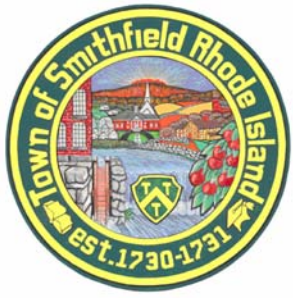


# Town Council Chambers Laptop Projection System

INSTRUCTION MANUAL




- All presentations must be made from the Town-provided laptop computer.
  - Acceptable media for presentations are CDs or USB flash thumb drive.
- A wireless remote is available to allow you to advance the slides while speaking at the podium.



1. Arrive early for your meeting to allow time to review instructions.
2. You will need to **lower the projector screen**. There are two remote controls for the screen wall-mounted on the right and left side of the stage. Press & release the down arrow and the screen will lower, once the screen reaches the top of the desk **press the middle** button to stop the screen from lowering.





3. Use the InFocus remote control located in the presentation stand to power on the projector. Press the  power button while pointing it up at the projector located on the ceiling above the stage. *It will take a few minutes for the projector to warm up and display on the screen.*
4. Open the attached laptop and press the power button to startup the laptop. (No login information required)

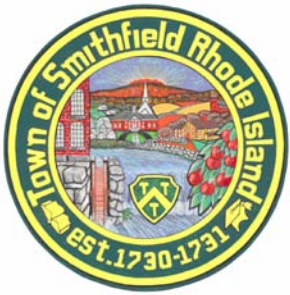





It may be necessary to use the Function Key (lower left corner of the keyboard) along with the F7 Key to bring up the projector menu on the laptop.

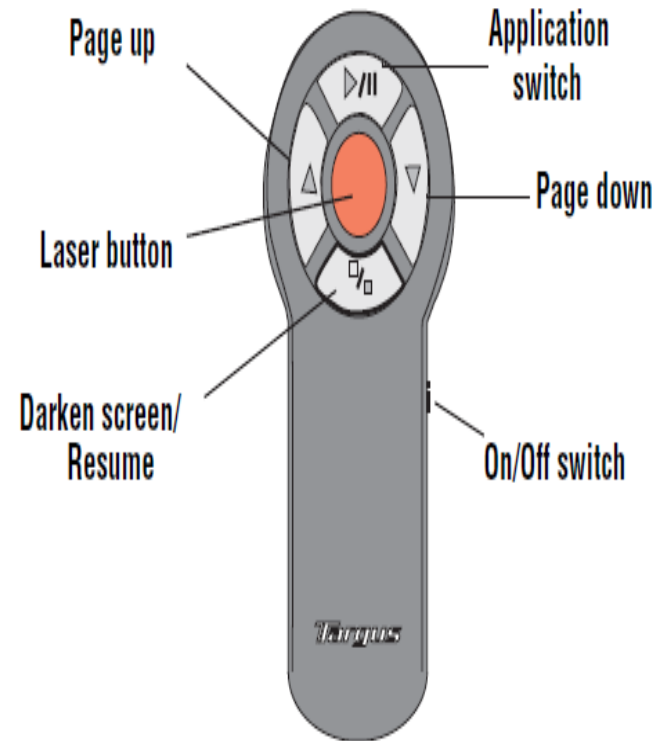
**Fn + F7 = projector menu**





5. If you would like to use the wireless presenter and laser point they are located in the stand below the laptop.

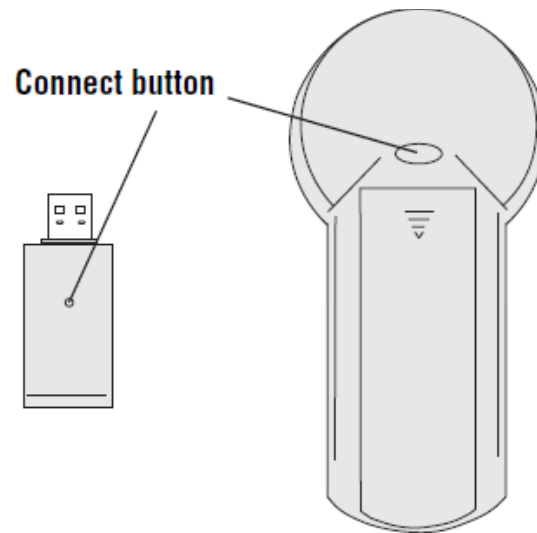
- a) The USB Component  must be plugged into an empty USB port in the laptop.
- b) Turn on the wireless presenter

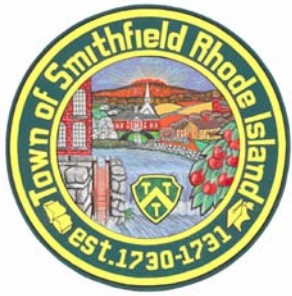




# Synchronizing Your Wireless Presenter

- The receiver and presenter should synch up automatically. However, in some cases they may not synchronize properly due to environmental interference or other causes. If this is the case, you must re-establish the link. To do this press and release the connect button on the receiver, then press and release the connect button on the bottom of the presenter.





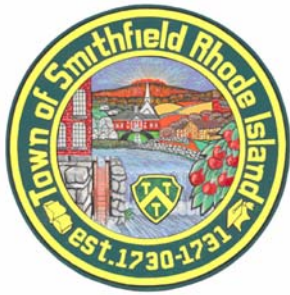
6. Place your CD in to the CD Rom drive or plug you USB flash thumb drive into an available USB Port.



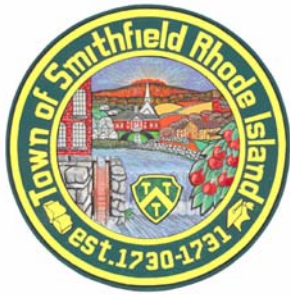
CD Rom Drive



USB Port



7. Open your presentation file from the proper media source (CD or USB Drive).
  - Applications available on laptop
    - All Microsoft Office Products (Power Point, Word & Excel)
    - Adobe Reader
    - Internet Explorer
  - If any other applications are necessary for your presentation please contact the MIS Administrator at [webmaster@smithfieldri.com](mailto:webmaster@smithfieldri.com) to check availability.
8. Begin your presentation when instructed by the meeting's moderator.



9. When your presentation is complete please make sure to complete the following:
- Remove your CD or USB flash thumb drive.
    - The Town is not responsible for any property left behind by the presenter.
  - Shutdown the laptop and close the screen.
  - Use the InFocus remote to power down the projector
  - Use the Elite Screen remote to retract the screen
    - Pressing the UP Arrow will retract the entire screen.
  - Place the InFocus remote and Wireless Presenter in the draw space below the laptop.
  - Return the InFocus remote to the proper wall mounted location.

## Town Council Chamber's Presentation Policy

For presentations in the Town Council Chambers, you must:

- Inform the Town Manager's Assistant for a presentation at a Town Council Meeting or the Chairperson of a Board or Commission for their respective meeting.
  - Email the Town's MIS Administrator ([webmaster@smithfieldri.com](mailto:webmaster@smithfieldri.com)) at least 24 hours prior to the presentation in case of questions.
  - All presentations must be made from the Town-provided laptop which will accept either a CD or USB flash thumb drive.
  - Arrive early the day of the presentation to review any necessary instructions.
- 

Tips to help the audience see and read your presentation:

### Color

- Use a simple color scheme – don't use too many colors on one slide.
- Color-perception problems are common – avoid combinations of brown/green, blue/black, and blue/purple.
- Use one of the built-in PowerPoint themes to give your presentation a uniform look.

### Size

- Use a common, bold font (Arial Rounded Bold works well) with thick lettering.
- Use a minimum of a 28-point font.
- Please do not fill slide to the edges - maintain wide clear borders on all sides of the slide.

### Content

- Please do not use animations - they have proven to be distracting and may not render properly.
- Please do not put too much text on one slide - break up the information over two or more slides.
- Limit the number of bulleted points to three per slide.
- Limit the number of lines per bullet to no more than four lines each.
- Limit graphics - too many can clutter and detract from your presentation.
- Ensure graphics (pictures, charts) are large enough to be easily seen and understood.