

Setting up the Trainer's Toolbox

- 1) Set up tables and chairs. Make sure there is room to walk between the tables.**
- 2) Set up the wireless access point BEFORE powering up the laptops**
- 3) Set up each laptop**
 - ❖ Plug in the mouse
 - ❖ Plug in the power supply
 - ❖ Open the laptop and turn on using the silver button located at the top of the keyboard
- 4) Set up the Presenter's laptop**
 - ❖ Plug in the mouse
 - ❖ Plug in the power supply
 - ❖ Open the laptop and turn on using the power button located at the top right of the keyboard
- 5) Set up the projection screen**
- 6) Set up the projection unit (see handout)**
 - ❖ Attach the cable from the projection unit to the Presenter's laptop matching the coded ports
 - ❖ Plug in the power supply to the projection unit
 - ❖ Turn on the projection unit
 - ❖ Adjust the projection unit so the focus is sharp and centered on the screen
- 7) Double click to open the Power Point Presentation icon on the Presenter's laptop desktop.**
- 8) Navigating through Power Point**
 - ❖ Press F5 to display the presentation in a slide show view.
 - ❖ Use the arrow keys to move from one slide to the next.
 - ❖ Press the escape key to exit the slide show view

TIPS

- ❖ Make sure the presenter's laptop and the projection unit are close enough to each other for the cable to reach between the two.
- ❖ Make sure the projection unit is far enough away from the screen to adequately display the presentation in a visible size.
- ❖ Make sure the projection unit is level and the display on the screen is straight.
- ❖ Don't just pull the plug on the project. Use the power button to shut it off and let the fan continue to run until it stops on its own before unplugging. This will prevent the bulb from becoming damaged.