KRAMER VIA WIRELESS CONFERENCE ROOM

1. Turn on the monitor or projector screen. The VIA Kramer display will appear on the screen. If it does not, using the remote hit input to navigate to the proper HDMI for the VIA Screen (HDMIs are labelled on bottom of monitor).

2. Check to make sure you are on the correct internet for that conference room:
   - Team | Excellence| Vision – Name: team_excellence1 | Password: team_excellence1
   - Brilliance | Focus – Name: team_excellence2 | Password: team_excellence2

   There are three ways to wirelessly connect to the display:

Option 1: Connect Using the VIA Pad – Best Option for Guest Presenters!

1. The VIA Pad can be found on the credenzas located in the conference room. There are labels on the back of each VIA Pad indicating which conference room the device is paired to.

2. Plug the VIA Pad into your laptop. Your laptop will recognize the VIA Pad as a USB. Select the "VIA Pad" icon that appears on your computer.
   - On a Mac the icon will typically download to your desktop
   - On a PC the icon will typically download to your File Folder > My Computer > VIA Pad
3. After selecting the VIA Pad icon in the login box that pops up enter the **Room Nam**e and **Code**.
4. Select present.

Option 2: Join through Browser

1. Open a web browser. In the search bar enter the **Room Name** found on the bottom left corner of VIA Kramer display. This will bring you to the VIA collaboration screen shown below.
2. Click on the "Join through Browser" option. The following webpage will open
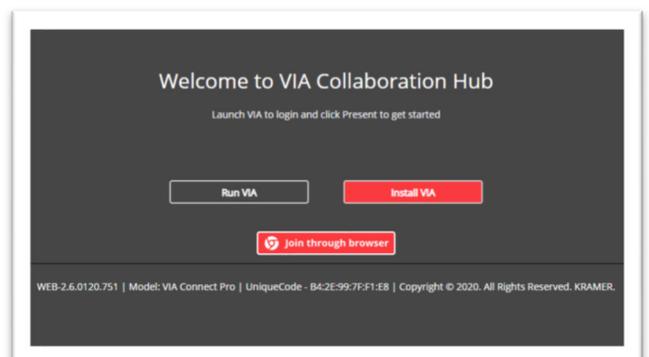
3. Enter the **Room Name** and **Code** that are located on the bottom left corner of VIA Kramer display. Click login.
4. Select present to screen share with the monitor or projector.

Option 3: Downloading the Kramer App – Best Option for Frequent Users!

1. **Install the Kramer VIA app to your computer.**
   - Open a web browser. In the search bar enter the **Room Name** found on the bottom left corner of VIA Kramer display. This will bring you to the VIA collaboration screen shown below. Click on the "Install VIA" option. You will only need to do this once and then you can easily join the conference rooms in the future.
2. Click on the VIA application to launch. Enter the Room Name into the pop-up and select "Join". Then you'll be prompted to enter the Code located on the bottom left corner of the VIA Kramer display.
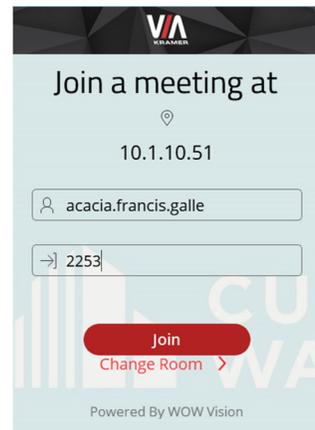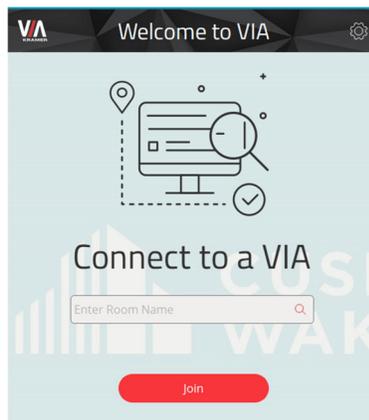
3. Select Present to screenshare your laptop with the monitor or projector.

If you are experiencing technical difficulties or want assistance setting up your display

please call (952) 893-8810