KANSAS STATE UNIVERSITY | Carl R. Ice College of Engineering

ENGINEERING COMPUTING SERVICES
(785) 532-4643   support@engg.ksu.edu   http://cecs.engg.ksu.edu

Fiedler Auditorium
Instructions for the use of the Presentation System

Lighting

Lighting Panel

The lighting panel is located near the podium, by the door to the back room. The buttons numbered 1 through 5 are preset lighting patterns that can probably meet most needs without further adjustments. Moving forward or backward in the number sequence makes the room darker or brighter.

- 1: All lights on.
- 2: All lights on with whiteboard lights are turned off.
- 3: Same as (2) with front down lights turned off.
- 4: Same as (3) with the audience area is dimmed.
- 5: Same as (4) with the audience area a bit darker.
- 6: All off except aisle and wall sconce lights.

To Turn the Projector On
- Tap the podium touchscreen to activate the podium systems and projector.

Podium Touchscreen

Projector

To Turn the Projector Off

Podium Touchscreen

- Press **Exit System** on the touch screen. Confirm exit by pressing **Yes** on the dialog box that appears. The system will cool down the projector and power down the podium.
- Turn off all lights as you exit.
- Return the keys to the Office of the Dean of Engineering.

Please see reverse side for additional instructions.

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To use the Presentation Computer

Podium Panel

- Press **Computer** on the podium touchscreen, then **Send To the display you would like**.
- A USB port is available on the **podium panel** to the right of the podium touchscreen.

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

To Connect a Laptop

VGA Cable

- Locate the VGA or HDMI cable in the left-hand drawer of the Fiedler Podium. **VGA: Must set laptop to 1080p Resolution**
- Connect the **VGA cable\HDMI** to the connector on the **podium panel** to the right of the podium touchscreen and the other end of the cable to your laptop.
- Press **VGA or HDMI Laptop** on the podium touchscreen, then **Send To Display you would like**.

To use the ELMO (Document Camera)

ELMO (Document Camera)

- The ELMO is located on the right side of the podium on a slide-out tray. The slide-out tray must be unlocked prior to use.
- Raise the camera arm to the upright position. The camera arm will lock into position.
- To turn the ELMO on press the gray power switch on the upper-right corner of the ELMO. The document lights (on the two light arms) will activate.
- To display the ELMO, press **Document** on the podium touchscreen, then **Send To Display.**
- To manually adjust the ELMO brightness/darkness setting, use the instructions posted on the tray at the front of the ELMO.

To use the Lapel Microphone

- To use the Lapel Microphone move the switch from the **OFF** position to the **ON** position. A green light will indicate that the microphone is functioning.
- Please remember to switch off the Lapel Microphone when you are finished using it.

Please see reverse side for additional instructions.