

ENGINEERS TOASTMASTERS - The Presentation Manager

How to use the “clicker”

Engineers Toastmasters have a Logitech presentation manager “Wireless Presenter R400” available for use by our members when giving MSPowerpoint type presentations.



What does the presenter allow you to do?

(read the photo from top to bottom and left to right)

1. Check the battery
2. Use the inbuilt laser pointer on your slides.
3. Move backwards and forwards through the slides.
4. Launch your show
5. Black the main screen – when finished!



How do I use it?

1. Obtain the presenter (left photo) from the Sergeant at Arms before the meeting
2. Remove the presenter from its case
3. Slide the USB receiver (right photo) out of the body of the presenter
4. Slide the USB receiver into a spare USB slot on your laptop / notebook
5. Turn on the presenter.
6. Test your show and check forward and reverse.
7. Reset your show back to Slide 1 and black the screen (Bottom Right Button).

You are now ready to go. When your speech is called press the black screen icon of the presenter and off you go.

When your speech is finished “Black the Screen”

After the speeches, during the break remove the USB receiver from your PC and replace it in the Presenter.

Check the battery level and place the presenter in its case and return to the SAA.

Inform the SAA if the battery is not full! (Don’t forget, the next user could be you!)

Have fun and enjoy your presentation.

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