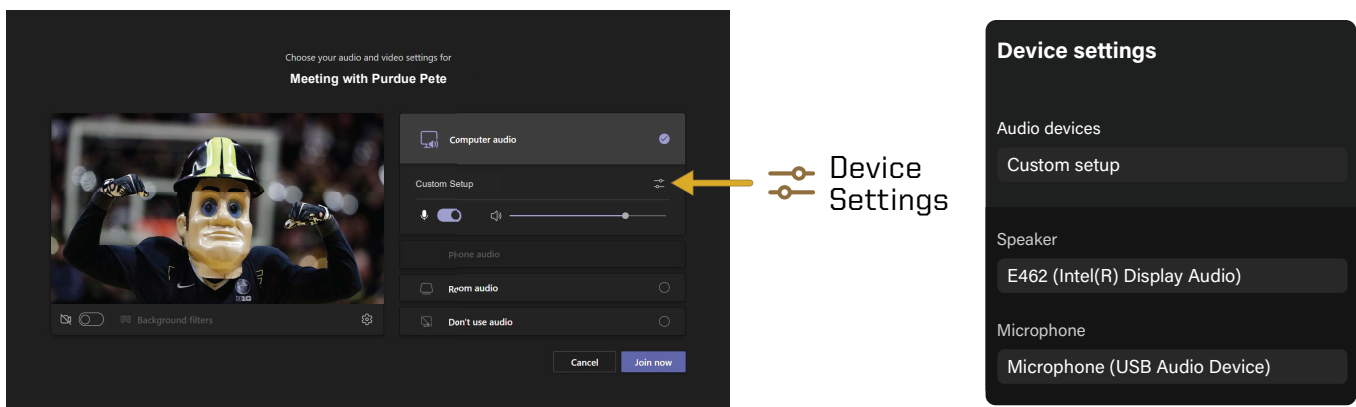
5.2 Microsoft Teams

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.

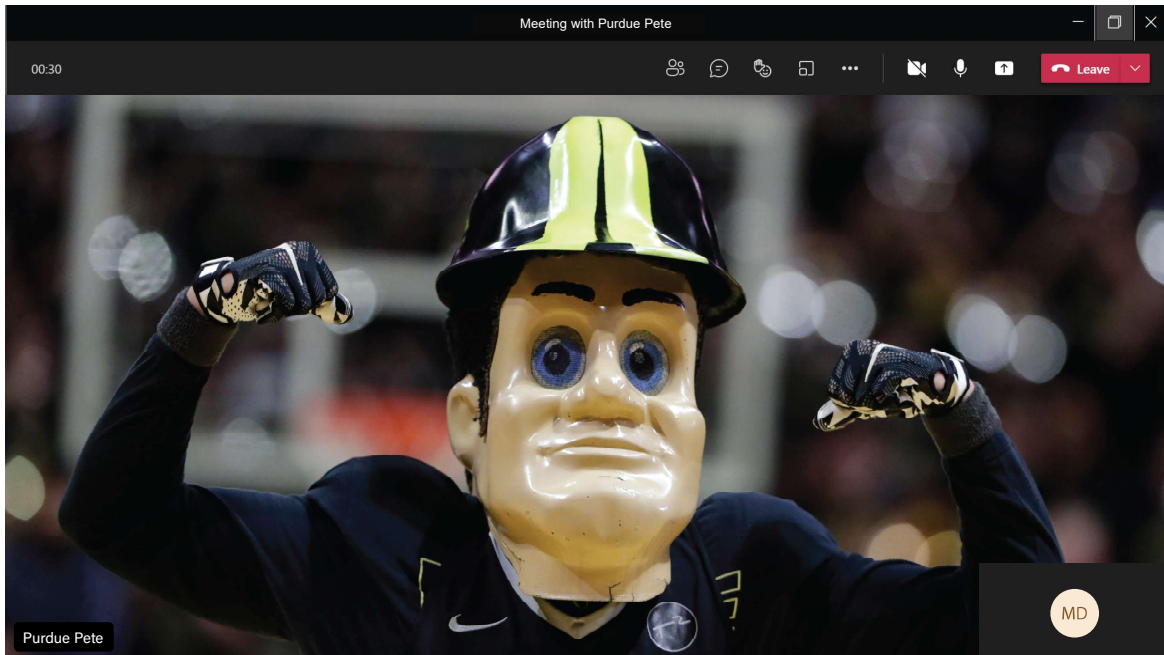
For technical information on using Microsoft Teams, please visit:

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 **E462 (Intel(R) Display Audio)**.
 - Under the **Microphone** drop-down, select **Microphone (USB Audio Device)**.



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

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.

6.1 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.

6.2 Cisco Telephone: Call

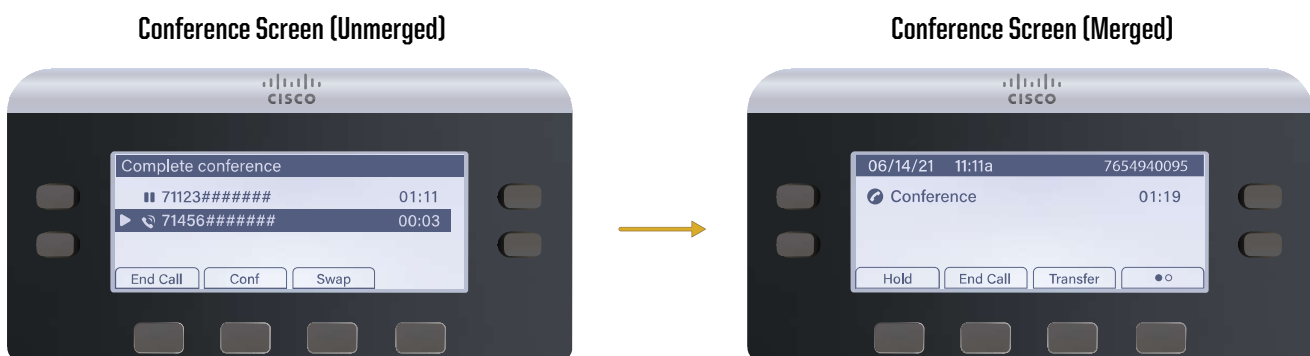
To make a call:

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.

6.3 Cisco Telephone: 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 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.



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.