

ENGINEERING COMPUTING SERVICES

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

EEXT Conference Room

Instructions for the use of the Presentation System

To use the presentation system:



Crestron Control Panel and Location

- To turn the television display on or off press the **DISPLAY ON/OFF** button on the Crestron Control panel located to the right of the television.
- If the presentation system is not displayed press the **PC** button on the Crestron Control panel.
 - **Note:** A small red light will indicate the input currently selected.
- If the presentation system is not on, locate the presentation system computer in the closet and press the **Power** button to turn the presentation system on.

- A **wireless keyboard** and **mouse** are available for use, in the closet.
- On the bottom of the **wireless keyboard or mouse** there is an on/off switch. Move the switch to the on position to use the **wireless keyboard or mouse**.
- There are four **USB ports** available on the front of the Presentation System to use a flash drive or other USB device.



Wireless Mouse



Wireless Keyboard


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.

Please see reverse side for additional instructions.

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To use a laptop:

- Secure the **VGA cable and audio cable or HDMI cable**, located inside the closet with the presentation system, to your laptop.
- If the television display is not on, press the **DISPLAY ON/OFF** button on the Crestron Control panel.
- To display your laptop on the television display press **VGA or HDMI** on the Crestron Control panel.
 - **Note:** A red light will illuminate under the selected input.
- It may be necessary to tell your Windows laptop to direct the signal to the projector. Locate the  key on your laptop, hold it down and press the "P" key simultaneously. **Windows System display mode** will appear, and you will want to select "**Duplicate**".
- 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.



VGA and Audio Cable



Windows System Display Mode



HDMI Cable

To use the Camera:

- To turn the camera on or off press the **ON/OFF** button on the Crestron Control panel.
- The **Preset 1** button on the Crestron Control panel will turn the camera to the left side of the room.
- The **Preset 2** button on the Crestron Control panel will turn the camera to the right side of the room.
- You may also use **Zoom +**, **Zoom -**, and **Directional Arrows** to change the camera view.

Please see reverse side for additional instructions.