Instructions for the use of the Presentation System

To Start the Presentation System:

Press the screen to start.
When you turn on the system, the projector will automatically start.
When you select the source, that is what will be displayed on the Projector.
There are a couple of source options:

- Desktop: This is the computer that is located in the cabinet. This will have all engineering software installed. You can also click the ENGG Login icon on the desktop to be able to access your network drives. **WARNING:** Security software on this computer will erase all changes made on the next reboot. This includes any files or data you may have created. These lost files are non-recoverable.
- Laptop: Touch this source if you are connecting a laptop. There is a VGA and HDMI cable inputs to connect your laptop.
- Document Camera: There is a document camera on the desk. If the power light is not on press the red button on the document camera to turn it on.

Please see reverse side for additional instructions.
If you select the ‘Camera Controls’ you can move it with the controls on the screen.

If you select the ‘Recording Controls’ this screen appears.

- Plug in a flash drive for recording.
- Select the ‘Record’ Button to start recording.

Please see reverse side for additional instructions.