

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/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.



Podium Touchscreen Display

To swap between sources:

Once system has been started, select your source on the left side of screen, including the presentation computer, laptop connections (using VGA/Audio or HDMI cables provided, plugging into the connection panel next to touch screen), or the ELMO Document Camera located on the podium.



VGA/Audio cables, and HDMI cable

Please see reverse side for additional instructions.

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To use the Samsung Document Camera

- The camera is located on the right side of the podium on a slide-out tray.
- Raise the camera arm to the upright position. Press the **power button** located at the top of the button bank.
- To display, press **Document Camera** on the podium touchscreen, then **Send To Display**.



Samsung Document Camera

To use Microphones

- To use the microphones, press the power button or use the slide switch. A green light will indicate that the microphone is functioning.
- Please remember to switch off the microphones when you are finished using them.



To control room 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

For non-scheduled, manual recordings, you can record to the Mediasite room folder and then request your recording be moved to your folder at <https://cecs.engg.ksu.edu/support/request-mediasite-recording>

Please see reverse side for additional instructions.