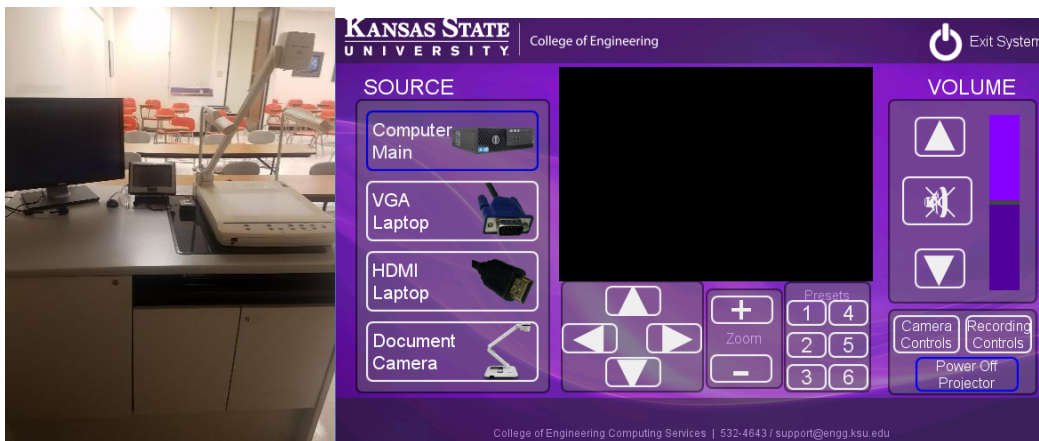


Durland 1027 Instructions

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 flip the switch on the document camera to turn it on.

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

If you would like to record your class, please use the recording controls. The default is to record the camera and what you have projected on the screen in a PIP mode. When you are done recording you can press stop. Please fill out this form after you record to get the file moved to your MediaSite folder: <https://cecs.engg.ksu.edu/support/request-manual-recording-upload> If you would like to schedule a recording, please follow these instructions:

Please see reverse side for additional instructions.

ENGINEERING COMPUTING SERVICES

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

Please visit our website at: <https://cecs.engg.ksu.edu/support/request-mediasite-recording>

When you have a scheduled recording, the recording will automatically start at your class time 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, if default layout is acceptable and your name.



This is the recording controls: You can start, stop and pause. In addition, you can swap the PIP, which makes the Camera large and the Content small. Alternatively, you can move the PIP or turn it off and on.

Please see reverse side for additional instructions.