



University Information
Technology Services

The Button Controlled Instructor Station



University Information Technology Services

Training, Outreach, Learning Technologies, & Video Production

This document contains instructions that explain how to use the Button Controlled Instructor Station located in many classrooms across the Kennesaw State University campus.

1. [How do I play a DVD?](#)
2. [How do I adjust the volume?](#)
3. [How do I connect a laptop to the instructor station?](#)
4. [How do I connect an iPad 2 to the instructor station?](#)
5. [How do I operate the document camera?](#)
6. [What is video mute?](#)
7. [Where do I go if I have technical issues?](#)

Playing a DVD

The following instructions explain how to play a DVD in the Button Controlled Instructor Station.

1. Turn on the Instructor Station by pressing the **ON** button located on the control panel.



Figure 1 - On Button

2. Select your input source by pressing the **DVD** button on the control panel (See Figure 2).



Figure 2 - DVD Button

3. Insert the DVD into the DVD player on the instructor station (the DVD player is usually located on the lower portion of the instructor station).



Figure 3 - DVD and VCR Control Panel

4. You may also navigate the DVD by using the DVD and VCR Control Panel (See Figure 3).

Adjusting the Volume

The volume can be adjusted by a knob on the instructor station control panel (See Figure 4).



Figure 4 - Volume Control

Note: If you are displaying content on the instructor computer or a laptop, you may need to adjust the volume on those machines as well.

Connecting a Laptop to the Instructor Station

The following instructions explain how to connect a laptop to the instructor station.

1. Turn on the instructor station by pressing the ON button located on the control panel (See Figure 5).



Figure 5 - ON Button

2. Determine what sort of connection your laptop supports. It may have the capacity to use one or both of the cables indicated in Figure 6.

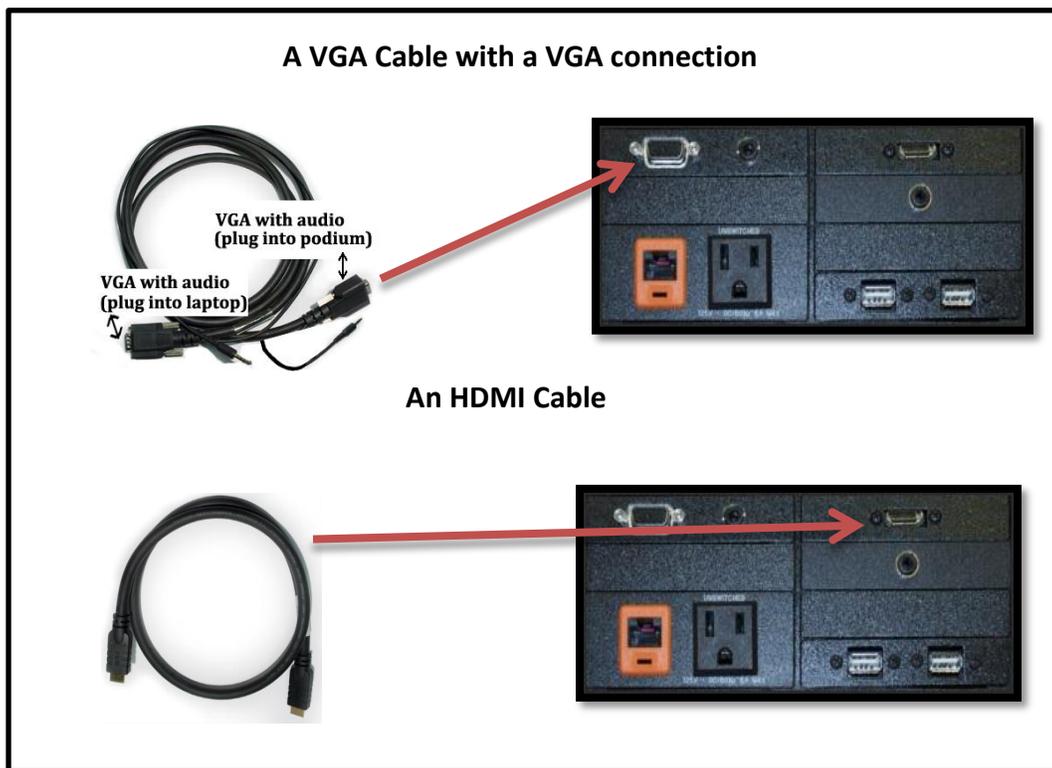


Figure 6 - Cables for Laptops

3. Connect your laptop to the Button Controlled Instructor Station by using the appropriate cable (See Figure 6).

Operating the Document Camera

The following instructions explain how to operate the document camera.

1. Turn on the Instructor Station by pressing the ON button located on the control panel (See Figure 10).



Figure 10 - ON Button

2. To display the document camera, press the **Doc Cam** button located on the control panel (See Figure 11).



Figure 11 - Document Camera Button

3. The document camera image should now display on the projector screen.

The Video Mute Feature

The Video Mute feature (also known as picture mute) allows instructors to temporarily turn off the projector image with the click of a button. The following instructions explain how to use this feature.

1. The **Pic Mute** button is located on the control panel (See Figure 12). To turn off the projector image, press the **Pic Mute** button once.



Figure 12 - Pic Mute

2. To display the image again, simply touch the **Pic Mute** button.

KSU Service Desk

The Service Desk provides a single point of contact for all IT related problems and queries of the Faculty and Staff.

When you contact the KSU Service Desk, a technician logs your request or incident and either resolves the ticket or escalates it to the next level of support. The KSU Service Desk can be contacted in one of the following ways:

KSU Service Desk

- x Faculty & Staff Support Website

- x Email: service@kennesaw.edu
- x Phone:  999