

Instructions for Enabling PowerPoint Pro-Presenter (Room 3-119)

1. Once the System and PC are on:
 - a. Select **“ProPresenter”** under the Lectern PC tab on the Creston display screen, (it lights up Blue when On)
 - b. Right click on the blank screen (not in PowerPoint)
 - c. Select **“screen resolution (multi display)”**
 - d. Select **“Extend this display”** (under Multiple Displays)
 - e. Select **“OK”** or **“Apply”**
 - f. Select **“Keep changes”**
2. Then launch your PowerPoint, (.ppt or .pptx) file and select one of the view options, like “Show from First Slide”
3. On the upper left top of the CRT Show Task Bar – Display Settings – End Slide Show will be displayed
 - a. Select **“Display Settings”**
 - b. Select **“Swap Presenter View & Slide Show”**
4. At this point the left CRT should be displaying the PowerPoint .ppt or .pptx file and the right CRT should be displaying a larger window of the slide being presented and a smaller window showing the “next slide in sequence” in the presentation. This display configuration is repeated on the two CRT/TV screens in the center of the room facing the front wall.
5. WHEN THE SLIDESHOW IS COMPLETED, CONVERT BACK TO THE REGULAR SETTINGS
 - a. Close PowerPoint file.
 - b. Right click on the CRT display
 - c. Select **“Screen resolution”**
 - d. Select **“Multiple Display”**
 - e. Select **“Duplicate these slides”**
 - f. Select **“Keep changes”** or **OK”**
 - g. Select **“Lectern PC”** button on the Creston display system
6. When all functions are complete, select **PowerDown** on Creston display

NOTE: Please ensure that all four microphones are replaced in their charging cradles and that the red lights indicating that they are being charge are on!

