KANSAS STATE UNIVERSITY | Carl R. Ice College of Engineering

Edwards Conference Room
Instructions for the use of the Presentation System

Quickstart

- Tap the touchscreen to activate the system.
- This will power up the computer presentation computer.
- The wireless keyboard and mouse for the podium computer are stored inside the podium.
- Select your desired presentation source using the touch screen, and adjust the audio level if your presentation source includes.

To use the Presentation System

- Turn on/off the **Screen Display** by pressing the **Power button** located on touch screen. If the presentation desktop computer is not displayed press the **TV/VIDEO** button, located at lower left corner of the television, until **PC** is selected and press **OK**.
- On the podium LED panel, the computer is selected by default when the system is powered on. The computer can be manually selected by pressing the **Desktop Computer** button on the touchscreen.
- The podium computer is connected to the internet.
- A USB port to the computer is available on the right side of the top of the podium.

Presentation Podium

Television Screen Display

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.

Please see reverse side for additional Instructions.

ENGINEERING COMPUTING SERVICES
(785) 532-4643   support@engg.ksu.edu   http://cecs.engg.ksu.edu
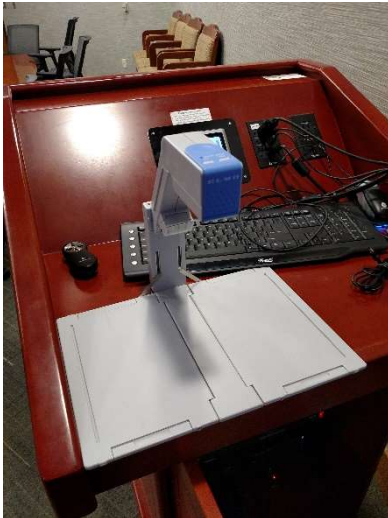
Using an External Laptop

Attach your laptop to the podium via the cables on top. Connectors for picture, sound, and network are provided. The top video connection is for the laptop. The bottom video connection is for the ELMO document camera.

Note: Laptop display settings should be set to 1024x768 with a maximum refresh rate of 75Hz. This can be done in the "Display" control panel, located by right-clicking on your desktop and choosing "Properties."

Macintosh laptop users: You will need to bring your own Macintosh video adapter if your laptop does not use the standard HD15 output. You should connect your adapter to the laptop after it has booted, and then plug in the cable from the podium. If not done in this order, your video may not be displayed.

Using the ELMO

- The ELMO is stored folded in the base of the podium.
- Unfold the ELMO and connect it to the laptop VGA port on the podium. Connect the power to the outlet on the podium.
- Change to the ELMO by touching Laptop-VGA on the touchscreen.

Please see reverse side for additional Instructions.

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Using Meeting OWL with Zoom:

(For other meeting programs, including Slack and Microsoft Teams, check out https://owl-labs.helpscoutdocs.com/article/164-how-to-start-a-meeting-in-your-video-conferencing-platform)

1.   Open Zoom and select Schedule, Join or Start with video, or follow your Zoom invite link to join a meeting.
2.   Select **Join Audio Conference by Computer**.
3.   Select the **Up arrow (^)** to the right of the Microphone icon on the bottom left of your Zoom window.
4.   Select **Meeting Owl** as your Microphone and Speaker.
5.   Select the **Up arrow (^)** to the right of the Camera icon on the bottom left of your screen.
6.   Select **Meeting Owl** as your Camera.
7.   Start your meeting.

Controlling the OWL Camera After Meeting Has Started:

(Note: Only one user may be connected to the OWL via the app at a time.)

1.   Download the **Meeting OWL** app from the Apple Store or Google Play Store onto your Bluetooth-enabled mobile device.
2.   Open app.
3.   If Bluetooth is not already enabled on your device, the app will prompt for permission to turn it on.
4.   Once Bluetooth is enabled, the app will display Nearby OWLs you can connect to. Choose your OWL, and your device will pair with the OWL.
5.   Select **Camera Lock.**
6.   Select **Take Control**.
7.   Move the slider back and forth to select an area you would like to see locked to the screen.
8.   To reset, select **Reset to Auto Focus**.

Ending Your Session

- Press the "Power" button on the upper left side of the touchscreen.
- Store the ELMO, keyboard, and mouse in the podium. Be sure to put the mouse back on its charging cradle.
- Turn off the lights as you exit.
- Return the keys to the Dean of Engineering office.

Please see reverse side for additional Instructions.