KANSAS STATE UNIVERSITY | Carl R. Ice College of Engineering

ENGINEERING COMPUTING SERVICES

(785) 532-4643   support@engg.ksu.edu   http://cecs.engg.ksu.edu

Fiedler Classroom 0087

Instructions for the use of the Presentation System

To turn the system on/off:

- **Turn on:** Locate the **touch panel** on the presentation desk and tap the screen to wake it up. A message to **Tap to Start** will display, tap the screen again to turn on the system, including the projector.
- **Turn off:** Locate the **Exit System** button at the top right corner of the touch panel. Tap it, and it will give a confirmation screen to shut down the system. Tap the large **Exit System** button in the middle of the screen.

Start Screen

Exit System Confirmation

To use microphones:

- Three microphones are available for your use in this room. Two are located in a charging base on the desk, a handheld microphone, as well as a lapel microphone. There is also a podium microphone on the desk.

Press and hold power button to turn mic on/off.

Flip open front of pack, press and hold power button to turn mic on/off.

Press button to toggle podium mic on/off. Light will indicate power.

- When finished using the handheld/lapel microphones, please place microphone or pack back into the charging station. Make sure the lapel mic wires do not interfere with the charging base, and devices are properly seated in charging base. Once microphones are inserted correctly, the light on the base will turn red. (Green indicates device is charged.)

Handheld and lapel microphone charging base

Please see reverse side for additional instructions.

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To swap between sources:

Once system has been started, select your source on the left side of screen, including the presentation computer, laptop connections (using VGA/Audio or HDMI cables provided), or the Document Camera located on the podium.


VGA/Audio cables, and HDMI cable

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. To use a network drive for your data, please use the "ENGG Login" shortcut located on the desktop of the computer.

To use the Document Camera:

- Turn on the Document Camera with the power button located on the base of device.
- Select **Document Camera** as your source on the left side of touch panel.
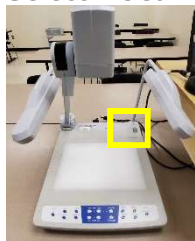
Document Camera power button

To control Camera

Tap the **Camera Controls** button, which will bring up a menu of buttons to control the camera. Arrows will move the camera around, +/- will zoom in and out. Presets have also been set up.

Camera Controls

To control recording

Tap the **Recording Controls** button, which will bring up a menu of buttons to Record/Pause/Stop and Mark Chapters, as well as set up Picture-in-Picture options within your recording.

Use Record, Pause, and Stop buttons to control recordings.

For non-scheduled, manual recordings, you can record to the Mediasite room folder and then request your recording be moved to your folder at https://cecs.engg.ksu.edu/support/request-mediasite-recording

Recording Controls

Please see reverse side for additional instructions.