****   **Western Carolina Chapter**

**EDUCATION PRESENTATION LOGISTICS**

**Equipment Set-up**

* Plug in speaker, laptop and LCD projector to power strip.
* Connect speaker to laptop. The end with 2 plugs (zip-tied together) goes into the speaker. L-shaped plug goes into the bottom hole on end of speaker; “regular” plug goes into the top hole of the same side. Connect the other end of the cord (single plug) into the laptop headphone jack – located on the right side of the laptop, 1st hole.
* Connect LCD to laptop.
* Remove USB drive from Remote Tool and plug into laptop USB port.
* Turn on laptop. ***Note:*** ***Speaker must be connected to laptop before turning on laptop. Otherwise, speaker will not work.***
* Sign in to laptop.
	+ Username & Password: On a post-it note on the computer
* Turn on speaker by holding down top button on end with connector cable. Button should be red or flashing red. Hold for a second or two and let go. Button should turn white and you’ll hear a sound.
* Turn on projector. Adjust picture as needed.

**Launching Presentation**

* Click on the Windows start icon on the bottom left of laptop screen.
* Click All Programs
* Click PowerPoint Viewer.
* After a few seconds, a dialog box pops up (may take a while).
* Click on Desktop, then click on Education Programs folder.
* Double click on presentation of choice.
* Presentation will open.
* On the bottom right corner, there are 3 small icons. When you hover over the middle one, it should read Menu. Click on Menu, then click on Full Screen.
* To advance the slides, use the Remote Tool, or the down arrow key on the key board.
* Advance to the 1st video slide to double check that the video sound is coming through the speaker. Adjust speaker volume by using the plus and minus buttons on top of the speaker.

**Closing & Shut Down**

* Press Escape to exit Full Screen mode on laptop.
* Close out of presentation
* Click Windows icon on bottom left of screen and click Shut Down.
* Turn off LCD projector and speaker and disconnect both from laptop.
* Remove Remote Tool USB drive from laptop and insert into Remote Tool.
* Pack each equipment item with its appropriate power cord and connector cord to its bag/box.
* Collect sign-in sheet, evaluation forms and all extra handouts and materials.