Cargill Classroom F1091

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.

If you select the camera you can move it with the controls on the screen.

If you would like to record your class please use the MediaSite screen in the middle. The default is to record the camera and what you have projected on the screen. When you are done recording you can press stop. Please email support@engg.ksu.edu to have your recording uploaded to your MediaSite on canvas. If you would like to schedule a recording please follow these instructions:
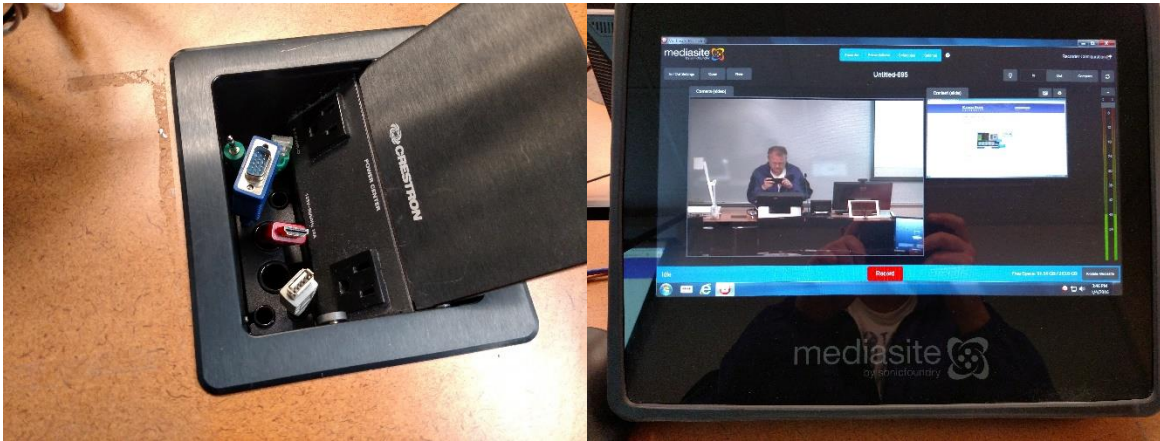
Please visit our website at: https://cecs.engg.ksu.edu/support/request-mediasite-recording

Please see reverse side for additional instructions.

When you have a scheduled recording, the recording will automatically start 5 minutes before your class and end 5 minutes after your class time, and there is nothing for you to remember.

The default layout is to have whatever is showing on the projector as the main area of the recording, with a smaller PIP of the instructor camera.

Info requested when scheduling a recording: Class Number, Class Day/Time and Your name.

Please see reverse side for additional instructions.