

**Seaton 1023 Classroom**  
**Instructions for the use of the Presentation System**

**To turn the Projector On**



- The **Projector Remote** is located in the cabinet located on the right wall of the classroom.
- To turn the projector on, stand a few feet away from the projector and press the **Power** button. Two short beeps will indicate that the projector has been turned on.

**Projector Remote**

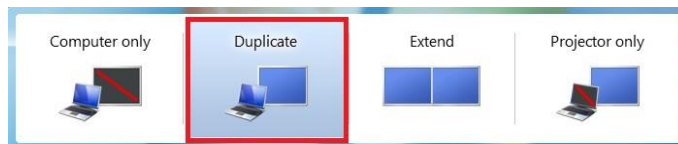
**To turn the Projector Off**

- To turn the projector off, stand a few feet away from the projector and press the **Power** button. A message will display "**Press Power Button to Turn off Projector**" and press the **Power** button again. Two short beeps will indicate the projector is turned off.

**To use the Presentation System**

- If the computer is not on, it may be necessary to press the **Power** button located on the presentation system.
- It may be necessary to tell the desktop to direct signal to the projector. Locate the "**Windows**" key on the keyboard, hold it down and press the "**P**" key simultaneously. Windows System display mode will appear (see below), and you will want to select "**Duplicate**."
- The projector will automatically switch to the appropriate input.
- There are three **USB ports** available on the front of the Presentation System to use a flash drive or other USB device.

**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.



**Windows System Display Mode**

**Please see reverse side for additional instructions.**

**ENGINEERING COMPUTING SERVICES**

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

**To use a Laptop**



**VGA Cable**

- Plug the provided **VGA cable** into your laptop and properly secure.
- It may be necessary to tell your Windows laptop to direct signal to the projector. Locate the "**Windows**" 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".
- The projector will automatically switch to the appropriate input.
- 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**



- Seaton 1023 is now set up for Zoom Conferencing!
- You need to manually select to use the microphones. The ceiling speakers are set to be default.
- The remote for the camera is located on the podium. This will be used to power on/off and move camera positions. The camera may be slightly grainy. Be sure to turn the camera off when finished.

**Please see reverse side for additional instructions.**