

## KRAN 351 Conference Room

### Use the Computer

The computer is on the counter under the LCD Display. Check to make sure the power is ON(green light)/OFF(no light). If OFF, press the ON button to power up the computer. If ON, move the mouse to wake up the computer.

When prompted to log in (CTRL+ALT+DELETE), use your Purdue Career Account to log in to the computer.

The computer is now ready to use.

The keyboard and mouse are wireless so you can take it to the conference table with you. Should they not work, check the batteries. For replacement batteries, please see the front desk.

Conference Room Computer



### Use the Laptop Connection

Connection cables are available to connect your laptop. The laptop cables are located next to the conference computer on the counter. It includes a Power Cord, VGA (video), Ethernet (internet), and an Audio cable which should be plugged into the headphone out on your laptop. The cables can be extended to the conference table. Watch your step and don't trip over the cable.

Laptop Connection Cables



### Use the DVD/VCR Player

The DVD/VCR Player is located in the cabinet below the room computer. Locate the DVD/VCR remote in the drawer to the left of the computer. The remote is black. Select POWER on the remote to turn on the player.

- For a DVD select the OPEN/CLOSE button, wait for the draw to open, place in DVD, select OPEN/CLOSE button to close, and use the remote to control the DVD player.
- For the VCR, enter your VHS tape and use the remote to control the VCR

Operate the DVD/VCR with the buttons on the remote, i.e.....Play, FF, Rew, Pause...

DVD/VCR Player



### Control the Projector Screen

- On the North wall towards the West wall you will find the control for the Projector Screen. Use these controls to raise and lower the screen. (**DO NOT** manually adjust the screen).

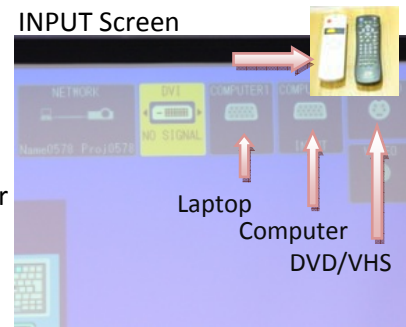
Projector Screen Control



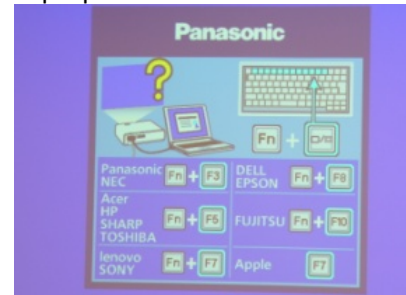
### Display Computer, Laptop, or VHS/DVD Player on the Projector

Locate a Silver Remote in the drawer to the left of the computer. POWER on the projector. Select the INPUT button to display the INPUT Menu. Arrow over for the correct input, select Enter

- **Computer 1** is for the Laptop Connection –when selecting Computer 1, you are presented with a Laptop connection Menu. Use this Menu to send your Laptop screen to the Projector. For MAC's, you will need a video adapter for VGA.
- **Computer 2** is for the Computer
- **Video** is for the VCR/DVD Player



### Laptop connection Menu



### Finished

When finished using the conference, please return it back to its previous state.

- Log off the Computer
- Return the Keyboard and Mouse back to the counter in front of the computer
- Disconnect your laptop and neatly coil the cables up and place next to the computer on the counter
- Turn off the DVD/VCR Player with the Remote
  - Return the Remote to the drawer
- Roll up the screen using the control on the wall
- Turn off the Projector with the Remote
  - Return the Remote to the drawer