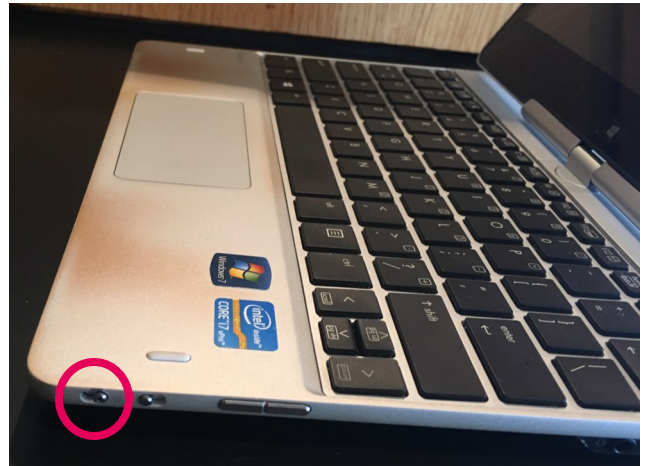# Setting Up a Presentation in the Board Room

1. Open the laptop on the podium

2. If the computer is turned off, use the switch on the side to turn on the computer.

3. There is no password to login. Hit "Enter" or click the arrow to login.

4. Once you've logged in, walk over to the panel on the wall (to the left). Touch the podium button to turn on the projector and the screen will drop down. It will take a few seconds for the projector to warm up, but once the projector is warm, the screen will mirror the laptop screen.