

**ENGINEERING COMPUTING SERVICES**

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

**ChE Conference Room D1004**

**Instructions for the use of the Presentation System**

**To turn the projector on:**



On the **projector remote control**, press the **POWER** button for a minimum of 2 seconds. A green light on the projector will indicate the projector is powered on.

**Projector Remote Control**

**To turn the projector off:**



Press the **POWER** button on the projector remote. A **shutdown screen** will display on the projection screen. Press the **POWER** button again and the projector will have an orange light that indicates the projector is shutting down.

**Shutdown Screen**

**To use the presentation system:**

- If the presentation system is not on, press the **Power** button to turn the presentation system on.
- Press the Video Button on the Projector remote to switch to the computer.
- A **wireless keyboard** and **mouse** are available for use, in the cabinet.
- 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 Keyboard**



**Wireless Mouse**



**Presentation System**

**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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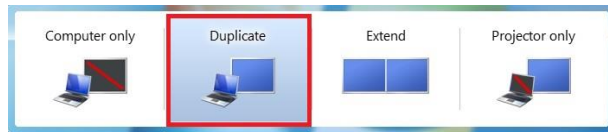
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**To use a laptop:**

- Plug the **VGA cable**, located on the side of the cabinet into your laptop.
- Press Computer button on Projector remote to switch to laptop. Press the video button to switch back to computer.
- 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 Cable**



**Windows System Display Mode**

- Plug the **HDMI cable**, located on the side of the cabinet into your laptop.
- Click the button "Laptop 2" on the HDMI Switch.



**HDMI Cable**



**HDMI Switch**

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