

## ***Presenting A Power Point Program Handout For The Dell Computer***

Checklist for Dell projector:

1. Projector
2. Power cord (All cords are in the laptop carrying case)
3. Remote control (strapped in pocket in computer carry case)
4. Blue Connector Cable
5. Gold USB Connectors
6. Extension cord

Checklist for computer:

1. Computer
2. Power cord with transformer block and cord to computer
3. Mouse

### **Setting Up The Dell Projector**

(Set up and turn on projector before setting up computer)

1. Remove lens cap from projector lens.
2. Plug power cord into back of projector, and the other end into a wall outlet. (Projector power cord does not have the black transformer attached and is labeled 'Projector Power Cord').
3. Connect projector to computer using cable with blue connectors on ends. Blue ends are identical so either will fit. Insert one blue connector into port in back of projector labeled "monitor in". Check alignment of prongs on connectors before inserting into ports. There is no need to tighten the screws on connectors.
4. Insert other end of blue connector into port on back of computer. Connectors can only be installed one way.
5. Plug small gold USB connector (labeled projector) into port on back of projector labeled USB remote. Word "projector" should appear on top.
6. Plug larger gold USB connector (labeled laptop) into either of the two USB ports on back of computer for remote control. Word "laptop" should appear on top.
7. Press "On/Off" button. (Round button on top of projector), or press green power button on remote. Fan will turn on. When the bulb warms up, the projector light will come on automatically. Projector must be turned on before computer.

## **Making Adjustments To The Dell Projector**

- Height adjustment button (on front right hand side of projector, under lens) raises the height of the projector. Lift the front end of the projector, then press the height adjustment button and foot will fall to raise the height.
- Level adjustment is on both of the back feet of the projector. Push button in. Foot will drop out. Hold button in to lower the foot to desired height.
- Focus adjustment is on lens. Zoom adjustment is behind the lens.

## **Setting Up The Dell Computer**

1. Open computer. Slide front center latch to the right.
2. Attach one end of black power cord (with transformer) to right hand backside of computer and other end into wall outlet.
3. Plug in mouse in any one of the two USB ports on right hand side of computer. These are marked. Plug will only go in one way. Computer is now ready to turn on.
4. Push on/off button. Button is the round button in back center of the keyboard. It will take a few moments for the computer to turn on.
5. All installed programs will be located in the “MG Presentations” icon. Close any boxes that open related to “network” or “virus”
6. The computer will accept CD’s or a memory stick (removable storage devices)

## **Getting the Presentation on the Screen**

1. Presentations are installed under the MG Presentation icon on the desktop. (Close any boxes related to “network” or “anti-virus”).
2. Use mouse to double click on MG Presentation icon.
3. Presentations can be run from a CD using the disc drive or from a memory stick in a USB port, however, for best performance, they should be installed on the computer.
4. Disc drive is on the left hand side of the computer. Open CD door by pushing button on door. Drive will pop out. Insert CD, touching only the edges of CD with fingers. Push drive back in.
5. To use a CD, click once on “start” in lower left hand corner. Click once on “My Computer”. Click twice on CD image under “Removable Device”. Click twice on “Power Point Presentation”.

## **Moving Through The Slides**

1. Use remote “previous page” and “next page”.
2. Use arrows on left hand side of mouse.
3. Use space bar on computer keyboard.

## **Using the Remote**

(Remote is stored in computer case in pocket with Velcro flap)

1. Use “next page” and “previous page” to move through the slides.
2. Hit green power button twice to turn off lamp and turn on cooling fan.  
A steady blue light will remain on the “on/off” button as the fan cools the bulb.  
When the blue light blinks, the fan will turn off and it is safe to unplug the projector.  
**DO NOT UNPLUG PROJECTOR UNTIL BLUE LIGHT BLINKS AND FAN TURNS OFF. TURNING THE PROJECTOR OFF TOO SOON WILL DAMAGE THE BULB.**
3. The remote uses two AAA batteries.

## **Ending A Power Point Program – Dell Projector**

1. Lower rear feet.
2. Hold in “height” button and push front foot up.
3. Push “on/off” button on top of projector or double click on green power button on the remote until the other 4 lights on top of projector go off. On/off button will remain steady on as fan cools bulb.
4. When bulb is cooled, the “on/off” button on the projector will blink. Remove power cord from wall.
5. Put on lens cap.
6. Remove power cord, gold USB connector and blue connector cable from projector.
7. Place projector in case so that lens abuts extra pad in case.
8. Secure Velcro straps across top of the projector.
9. Place projector power cord in projector carrying case pocket.

## **Ending A Power Point Program – Dell Computer**

1. Using mouse, go to “file” on upper right hand corner of screen. Click on “close”.
2. Remove CD if one was used.
3. Using mouse, single click on “start” in the lower left hand corner of screen.
4. Using mouse, click on “turn off computer”.
5. Using mouse, click on “turn off”.
6. Unplug computer from wall.
7. Remove power cord, gold USB connector, blue connector cable and mouse from computer.
8. Place computer in carrying case.
9. Return mouse to pocket in computer carrying case.
10. Place cords in computer carrying case.

**DO NOT UNPLUG PROJECTOR BEFORE FAN COOLS BULB AND PROJECTOR SHUTS ITSELF OFF. TURNING THE PROJECTOR OFF TOO SOON WILL DAMAGE THE BULB.**