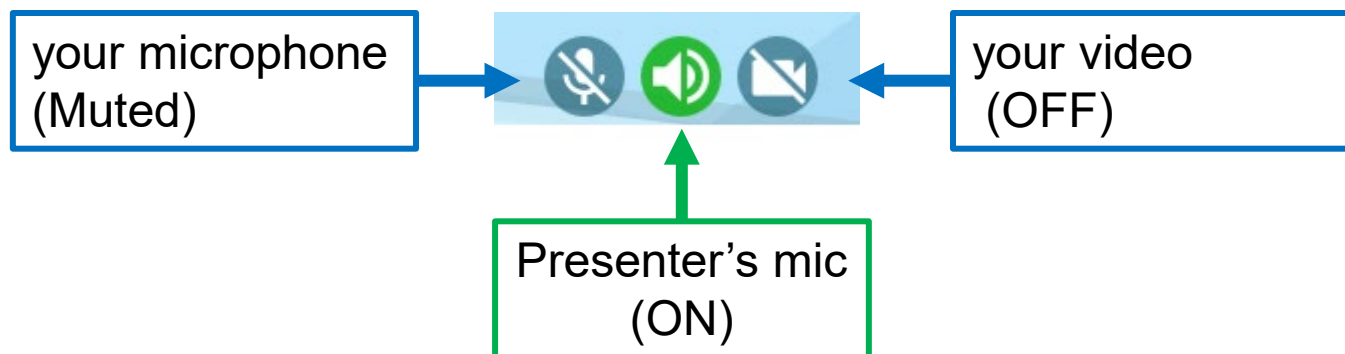


HPE MyRoom Set-up Tips

Audio & Camera

1. Make sure your Computer's Speakers are ON
2. Starting set-up for Icons (located at the top of the MyRoom window):



3. During Intro's we'll practice turning your mic and video on & off.
4. You can re-size and move the MyRoom window as desired.
5. If the MyRoom window gets minimized, just click on its icon (as you would any other Windows program), to bring it back up.





More Audio Set-up Tips

- ❖ Click on the Gear icon in the upper right corner to access MyRoom Settings.



- ❖ Ensure the proper device is chosen for your set-up.
- ❖ Volume settings:
 - *Microphone* is your speaking volume, turn up if others can't hear you.
 - *Speaker* is the volume you hear through your speakers when others are talking.
 - Keeping the speaker setting lower than mic will reduce echo & feedback.
 - Noise suppression is good but a High setting can cause audio to cut out.

MyRoom Settings

Personal information

Audio/Video

Connection

General

Notifications

Chat/Questions

File handling

Translation services

Customization

Devices

Microphone
Microphone Array (Realtek(R) Audio)

Speaker
Speaker / Headphone (Realtek(R) Audio)

Camera
HP TrueVision HD Camera

Invert camera

Volume

Microphone: 70

Speaker: 33

Noise suppression

High (recommended)

Low

Audio library

Windows (recommended)

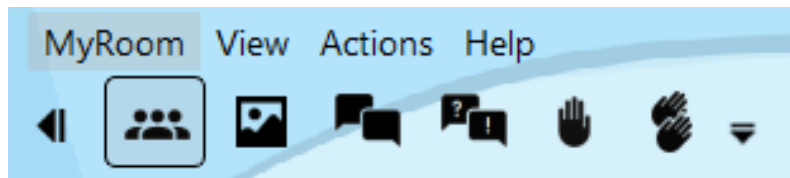
Qt

WebRTC

Test your settings beforehand. If you need to test during a session, no one will hear you, but you will not be able hear anyone else.

Start test

Control Panel Icons



Hover over an icon to see what it does; click to activate & de-activate. The text commands above can also be used.



People:
Shows people present, right-click on your or others' name for chat options.



Content:
Instructor-provided content



Chat: Have open at all times to ask/answer questions see others' responses.



Question Mgr: We'll use for instructor's questions to class. Use Chat for your questions.



Raise Hand



Applaud



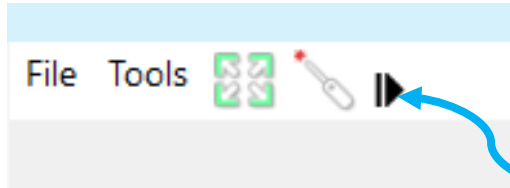
Technical Support for HPE MyRoom

Jay Benham will be with us at the start of the session to help with any issues.

- ❖ Do not try to join HPE My Rooms while on a VPN connection.
- ❖ Please test your audio & video; check out setting options
- ❖ If you are experiencing problems, send Jay a “Private Chat” for help, as follows:
 - In the “People” screen, Right-click on his name, and select “Private Chat.” Type your message and hit Enter to send.
 - Be sure you have not selected “Block Private Chat” in your ‘People’ options (Right-click on your own name to see your options)
- ❖ Note: The ‘Help’ command will lead you to online documentation for HPE MyRoom. Do not use the “Email support” option but instead reach out to Jay Benham.
- ❖ If you lose your connection or experience other difficulties, close the application and sign in again.



Tools for the Center Viewing Area



These commands appear at the top of the viewing window.

Click this "Right" arrow to expand selections



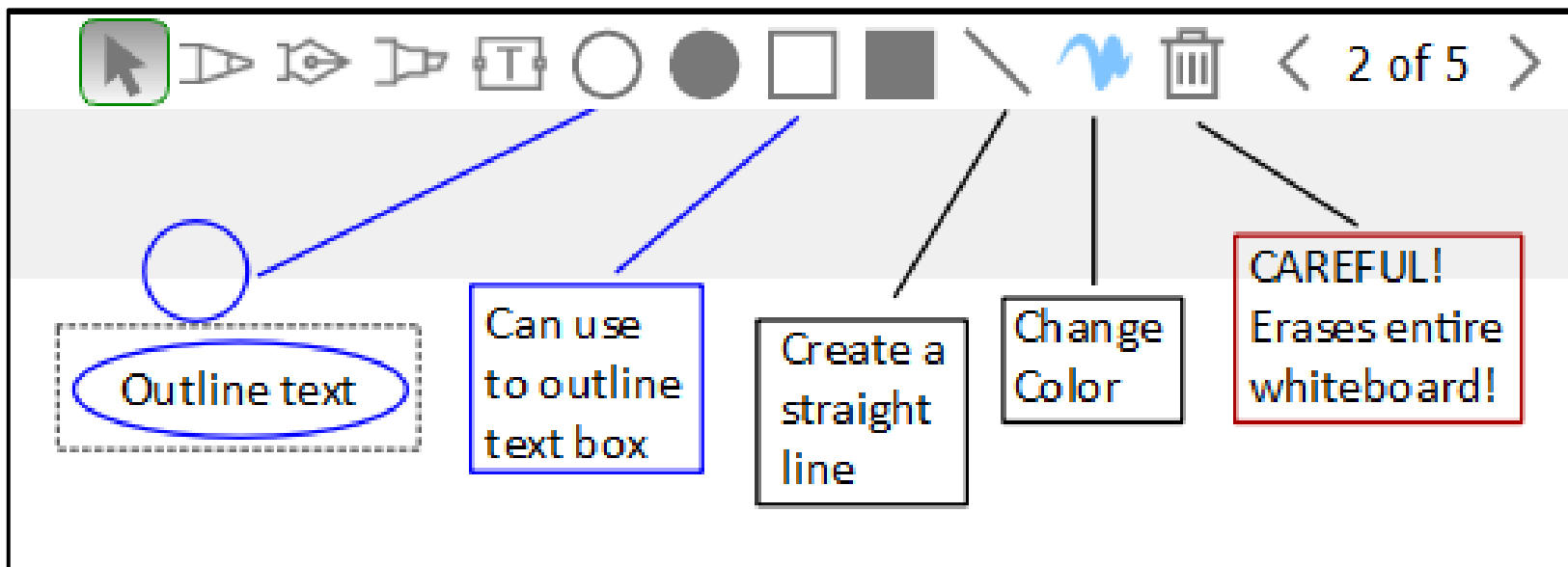
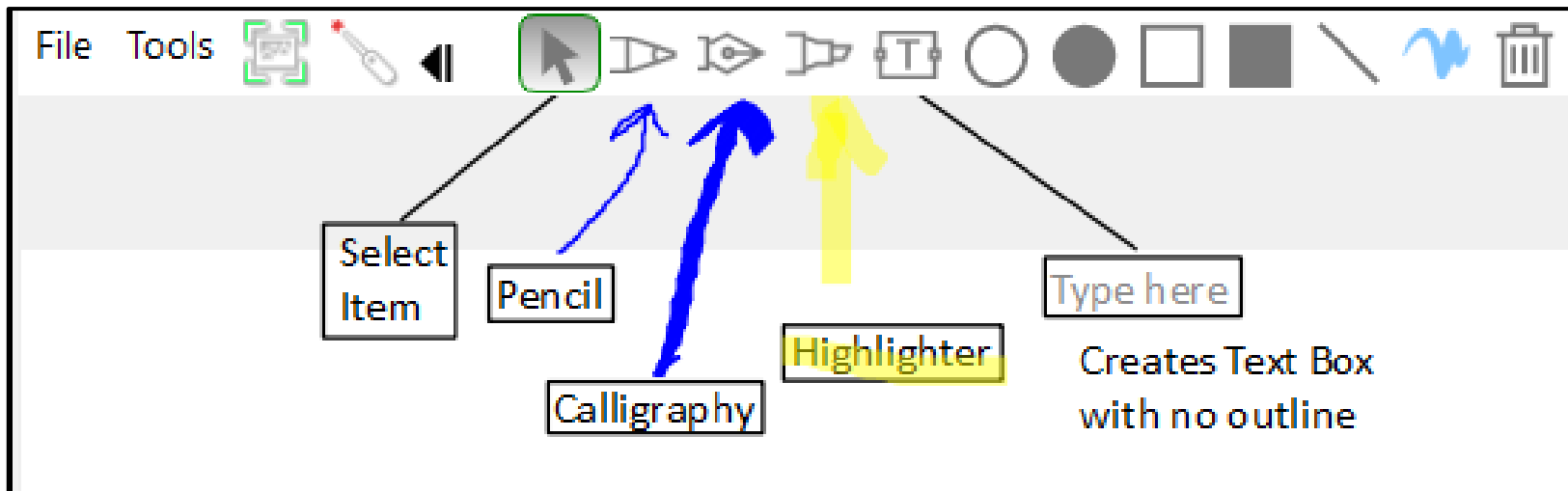
Click this icon to resize your page view.

Hover over an icon to see what it does; click to activate.

'Scrolling' back and forth w/ your Mouse or Touchpad will resize the Center Viewing Area.



Annotation Tools





Annotation Tips

- ❖ To edit text, double-click on the box, then edit
- ❖ To edit a shape, select it by clicking, click and drag
- ❖ To delete an item, right-click on it, then Delete
 - DO NOT select “Erase all annotations” as this will erase the entire whiteboard!
- ❖ To erase the entire board, click on trash can, then OK
 - DO NOT USE THIS option on whiteboards that have been pre-loaded with information, lines, etc.



Using Tables

- When working in Tables, you will likely need to resize the column width. Hove over a border until you get double arrows and drag the column to the desired width.
- To edit, right-click in a cell to cut/copy/paste and access other formatting options

MyRoom View Actions Help

People: 1
Bethany Quil...

EXERCISE 6a_6b_Guidelist Report-Out

	EX 6a	EX 6a	EX 6a	EX 6b
1	Procedure # 1 C...			Type, ...
2	Requirement (r...	Loo...	Loo...	SAMP...
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Breakout rooms

- Breakouts
 - Exercise Breakout # 1 (0)
 - Exercise Breakout # 2 (0)
 - Exercise Breakout # 3 (0)

Handouts

- Handouts

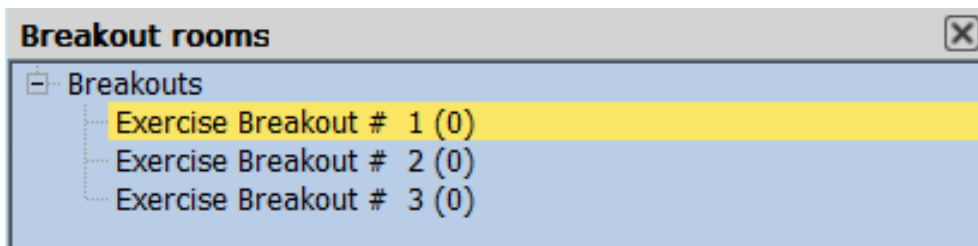
ETI Group USA Room 1


EXERCISE 6a_6b_Guidelist Report-Out

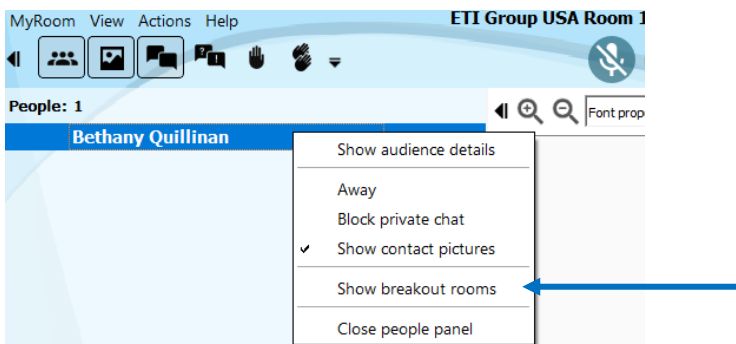
	EX 6a	EX 6a	EX 6a	EX 6b
1	Procedure # 1 Control of NC Product			Type, Level, Timeline
2	Requirement (row # or procedure paragraph # w/ brief description):	Look At:	Look for:	SAMPLING PLAN IDEAS
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Breakout Rooms

- When it's time to go to a Breakout room, this window needs to be open:



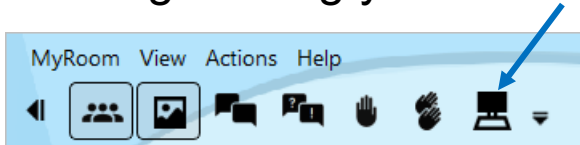
- If the Breakout rooms panel isn't visible, right-click on your name in the People panel , then select *Show breakout rooms*



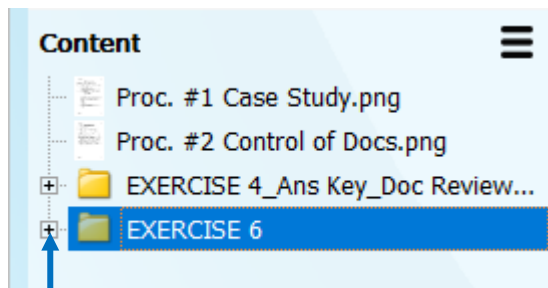
- Double-click on your assigned breakout room to Enter
- Keep your Main Room window open along with your Breakout Room; resize windows as needed.

Using Breakout Rooms

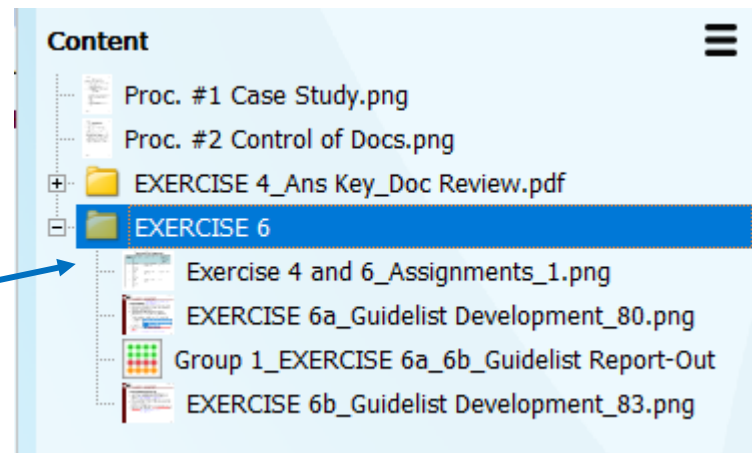
- You have more “presenter” options in the Breakout Room Control Panel, including sharing your screen, which we might use for report-outs



- Be sure to click on the Content icon  to open exercise instructions



Click on the + sign to open a folder, then click on the desired item to open it in the Center Viewing Area

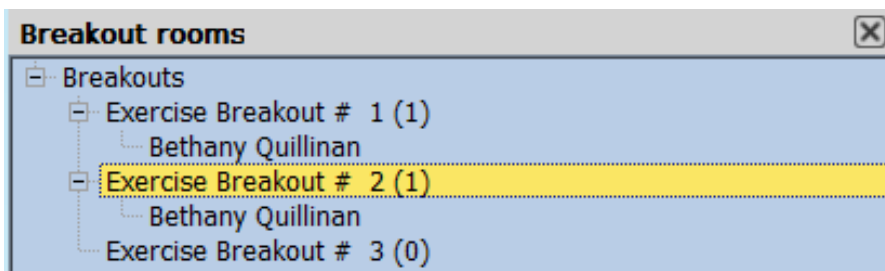


- Open People Panel  & Chat  also



Navigating to/from Breakout Rooms

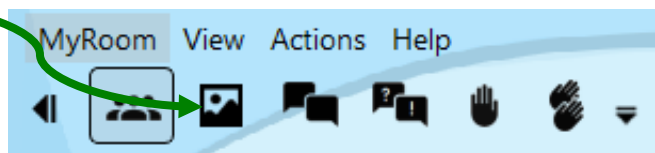
- You can be in more than one Breakout Room at once, and we may use this option for report-outs. To do so, go to the Breakout rooms panel in the Main Room, and double-click on the room you want to enter:



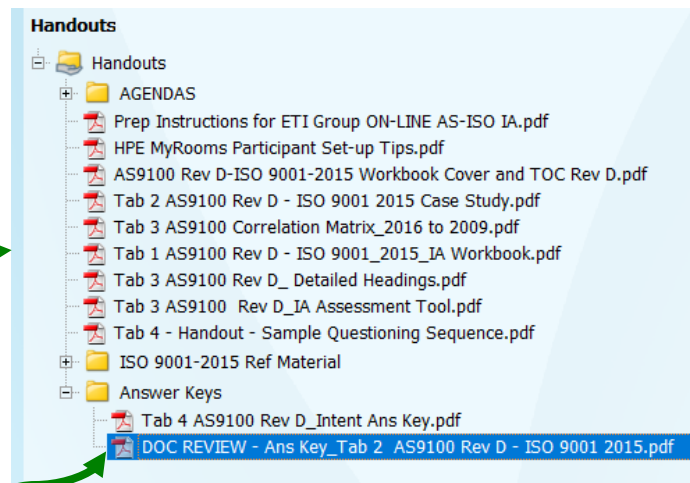
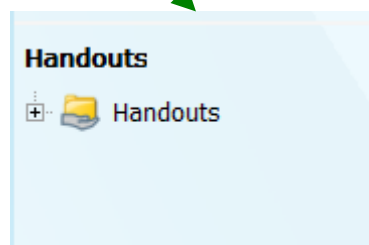
- You will then see your name in both Breakout rooms.
- Important! Be sure to mute your mic and speaker in the “old” Breakout and be sure to turn the speaker on in the “new” one and unmute your mic as needed.
- To close a Breakout room, click on the X in the upper right corner of the Breakout room window
- Note! If you click on the X in the upper right Main Room window, you will leave the session altogether. Just sign back in if this happens.

Downloading Handouts from HPE MyRoom

1. Click on the Content icon to show the Handouts Panel



2. Click on the “+” sign or double-click on the folder to open



3. Select a document and drag to your Desktop or right-click and choose “Export” to save to a specific folder.

HPE MyRoom

Try your drag and drop again. MyRoom was busy gathering your file(s).

OK

4. If you get this error message, wait a bit and try again.