

**ENGINEERING COMPUTING SERVICES**

(785) 532-4643 [support@engg.ksu.edu](mailto:support@engg.ksu.edu) <http://cecs.engg.ksu.edu>

**EEXT Conference Room**  
**Instructions for the use of the Presentation System**



**To Turn the System On**

- Tap the touch screen on the podium to turn the system on.
- Once the system is on, the TV will turn on.
- To control what is displayed on the TV you need to touch the Source on the left of the control screen.

**The source options available:**

- Computer: This is to use the computer inside the podium.
- VGA Laptop: This is to use your laptop with the supplied VGA cable.
- HDMI Laptop: This is to use your laptop with the supplied HDMI cable.

Volume controls are located on the left hand side of the touch screen. You have the ability to go up and down on the controls, or mute.

To turn the TV off and not exit the system there is a power off TV control on the bottom right of the screen.

**Please see reverse side for additional instructions.**

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To exit the system, press the Exit System button on the bottom middle. This will turn off the TV and exit the system.



There is a wireless mouse and keyboard located that is connected to the PC. There is power switch located on the top right corner of the keyboard and the bottom of the mouse. Make sure these are on before you start your presentation.

**Please see reverse side for additional instructions.**