

Instructions to use system in Recording Classrooms

To start the system just touch the Creston Screen:



- This will bring down the projector screen, turn on the projector and start the camera's.



When you start the system you will see options on the left for the source. Touch which source you would like to use:

- 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

Please see reverse side for additional instructions.

Left side of podium is locked. For assistance please call 785-532-4643 or email Support@engg.ksu.edu

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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 in the drawer in the podium. If the power light is not on press the red button on the document camera to turn it on.
- Blu-Ray: Located in bottom right of podium.
- Airmidia: Airmidia is an application that will allow anyone with the Airmidia app on their phone or laptop, to project to the screen.
- Camera 1: This camera is for the audience.
- Camera 2: This camera is for the podium.
- Camera 3 (Room 93 Only): This is a second camera for the chalk board and podium.

Once you select the source it will display in the middle of the screen. This is your preview screen. If you want to go full screen on the preview screen, just touch it. This will bring it full screen. To go back to preview just touch it again. If you want to display the source on the projector you need to press the Send to Display button on the top right. The tabs at the bottom will control different functions:

- Volume: This is the master volume controls. Wireless mics are located in the charging station on bottom right of the podium.
- Phone: Currently not available
- Recorder: This is the MediaSite recording tab. From here you can start a manual recording for MediaSite. When you need it uploaded please fill out this [Form](#).
- Lights: From here you can control all the lights in the room.
- Utilities: You can turn off the projector with this tab. This will also raise the screen.
- Power: This is the button to turn off the system. Turn off System when you are done.



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