

Rotary Weekly Meeting

Equipment Setup Instructions



The Rotary media cabinet should be in the meeting room unlocked and powered, by an Avalon employee, when arrive for weekly meeting. If the projection screen is not pulled down, then find an Avalon employee to take care of it. If the cabinet is locked, see the front desk at Avalon and ask for the key.

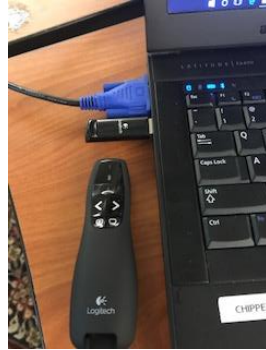
1. Remove the Toshiba projector and laptop computer from the media cabinet



2. Set up the projector
 - a. Plug in power cord from media cabinet to the side of the projector
 - b. Turn on POWER, "on/Standby" button. found on top of the projector
 - c. Adjust the foot under the lens to the best position to fit projection screen, you may need to move the media cabinet forward/back



3. Set up the laptop
 - a. Plug in power cord from media cabinet
 - b. Plug in serial cord from projector to laptop
 - c. Turn on laptop
 - i. Try to do this ASAP as Microsoft may need to download updates
 - d. Insert the remote control jump drive into USB port



- e. Insert jump drive containing weekly agenda into USB port



- f. Open weekly agenda
 - i. Michelle Schlosser will prepare and email the weekly presentation to the current Rotary President
 - ii. Save the PowerPoint file (.pptx) file in the "Presentations" folder (there's a shortcut on the desktop screen) and open the file.
 - g. Ask speaker if they have a presentation on a jump drive, if yes, insert and open file
 - h. Test the presentations

4. Pack up

- a. Please shut down and store the equipment gracefully:
 - i. Push the power button on the projector once. The red light will come on and the green light will blink until the unit has cooled down. Don't unplug it while it's hot!
 - ii. Turn off the laptop by clicking on the Windows icon and selecting shut down. Do not close the cover until the power button in the upper right corner of the keyboard is off.
 - iii. Unplug accessories and cables and store them in one of the cases.
 - iv. Place the projector and laptop in their respective cases and place inside the media cabinet. An Avalon employee will lock the cabinet and return it to the storage closet.

