

The Collaboratorium (WA202) is a conference room that includes technology to enhance presentations, video conferences, and many other meeting functions. This FAQ will guide in the usage of the Collaboratorium including information about the equipment, how to set up presentations, and more tips for utilizing collaboration tools. Contact Sandra Phelan (ext. 8172) to reserve the Collaboratorium for a conference or presentation.



➤ Present Using the **Rack Computer**

Steps:

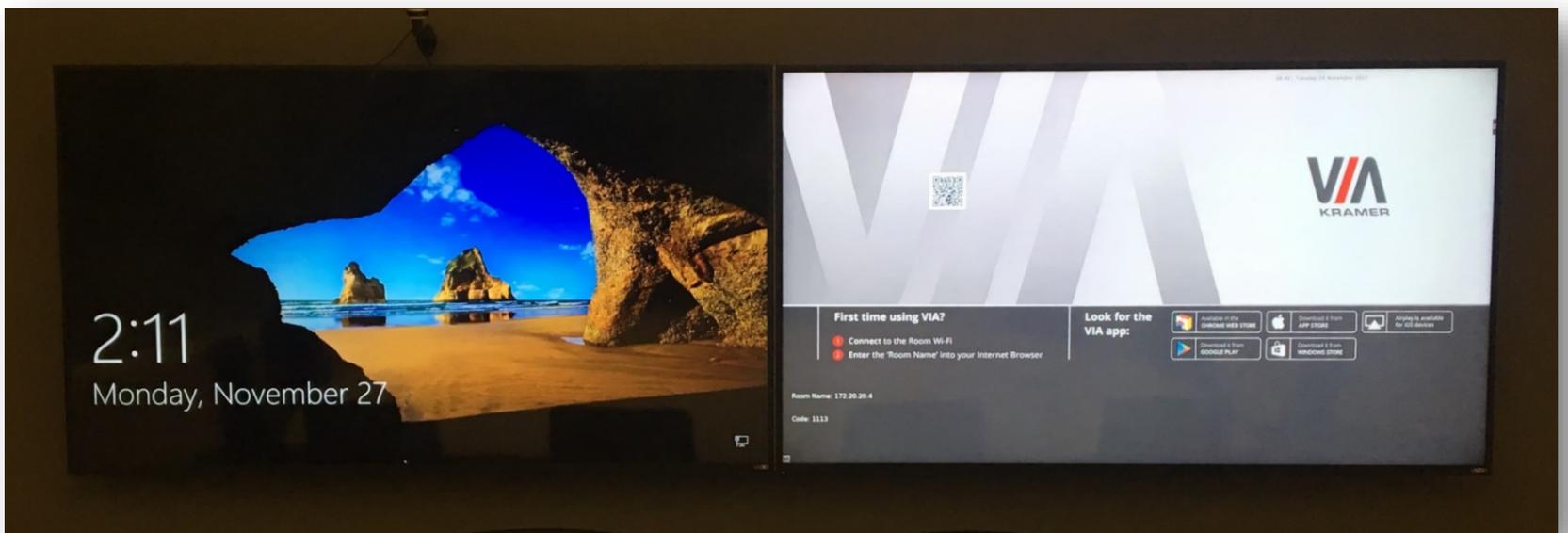
1. **Power on the computer and TVs:**

Computer – Press the power button on the tower located in cabinet in the corner of the room

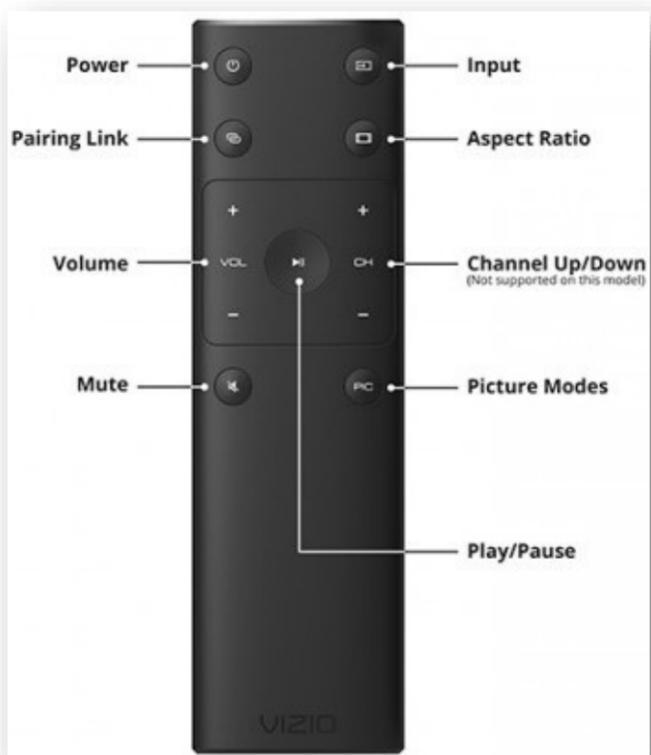




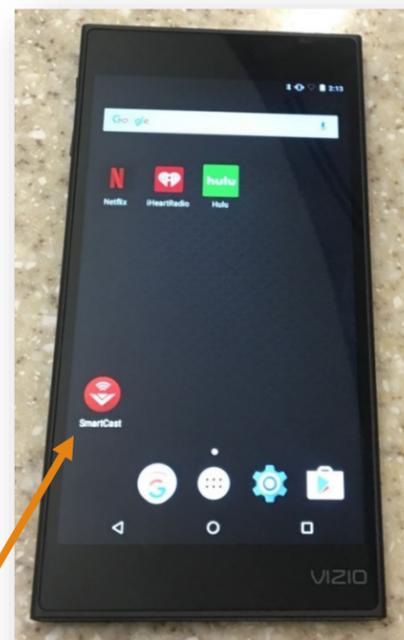
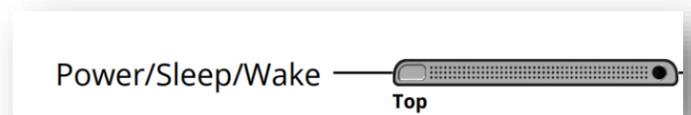
TVs – The Collab. includes two 4K Vizio TVs that can be powered on using either the standard remote or Vizio SmartCast™ Tablet Remote (the tablet remote only works on right TV)



Remote



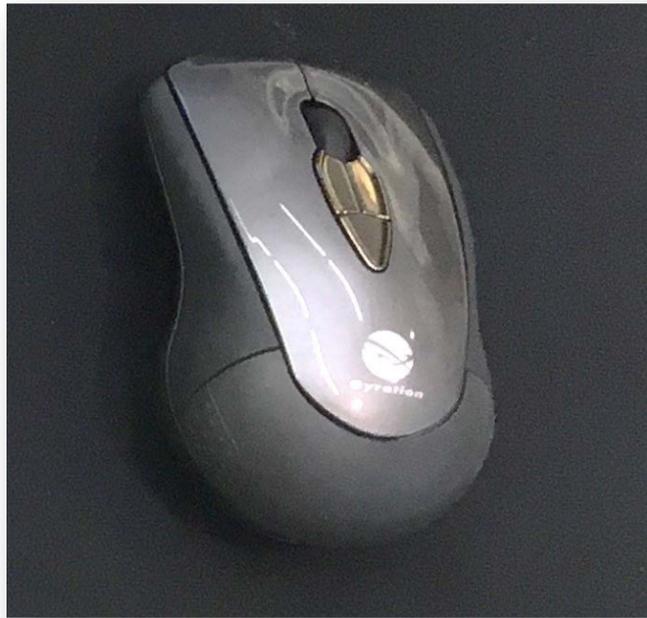
Android Tablet Remote – a tablet used to control the Vizio TV



Vizio SmartCast™ App

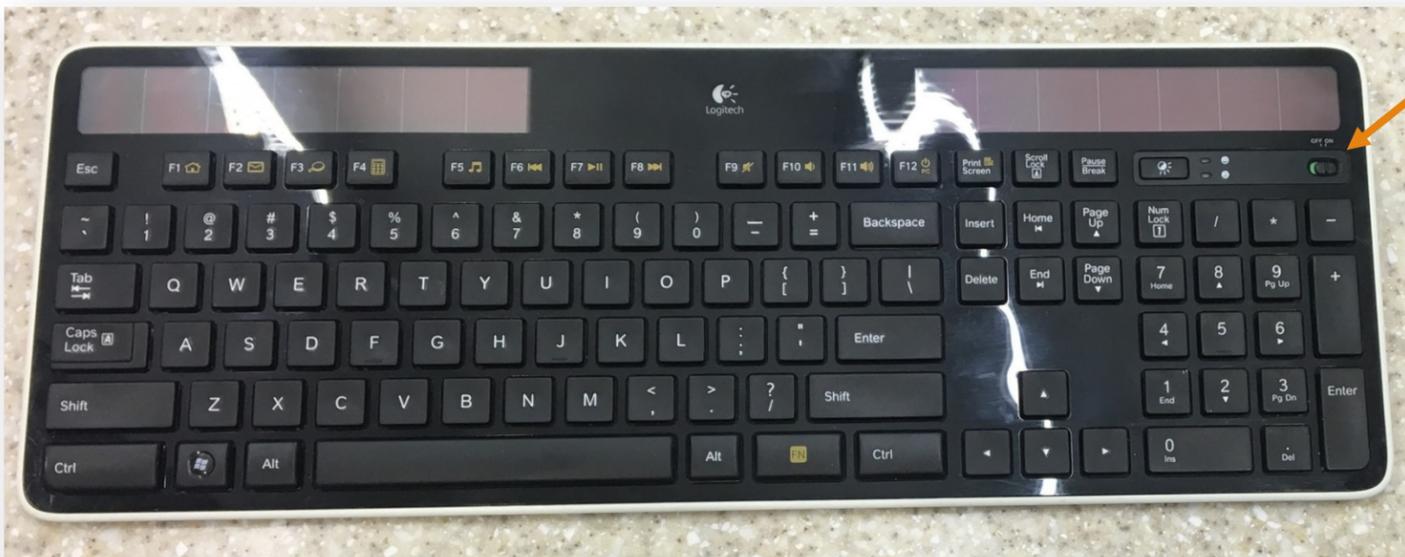
2. **Power on the wireless mouse and keyboard** - Located on the table, they control the computer in the cabinet. They have individual power switches and must be on to function.

- **Wireless Mouse**



Power

- **Wireless Keyboard**



Power

- Select **Rack Computer** on input menu - to display the cabinet PC, using either remote press the input button until **Rack Computer** is underlined on the display

Note: The main display (left TV) must be set on Rack Computer for this to be functional



****Be sure to point the remote at the correct TV when changing input settings as both TVs operate with one remote****

3. **Log in** to the computer using JC login (771)
4. **Camera** for video conferencing - located on top of the left TV



Volume for presenting can be controlled through the computer, TV, or the control located in the cabinet

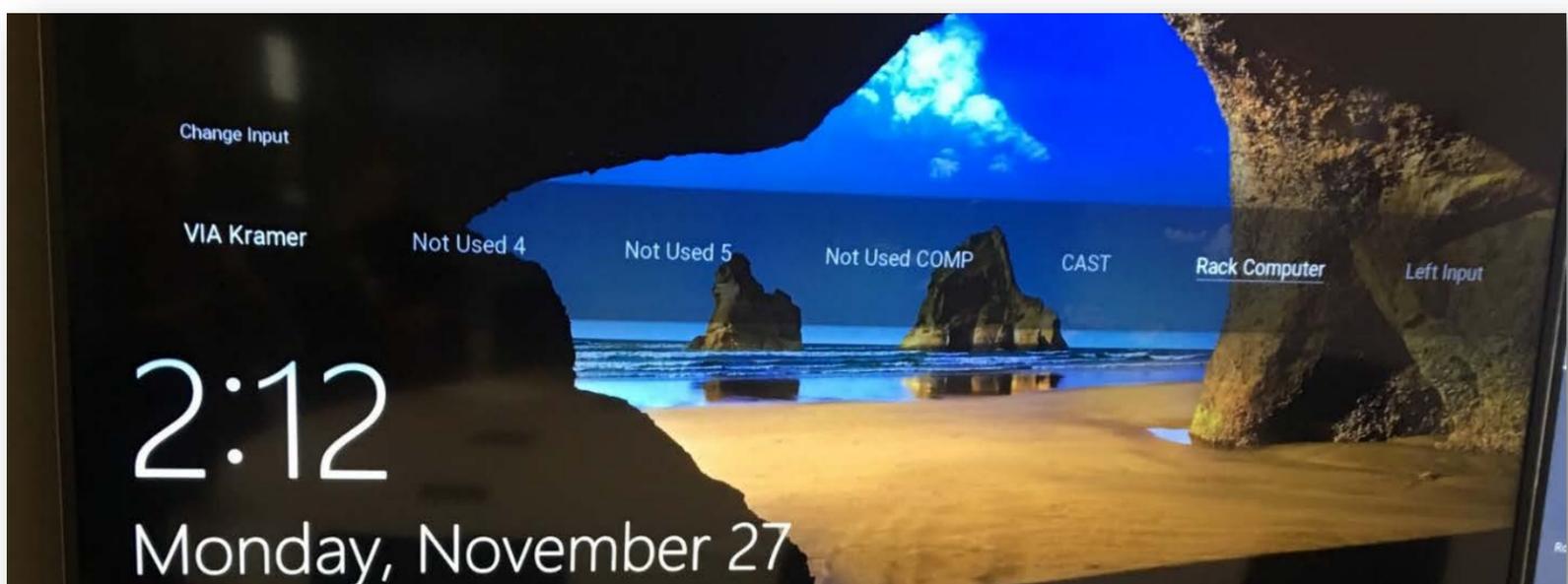


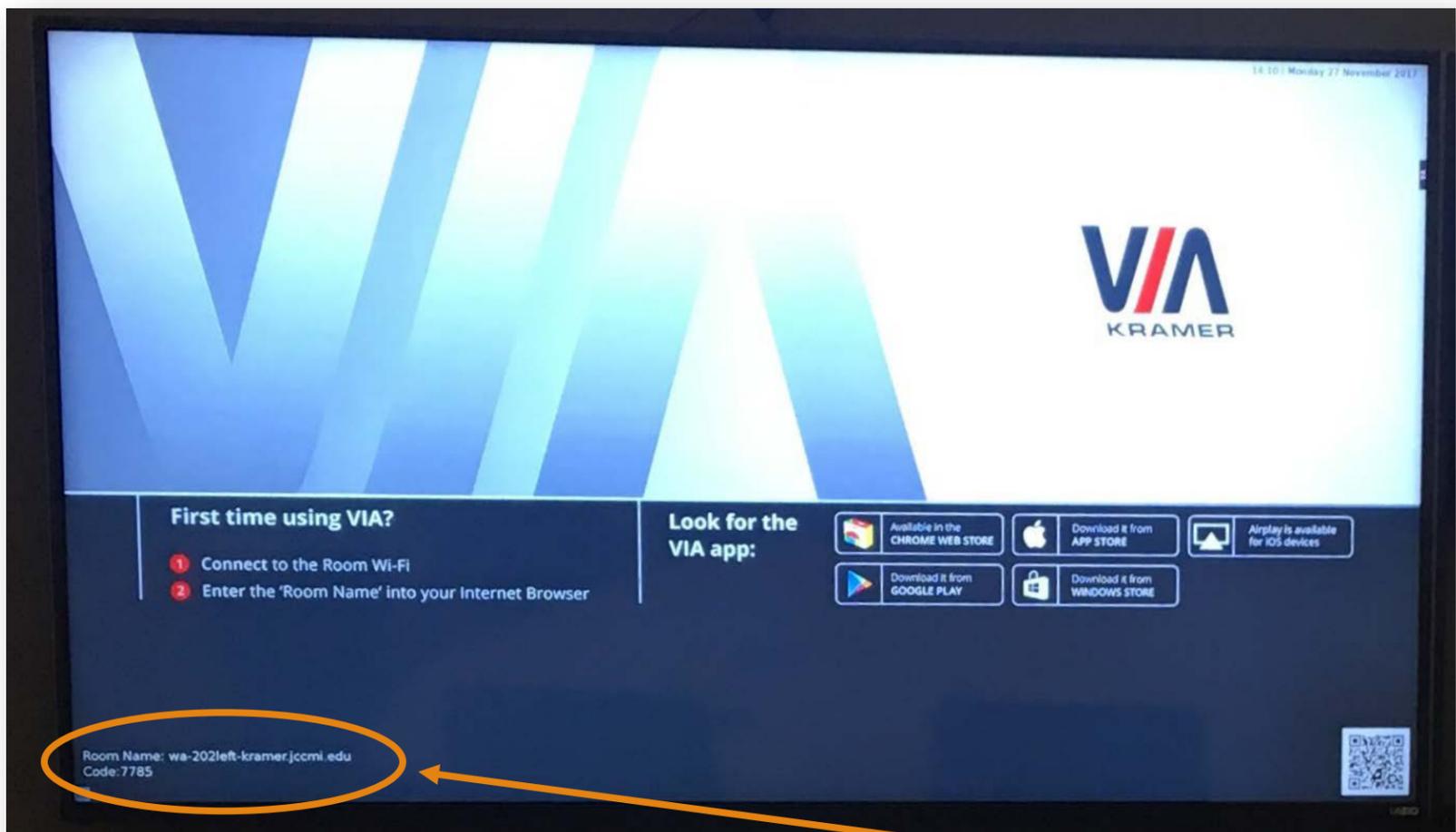
➤ Present Using the **Kramer**

Allows users to present wirelessly from any device using VIA Connect PRO

Steps:

1. Press **Input** button
2. Select **VIA Kramer** from input menu

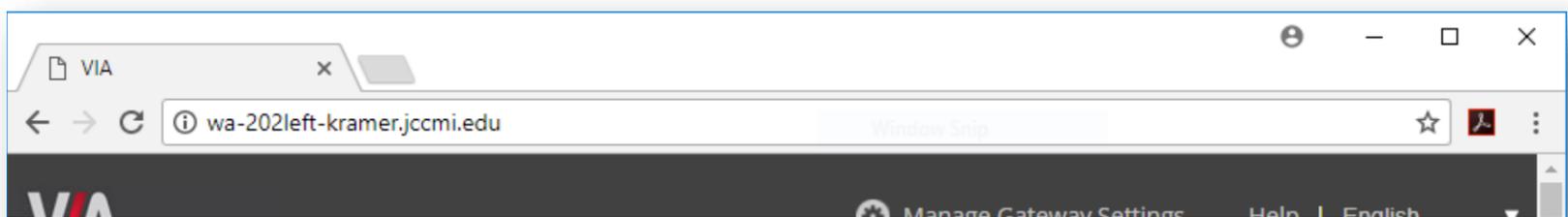




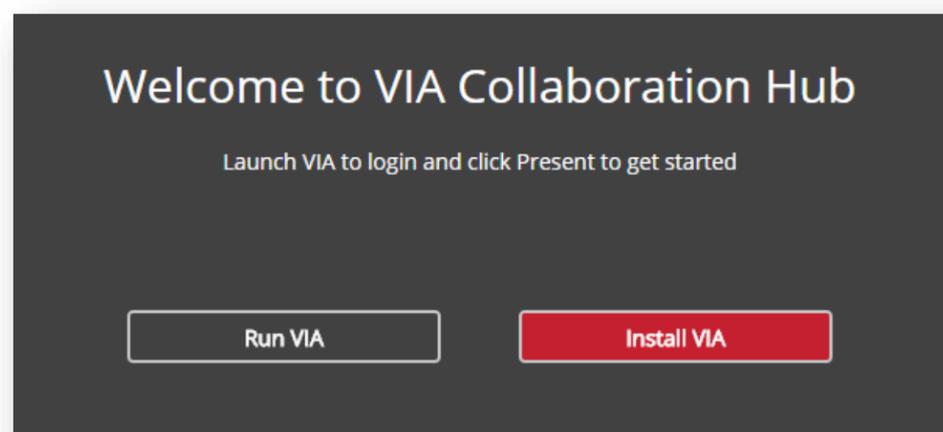
3. **Open VIA Kramer app** if already installed on device

OR

4. From your device, open an Internet Browser and type the **Room Name**
(Found in the lower left corner of both displays, labeled above)



5. Select an option on the screen:



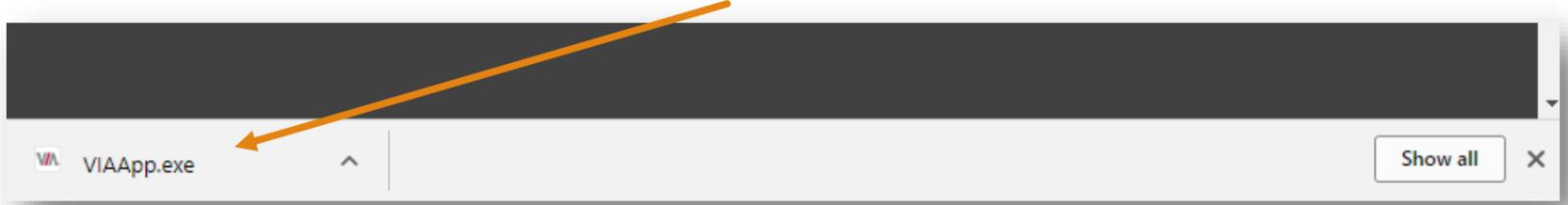
Run VIA – Run previously installed application or guests using Kramer to present

Install VIA –Install the application for regular use

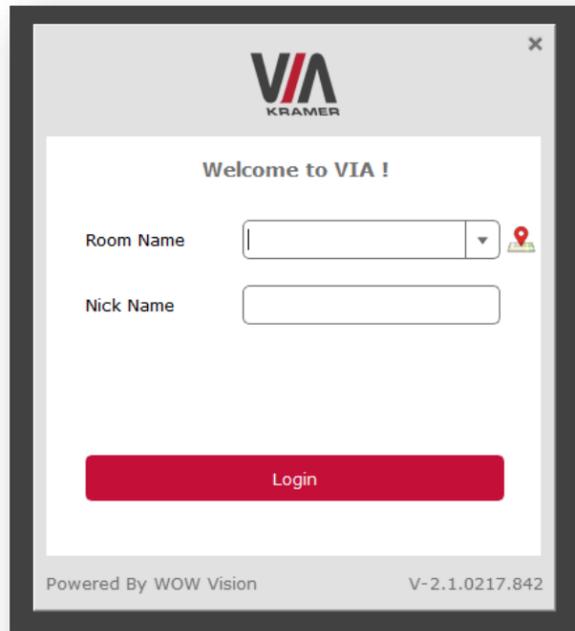


App Download
IOS/Android/Windows Phone users can download the application from the Apple App Store, Google Play Store, or Windows Store.
Search – “Kramer VIA”

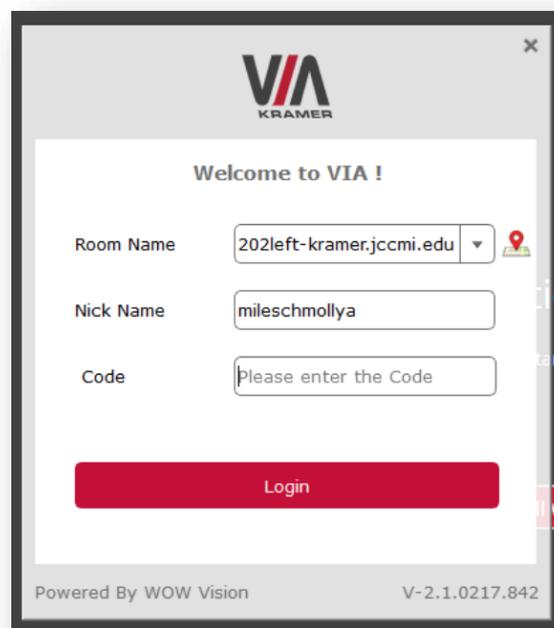
6. **Click the download** to Run the Application



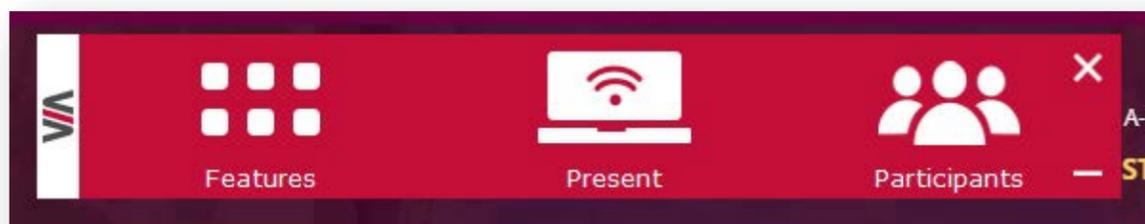
7. **Log in** - Enter the **Room Name**, your nickname will pop up automatically



8. Enter the **Code** (found under the **Room Name** on the display, labeled above)



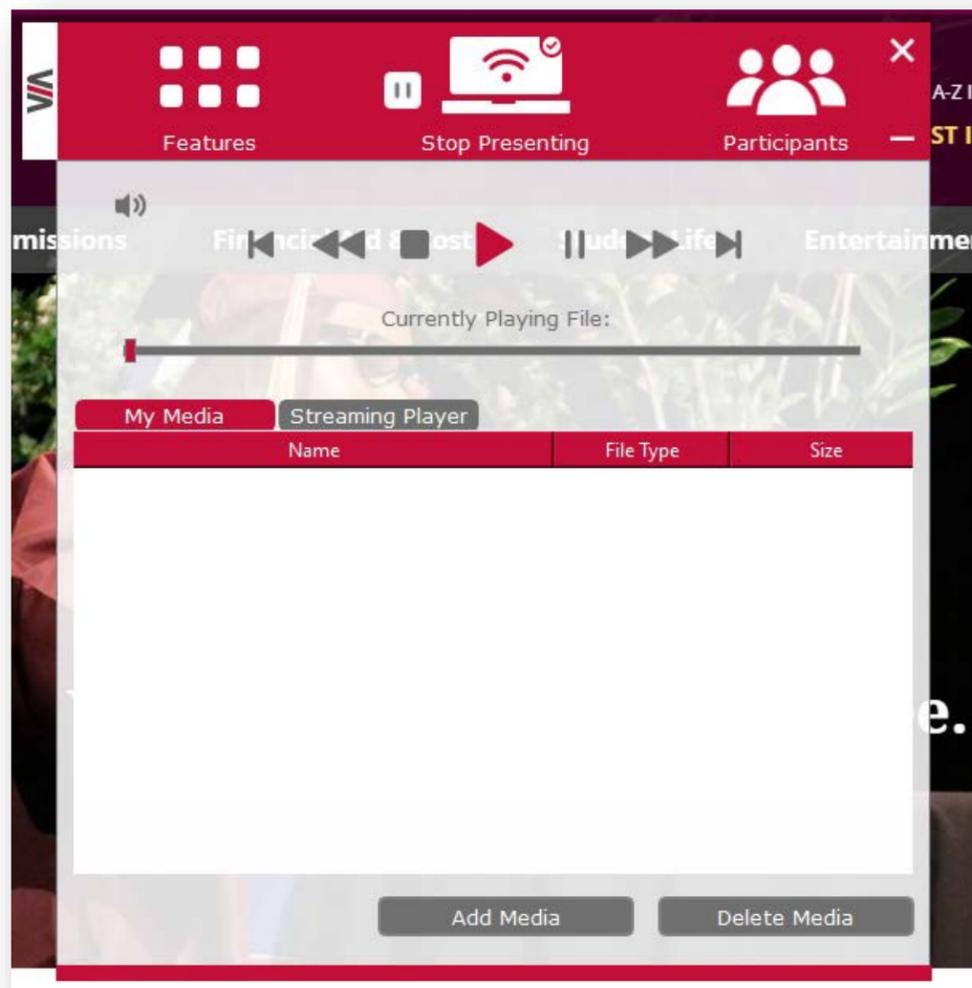
9. Select one of the following options from the **Main Menu**



- **Features** menu includes:



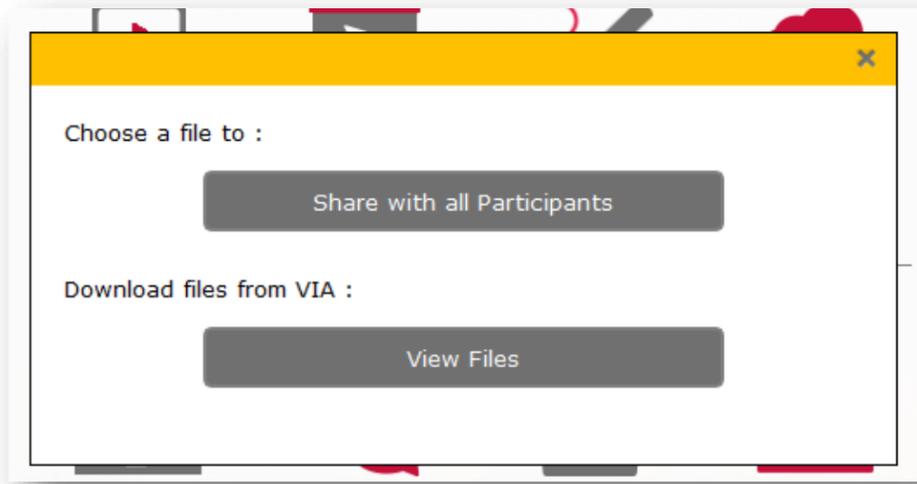
Multimedia – to view media that you have previously uploaded to VIA Kramer or to add media to use during the meeting



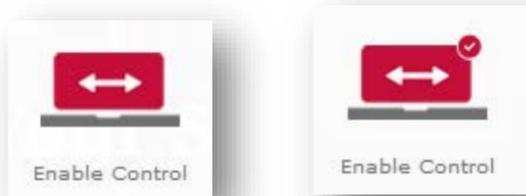
Start Collaboration –

Whiteboard – Intended for touchscreen devices

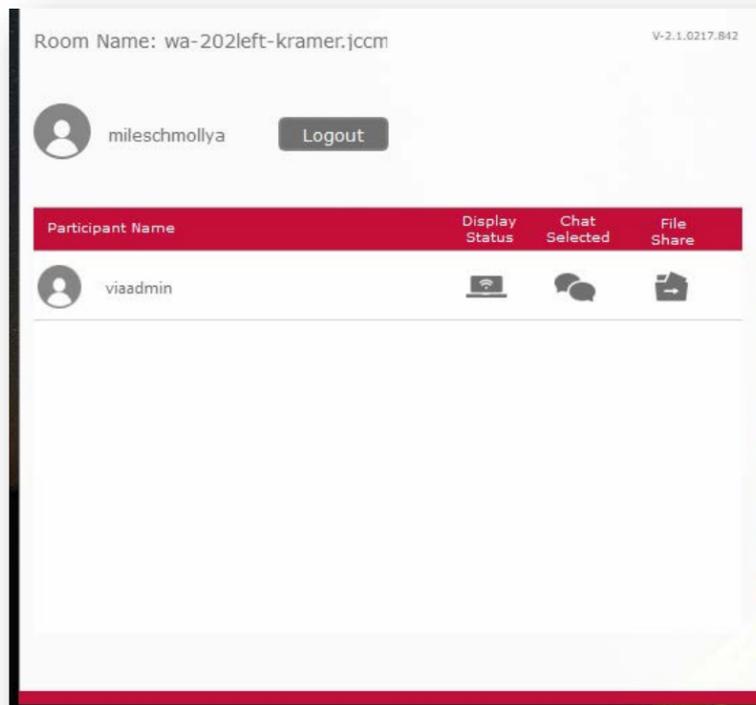
Files – you can choose from the following options:



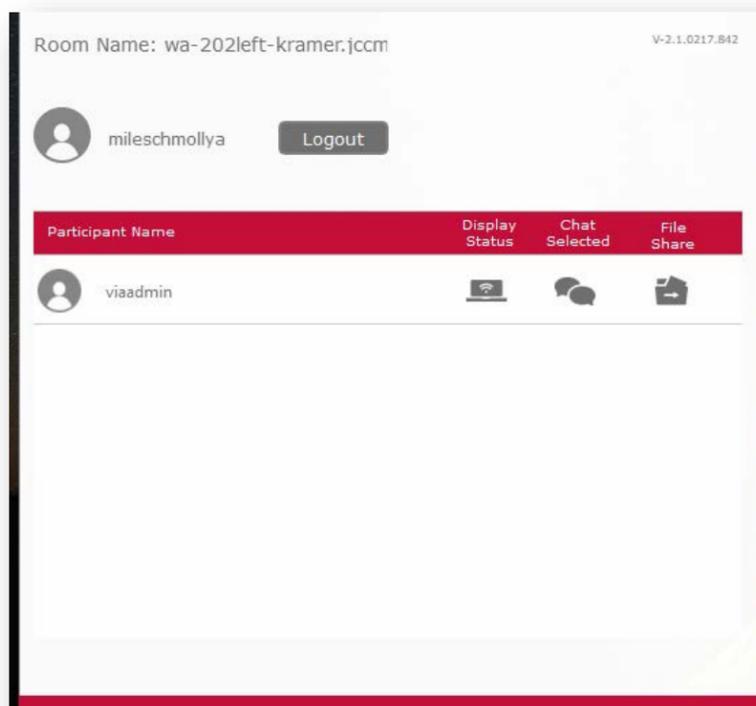
Enable Control – allows user to determine if they will be in control of those that want to present, toggle between these two modes by clicking the icon



Chat – instant messaging between members of the meeting

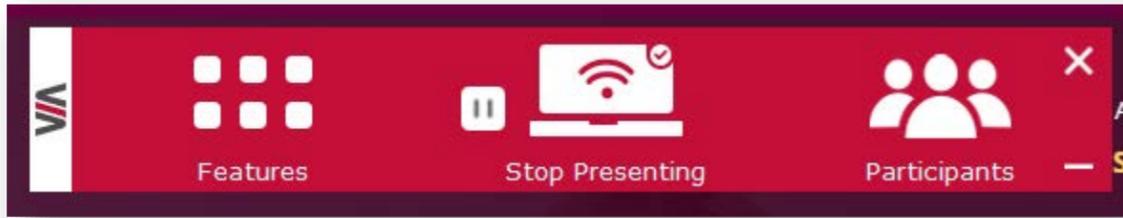


File Transfer –



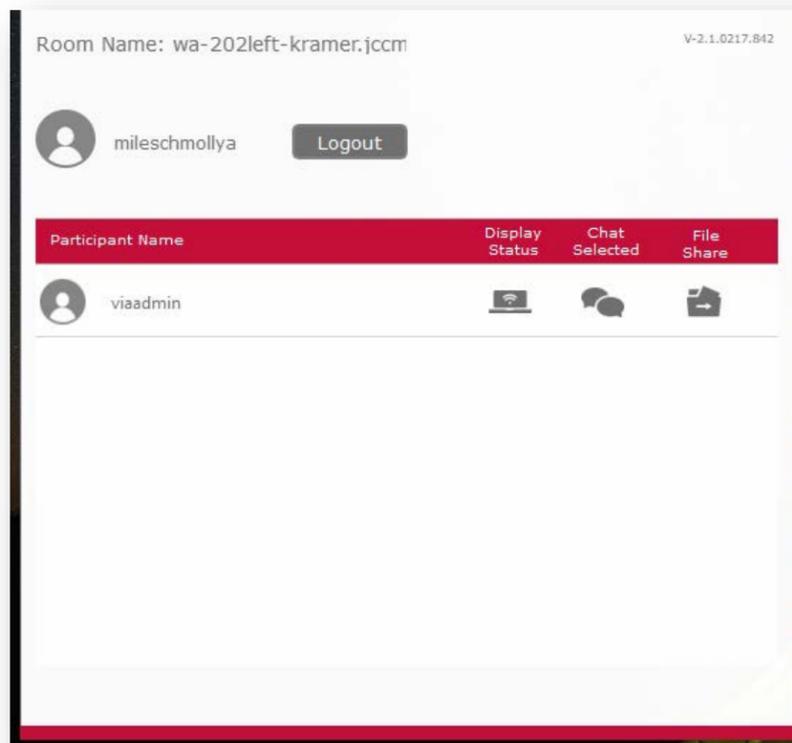
View Main Display –this does not work if you are currently presenting

- **Present** option allows user to present



Click **Stop Presenting** when finished

- **Participant** menu displays information about anyone who is participating in the meeting with VIA Kramer



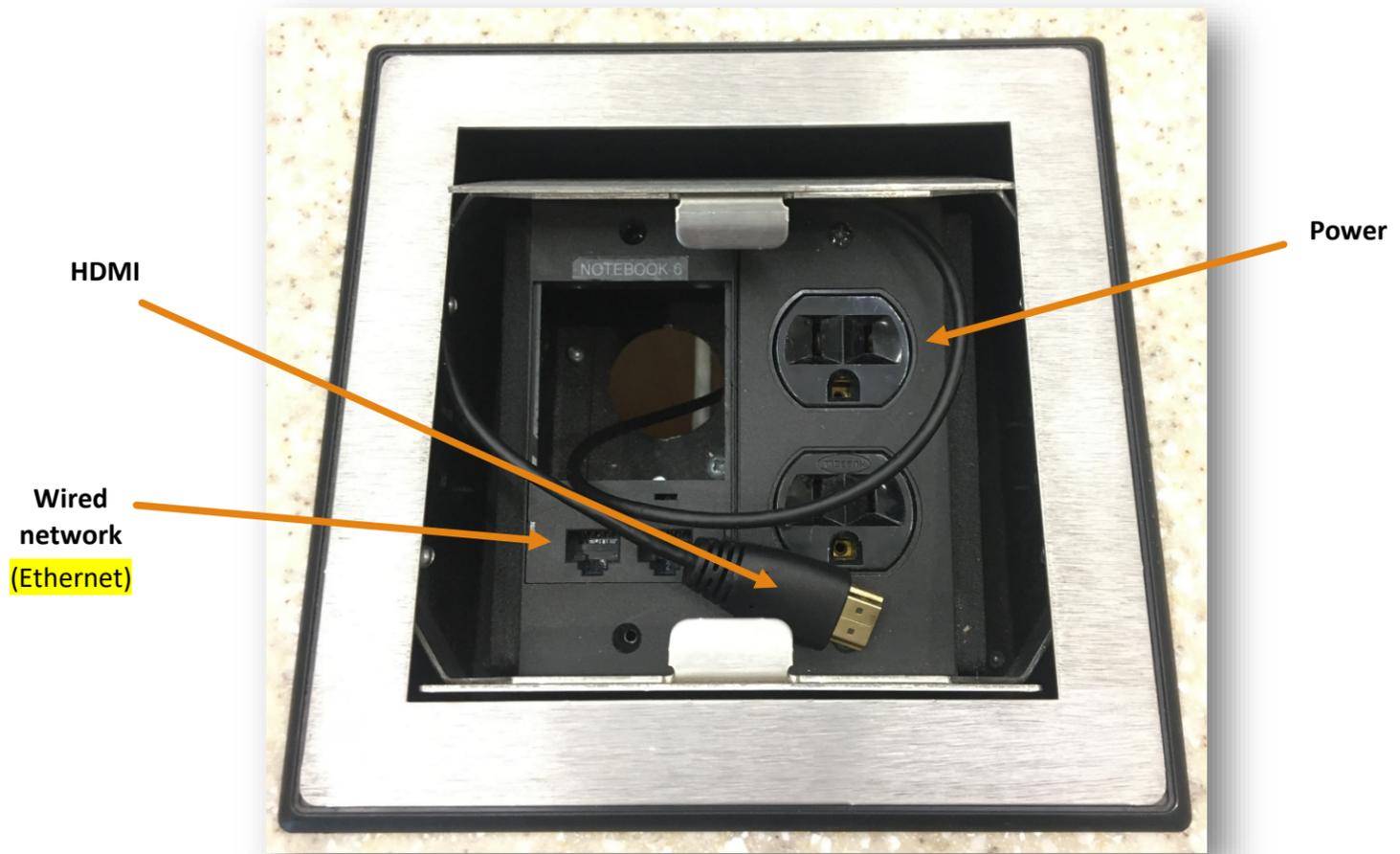
➤ Present Using Left/Right Input

Steps for using Left Input:

1. **Connect HDMI cable to laptop**
Located on the table in notebook 6 connection port labeled D on the chart below
2. Select **Left Input** from input menu

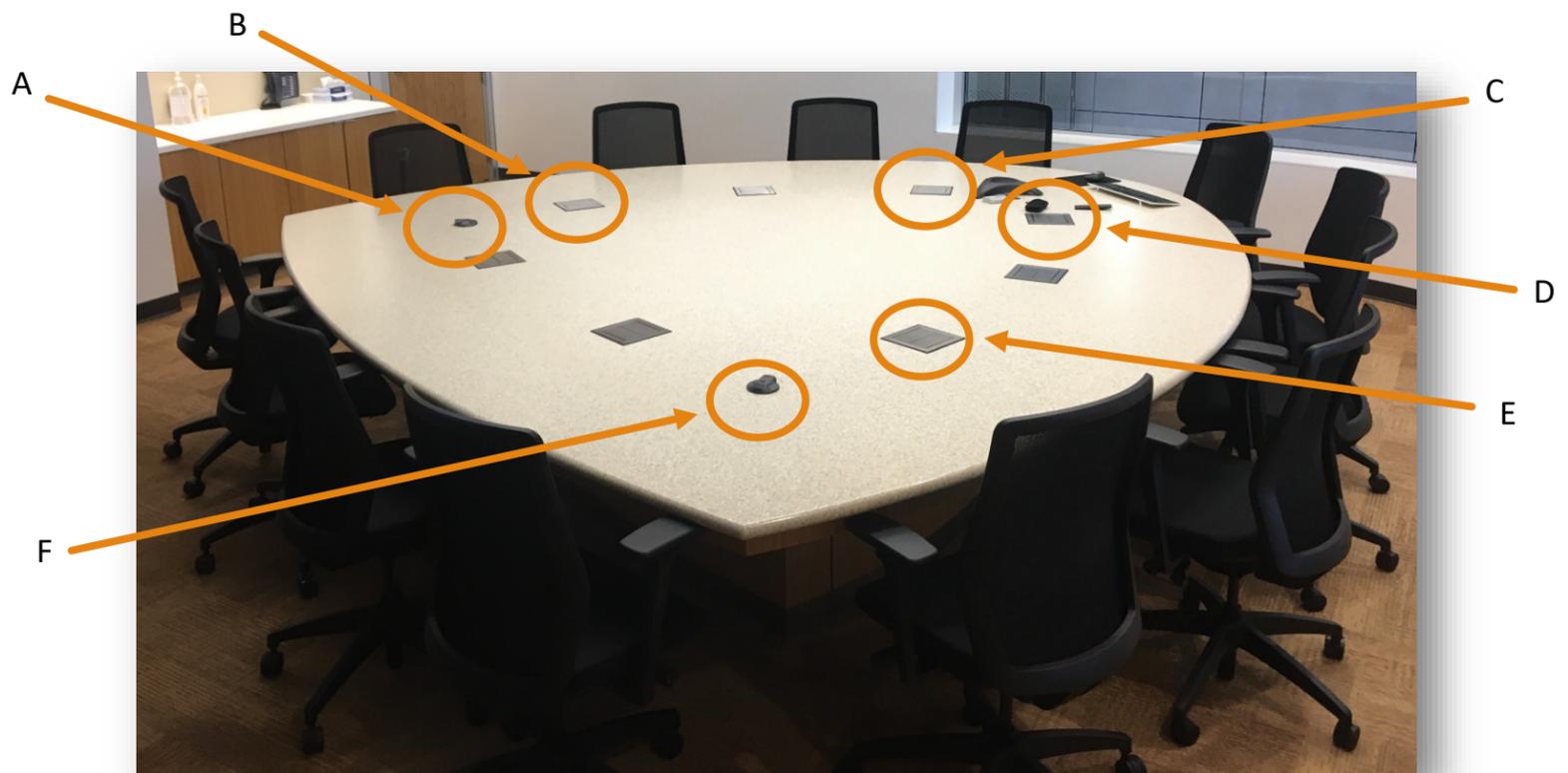
Steps for using Right Input:

1. **Connect HDMI cable to laptop,**
Located on the table in notebook 5 connection port labeled C on the chart below
2. Select **Right Input** from input menu



➤ Other Equipment

Table - This large table seats twelve and is equipped with eight notebook connection ports



conference phone expansion microphones	A, F
AC power supply	All notebook connection ports
HDMI cable	C, D
Wired network connection (Ethernet)	D, B, E

Polycom Conference Phone - Allows users to make and receive calls for conference



- **Internal:**
 - For phone conferences within the JC network, simply dial extension and press **Call** (labeled above).
Note: 3 Digit JNC (North Campus) extensions are not direct dial, must call 517-768-7097 first
- **External:**
 - For phone conferences outside the JC network, dial “9”, “1”, area code, the number you want to contact, and press **Call**.

During a conference call, to mute the phone so the other side cannot hear you but you can hear them, press the **Mute** button (labeled above).

To disable mute, press the **Mute** button again.

Telephone - Located by the door

- **Internal:**
 - Lift phone, dial extension
- **External:**
 - Lift phone, dial “9”, “1”, area code, the number you want to contact

➤ Additional Support

- For more information on using the Kramer VIA Connect PRO
https://k.kramerav.com/downloads/manuals/kramer_via_connect_pro_2.0.pdf
- For more information on using Vizio TVs
<https://cdn.vizio.com/documents/p65c1/um-p65c1.pdf>
- For general inquires about using Vizio products in this room
[SUPPORT.VIZIO.COM](https://support.vizio.com)
- Assistance for pairing devices with SmartCast TV
https://support.vizio.com/s/article/Pairing-a-Smart-Phone-or-Tablet-to-your-VIZIO-SmartCast-Device?language=en_US