

Wireless Presenter Instructions

- ☑ **Warning: Laser beam can cause permanent damage to eyes.** Do not point beam at anyone or look into the beam. Do not shine beam at reflective surfaces.
- ☑ Wireless presenter is not intended for use by children.
- ☑ Open the battery cover and insert one AAA battery. Remove the mini USB receiver from the slot next to the battery.
- ☑ Insert mini USB receiver into laptop USB port.
- ☑ Switch presenter on. Your system should automatically detect the device.
- ☑ When finished, return mini USB receiver to the slot and remove battery.
- ☑ Return all pieces to the kit bag, and return the bag to the Circulation Desk. If meeting is after library hours, leave kit bag on counter next to Listen Assist receivers.


Presentation Setup

- ☑ Check out the Meeting Room Presentation Kit from the Checkout Desk.
- ☑ In kitchenette next to Meeting Room, there are two options for the AV system: “Wall Plate” or “DVD.” Make sure “wall plate” button is illuminated.
- ☑ Plug HDMI into the port on the wall labeled “plug laptop in here.” If needed, there are several adapters included in the kit.
- ☑ Lower the projection screen using the control on the wall near the emergency exit.
- ☑ Use the projector remote to turn the projector on (point at projector). The light on the right front of the projector should switch from red to green.
- ☑ Projector should automatically recognize your device after a few seconds. If it doesn't, use the projector remote and press button C.
- ☑ When finished, turn projector off and raise screen.
- ☑ Return all equipment to the kit bag, and return the bag to the Circulation Desk. If meeting is after library hours, leave kit bag on counter next to Listen Assist receivers.

Microphone Instructions

- ☑ Microphones are stored in the kitchenette next to the Meeting Room. Choose the one(s) that work best for your needs.
- ☑ In kitchenette next to Meeting Room, there are two options for the AV system: “Wall Plate” or “DVD.” Make sure “wall plate” button is illuminated.
- ☑ Pick up desired microphone from the charging base. The light on the microphone should flash briefly.
- ☑ If the mic light is green, that means it's on. Press the button to turn the light red, which will mute the mic.
- ☑ When finished, please return all microphones to the charging base and make sure charging lights come on.

DVD Instructions

- ☑ Check out the Meeting Room Presentation Kit from the Checkout Desk.
- ☑ In kitchenette next to Meeting Room, there are two options for the AV system: “Wall Plate” or “DVD.” Make sure “DVD” button is illuminated.
- ☑ Turn player on and insert DVD.
- ☑ Lower the projection screen using the control on the wall near the emergency exit.
- ☑ Turn projector on using the remote (point at projector). The light on the right front of the projector should switch from red to green.
- ☑ Projector should automatically recognize the DVD player after a few seconds. If it doesn't, use the projector remote and press button C.
- ☑ When main menu shows up, use the DVD remote (pointed at the DVD player) and press the  button to start the movie.
- ☑ When finished, remove DVD from player, turn player and projector off, and raise projector screen.
- ☑ Return all equipment to the kit bag, and return the bag to the Circulation Desk. If meeting is after library hours, leave kit bag on counter next to Listen Assist receivers.