

## WELCOME TEAM

# FOYER TV DISPLAY

### TURNING ON THE DISPLAY

1. Get the **laptop** from its storage place.
2. Go to the **TV** in the Foyer and **turn on the wall power point** underneath the TV.
3. Turn of the TV using the **On-Off button**. (There are a set of buttons on the Left side of the TV towards the bottom. Press and release the top or these buttons.) The TV usually takes a few seconds to turn on. Wait until you see the screen come alive to ensure you have pressed the correct button.
4. **Position the Laptop** on top of the small table which is on the small fridge in the kitchen preparation room.
5. Plug in the **power for the laptop**. (If there is no power supply, it could be in the Office area). It is important to plug in the power as the laptop battery will not last long enough and will shut down.
6. Plug in the **DVD adaptor** into the Small monitor port on the laptop (On Ps Peter's MacBook Air this in top of the right hand side of the laptop)
7. Open up Microsoft **Powerpoint**
8. **Open the file** which is stored on the laptop or on the cloud: eg.  
*Documents/Foyer Video Powerpoints/ Foyer Video Presentation\_Nov2019*
9. Select the **SLIDE SHOW** tab on Powerpoint
10. Select the **PRESENTER VIEW** option
11. **Check the TV** to ensure the slides are showing and that they are transitioning to the next slide automatically.
12. **Set an alarm** on your phone to remind you to turn off the Powerpoint slideshow (and collect the laptop) before you go home. Just turning off the TV does NOT stop the computer running the slide show. It is important after the meeting to do the next steps.

### TURNING OFF THE DISPLAY

1. On the laptop, click on **END SHOW** on the top left corner of the screen. It is important that you do not just shut the laptop screen down as the powerpoint show will continue to run.
2. When the slideshow stops, **close the laptop**.
3. Remove the **display cable**
4. Remove the **power supply**. (If necessary return the power supply to the Office)
5. Turn off the **TV** using the On-Off button on the TV (See Step 3 above)
6. Turn off the **wall power point** below the TV
7. **Return the laptop** to its storage place.