

ENGINEERING COMPUTING SERVICES

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

Rathbone Classroom 2078 Instructions for the use of the Presentation System

To turn the system on/off:

- **Turn on:** Locate the **touch panel** on the presentation desk and tap the screen to wake it up. A message to **Tap to Start** will display, tap the screen again to turn on the system, including the projector.
- **Turn off:** Locate the **Exit System** button at the top right corner of the touch panel. Tap it, and it will give a confirmation screen to shut down the system. Tap the large **Exit System** button in the middle of the screen.



Start Screen



Exit System Confirmation

To swap between sources:

Select your source on the left side of screen, including the presentation computer, laptop connections (using VGA/Audio or HDMI cables provided), or the Document Camera located on the podium.



VGA/Audio
cables,
and HDMI cable

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 use the Document Camera:

- Turn on the Document Camera with the power button located on the base of device.
- Select **Document Camera** as your source on the left side of touch panel.



Document Camera
power button

Please see reverse side for additional instructions.

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To control Camera



Tap the **Camera Controls** button, which will bring up a menu of buttons to control the camera. Arrows will move the camera around, +/- will zoom in and out. Presets have also been set up.

Camera Controls

To control recording

Tap the **Recording Controls** button, which will bring up a menu of buttons to Record/Pause/Stop and Mark Chapters, as well as set up Picture-in-Picture options within your recording.



Use Record, Pause, and Stop buttons to control recordings.



Recording Controls

To use microphones

The room is equipped with a **lapel microphone, a podium microphone, and audience microphones.**

Lapel mic has an on/off switch at the top of the pack. It uses AA batteries, extras are in the charger.

The podium mic is mounted to the podium. To use, tap the "Recording Controls" button on the touch panel, and choose the option to unmute the podium mic. Tap the same button to mute it again.

Audience microphones are in the opposite corner of the room. These microphones use 9V batteries, which are located in the chargers on the desk when needing replaced.



Lapel Microphone



Audience Microphones



Battery Chargers

For recordings, you will need to request your recording be moved to your Mediasite folder at <https://cecs.engg.ksu.edu/support/request-mediasite-recording>

Please see reverse side for additional instructions.