

Rotary Club of Dunedin

TECH SUPPORT PERSON

Meetings at Cobb & Co

Arrive no later than 12 noon. Everything you need should be in the Technical Support Box.

- Set up the computer, turn it on, plug in the HDMI cable from the tv
- Turn on the tv
 - Go to AV
 - Go to Wallplate
 - You should have the computer screen on the tv
- Open the Rotary Slides 2018 file and run it as a slide show.

Set up the sound system and one microphone.

Assist any speaker or club member wishing to use audio visual aids either to install files from a memory stick onto our computer or to connect their own laptop to the tv.

The computer bag contains a memory stick if you need to transfer a file from one computer to another.

During the meeting, provide any necessary assistance to a speaker wishing to use the equipment

At the end, switch off tv and computer. Put the computer (and the memory stick if you've used it) in its bag, and out the microphone and cables back in the small box. Put all technical equipment into the Technical Support Box.