GETTING STARTED

**POWERPOINT MODE**

A secondary monitor at the podium allows you to use PowerPoint’s presenter view. To ensure that this is enabled:

1. Set computer to “Extend” mode by holding down the “Windows” key and tapping the “P” key until **Extend** is selected.
2. In PowerPoint, go to the “Slide Show” tab on the ribbon, and change “Show On” to **Primary Monitor**. (Also select the checkbox next to “Use Presenter View”.

Your notes should display on the monitor at the left of the podium, and the presentation can be seen on the right monitor and on the projector.

**DOCUMENT CAMERA**

The document camera at the left of the podium enables you to project documents or handwriting. If using the preset source button on the touchscreen does nothing, make sure the camera is turned on by pressing the Power button on it. An amber light means that it is off, and a green light means that it is on.

**SHUTTING DOWN**

**PLEASE** shut down the system by pressing the **System Off** button at the bottom of the touchscreen.