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

Seaton 2016

Instructions for the use of the Presentation System

To turn the system on/off:

- To turn on: tap the touch panel screen to start the system. The projector will turn on automatically.
- To turn off: tap Exit System at the top right corner, then tap your confirmation to exit.

Select your source:

On the left-hand side of the touch panel are source options, tap your selection:

Computer Main – presentation computer hooked up to the system (selected by default). May need to press the keyboard space bar to wake up the computer.

VGA Laptop – hook up your laptop via VGA and audio cable

HDMI Laptop – hook up your laptop via HDMI cable

Document Camera – use the document camera located on the podium.

USB-C Device - plug in your mobile device via USB-C cable provided.

Wireless Display – connect your device via Crestron AirPlay app. Follow the on screen directions on the monitor and TV to connect.

To use microphones:

- Three microphones are available for your use in this room. Two are located in a charging base on the podium, a handheld microphone, as well as a lapel microphone. There is also a podium microphone on the desk. Note: the handheld mic and lapel mic cannot be used at the same time.

Press and hold power button to turn mic on/off.

Flip open front of pack, press and hold power button to turn mic on/off.

Press button to toggle podium mic on/off. Light will indicate power.

Please see reverse side for additional instructions.

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- When finished using the handheld/lapel microphones, please place microphone or pack back into the charging station. Make sure the lapel mic wires do not interfere with the charging base, and devices are properly seated in charging base. Once microphones are inserted correctly, the light on the base will turn red. (Green indicates device is charged.)

Handheld and lapel microphone charging base

Extra controls:

Camera Controls control which camera is active, and allows for focusing on a certain point, zooming in/out, etc.

Recording Controls allows you to record your presentation, with record start/pause/stop and side-by-side of camera/presentation device. If you record an unscheduled presentation in this room, contact us at support@engg.ksu.edu to move the presentation to your requested folder of choice.

Projector Controls allows you to turn the projector off and on, as well as "muting" the display (turning the screen black while you use your device without displaying it to everyone).

Projection Screen:

Locate the switch on the wall. Press the switch down to lower the screen until it fits the projected media and click the switch to the neutral position. To raise, press the switch up, and click the switch back to the neutral position when finished.

Please see reverse side for additional instructions.