

Fiedler 2144

Instructions for the use of the Presentation System

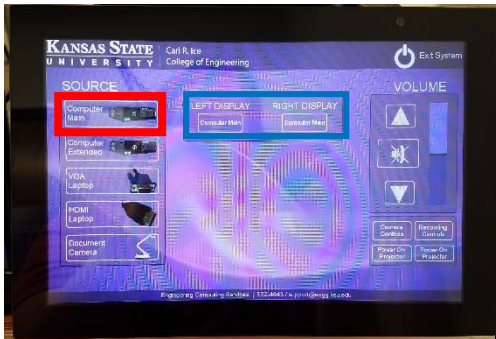
To turn the projectors on:

- Tap on the touchscreen and it will automatically turn ON the projectors.

To turn the projectors off:



To use the Presentation System



- On the touchscreen select the **SOURCE** you want, then which projector **DISPLAY** you wish it to be on. You can set each to same or different sources. To use the Computer select 'Computer Main'.

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 the Document Camera



- Turn the Document Camera on using the **POWER** button.
- On the touchscreen, select the Document Camera source, and then select which display you wish to have projecting it.

Please see reverse side for additional instructions.

ENGINEERING COMPUTING SERVICES

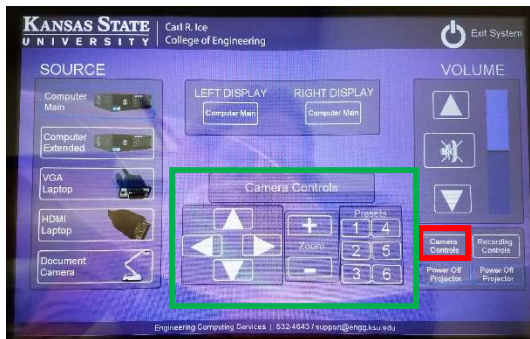
(785) 532-4643 support@engg.ksu.edu <http://cecs.engg.ksu.edu>

To use a Laptop



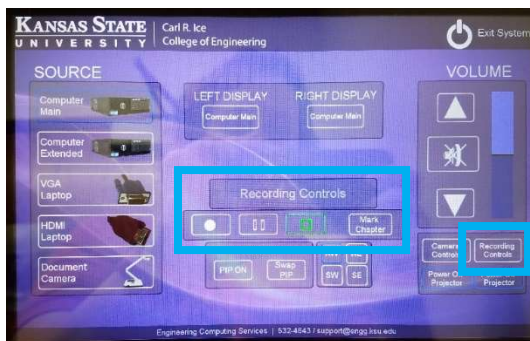
- Plug the provided **VGA or HDMI cable** into your laptop and properly secure.
- Select the appropriate source and display on the touchscreen.
- If you are using a Mac laptop you will need to connect the provided VGA cable, click the upper left-hand Apple menu, select System Preferences, then Displays, and finally select 'Detect Displays'. Please locate your computer manual for keyboard shortcut.

To use the Camera



- To turn ON the camera select **Camera Controls**.
- Use the **Camera Controls** that appears in the bottom middle of touchscreen. Preview of camera will be on small monitor above the touchscreen.

To Record Video



- 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>
- Optionally you may record to a flash drive using the **RECORDER** adapter located on the desk.
- There is a Lapel Microphone and a Podium Microphone required for recording audio.

- To start recording select **Recording Controls** and then the **Record** button. When finished, press the Stop button.

RECORDER adapter
for flash drive



Please see reverse side for additional instructions.