Presenting A Dell Power Point Program

Master Gardeners

Cuyahoga County

Checklist for Dell Projector
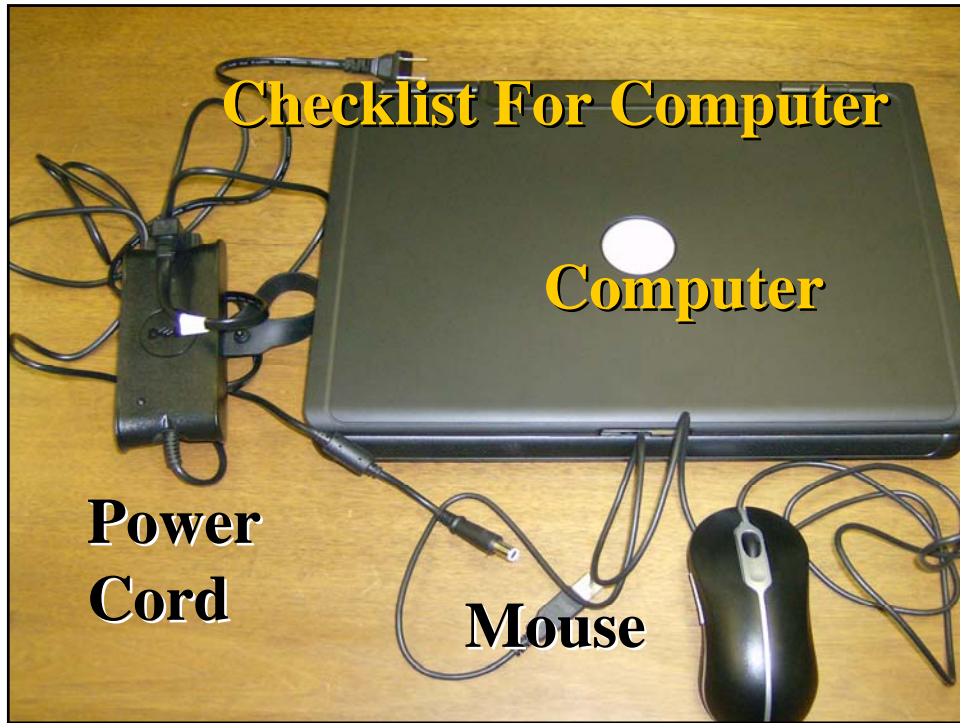
Projector

Blue Connector Cables
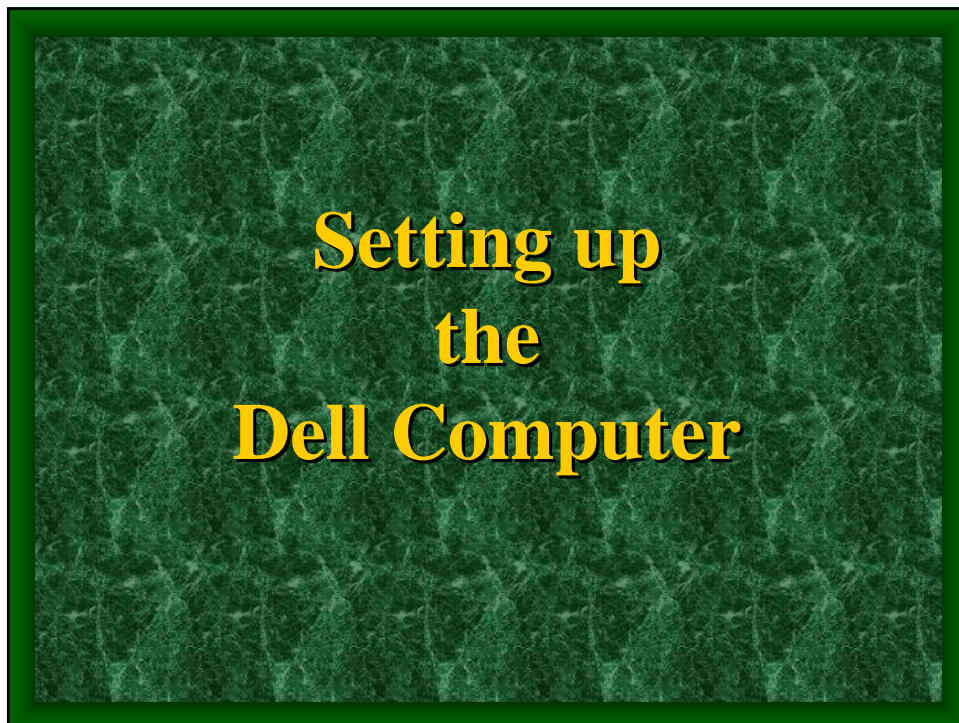
Power Cord

Remote

Gold USB

Checklist For Computer

Computer

Power Cord

Mouse

**Setting up
the
Dell Projector**

**Set Up Projector
Before Setting
Up Computer**

1. Remove Lens Cap

2. Plug Power Cord into the projector and the other end into wall outlet

3. Insert End of Blue Connector into Port labeled "Monitor In" on Back of Projector

4. Insert Other End of Blue Connector into Port in back of Computer

5. Plug small gold USB cord (labeled projector) into USB remote port on back of projector.

6. Plug larger gold USB cord into any of 2 USB ports
on back of computer(for remote control)

7. Press "On/Off "Button on Top of Projector

Setting up
the
Dell Computer

1. Open Computer
Slide latch front center
to the right

2. Attach Power Cord to right
hand backside of computer and
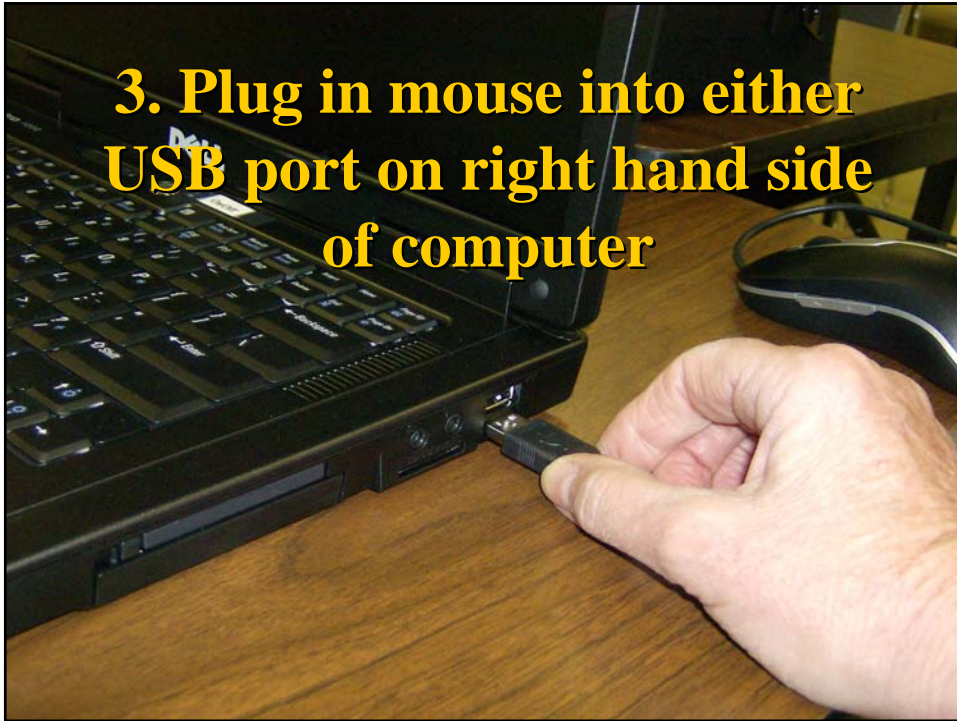other and other end
into wall outlet

3. Plug in mouse into either USB port on right hand side of computer
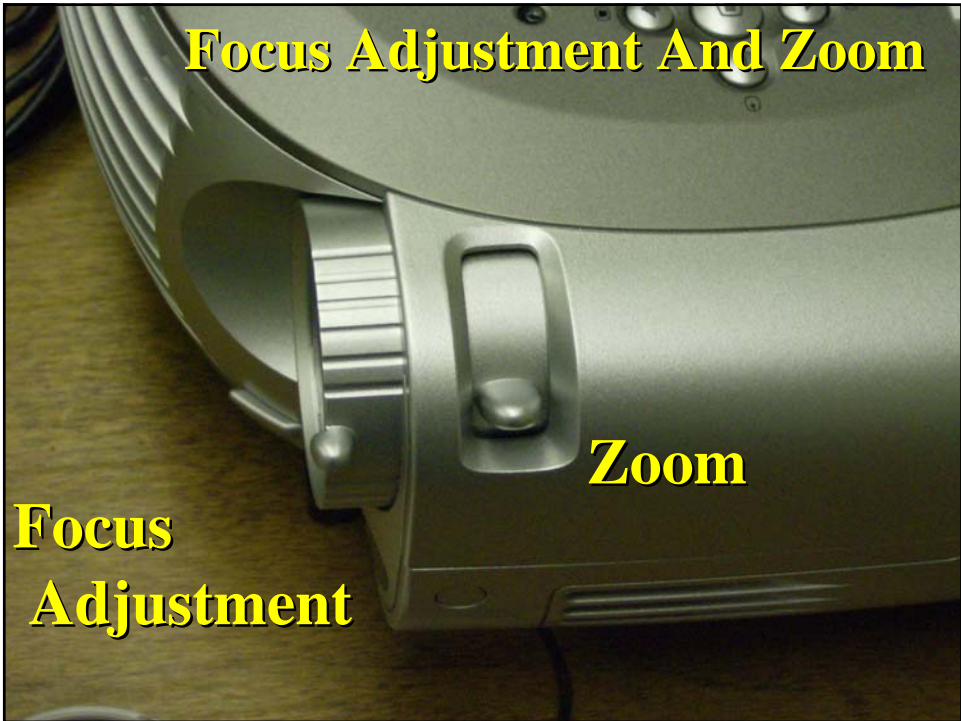
4. Press On/Off Button

Do Not Unplug Or Turn Off Projector Until Blue Light Blinks and Fan Turns Off.
This Will Damage The Bulb

Making Height Adjustments to Dell Projector:
Press Height Adjustment Button Foot Will Fall to Raise Height

Making Level Adjustments on Dell Projector (on both back feet) Hold buttons In to Lower Feet

Focus Adjustment And Zoom

Zoom

Focus Adjustment

Getting the Presentation on the Screen

- *Click on "X" to close Norton Antivirus screen*
- *Double click on MG presentation icon*
- *Presentations are installed under MG Presentation icon*

Using A CD or Memory Stick

- *Presentations can be run from a CD, or memory stick, but for best results, presentations should be installed on computer*

Disc Drive is on Left Hand Side of Computer

Push Button in Middle And Drive Pops Out

Insert CD, Only Touch Edges of CD W/ Fingers. Snap Down Center of CD, Push Drive in to Close

Starting a Power Point Program from MG Icon

- Using Mouse, double click on presentation you wish to give
- To begin slide show, go to menu bar and click on "SLIDE SHOW"
- Then click on "VIEW THE SHOW"

Using The Remote Control
- *Use "Next" or "Previous" to Move Through Slides*
- *Hit Power Button Twice to Turn Projector Lamp Off*
- *Blue Light Remains Steady as Fan Cools Bulb*
- *Do Not Unplug Projector until blue light blinks*

Ending a Power Point Program : Dell Projector

1. *Double click 'POWER" button on remote or push on/off button on top of projector twice. Blue light remains steady as fan cools bulb.*
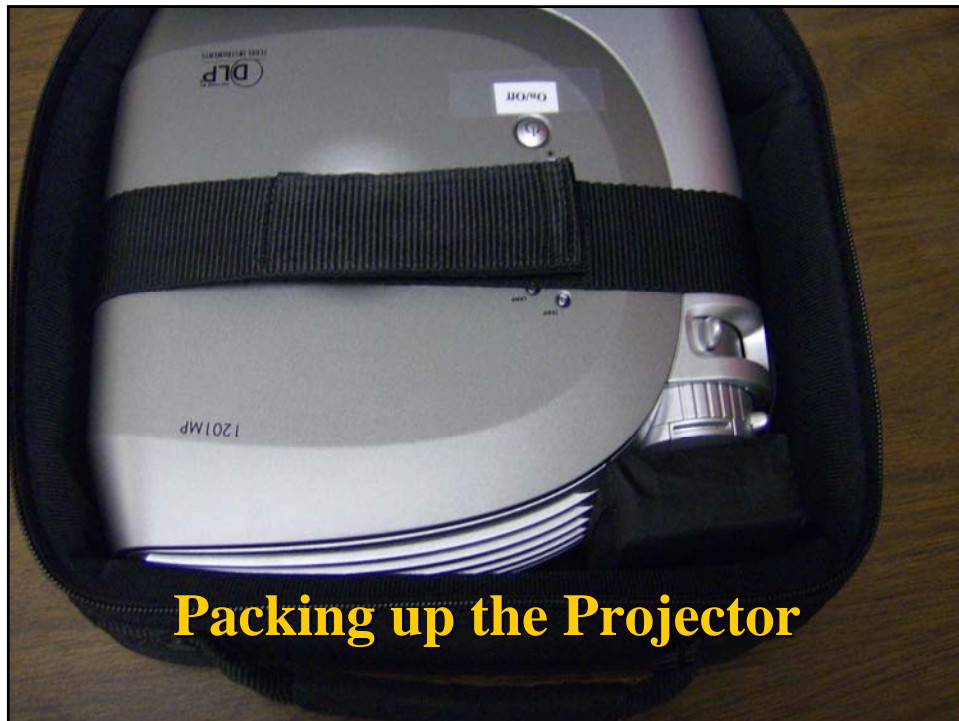2. *Wait until blue light blinks, then unplug power cord.*

Ending a Power Point Program : Dell Projector

3. Replace lens cap.

4.Lower rear feet .

5.Hold in 'height" button and push front foot up.

6.Pack up projector and projector cord into projector case.

Packing up the Projector

Ending a Power Point Program:Dell Computer

1.Use mouse, go to "file" in upper right hand corner. Click on "close".
2. Remove CD if used.
3.Use mouse, single click on "start" In lower left hand corner of screen.
4.Use mouse, click on "turn off Computer"

Ending a Power Point Program:Dell Computer

5. Use mouse, click on "turn off".
6. Unplug computer from wall.
7.Remove power cord ,gold USB connector, blue connector and mouse from computer.

Ending a Power Point Program:Dell Computer

8. Place computer in carrying case.
9. Return mouse to pocket .
10. Place cords in computer carrying case.

Do Not Unplug Or Turn Off Projector Until Blue Light Blinks and Fan Turns Off This Will Damage The Bulb

Credits

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