Using the Wireless Presentation Remote

There are 6 buttons, a 360°mouse, and a USB receiver on the Wireless Presentation Remote. The USB receiver is black and plugged into the bottom of the remote. The 360°mouse is the gray circular pad located on the upper front part of the remote. There are 5 buttons located on the front of the remote and 1 on the back of the remote.

- The black "**USB Receiver**" – plugged into the bottom of the wireless remote.
    - o This receiver is use to connect the wireless remote to a computer.
- The gray "**360° Mouse**" – this circular pad is located on the upper front of the wireless remote.
    - o This touch pad mouse is used to control the curser as a computer mouse would.
- The red "**Laser**" button – located at the top center of the remote.
    - o This button controls a laser pointer located in the wireless remote.
- The gray "**Previous Slide**" button – located on the upper left side of the remote next to the "**360° Mouse**."
    - o This button is used to go back to the last slide shown in the presentation.
- The gray "**Next Slide**" button – located on the upper right side of the remote next to the "**360° Mouse**."
    - o This button is used to go to the next slide in the presentation.
- The square, gray "**Hide Slide**" button – located just below the "**360° Mouse**" in the center of the remote.
    - o This button is used to blank the screen (hiding the slide currently being shown).
- The circular gray "**Right Mouse Click**" button – located in the front center of the remote just below the "**Hide Slide**" button.
    - o This button operates just like the right click button on a regular mouse.
- The black rectangular "**Left Mouse Click**" button – located on the upper center back of the remote.
    - o The button operates just like the left click button on a regular mouse.

Quick Guide to the Wireless Presentation Remote

The Wireless Presentation Remote is for use with a PowerPoint, Keynote, or similar presentation. It allows you to walk about the room and still be able to control your presentation.

Using the Wireless Presentation Remote

It is often best to practice with the remote before attempting to use it in a presentation. The remote is omni-directional (no need to point it at the computer) with a range of approximately 50 feet and may be used with the library's PC or with a laptop.

- Setup the Wireless Presentation Remote.
- Start PowerPoint (or Keynote).
- Open the presentation and set it to "view show."
- To **advance to the next slide**, press the "*Next Slide*" button (may also be done with the "*Left Mouse Click*" button on the back of the remote).
- To **go back to a previous slide**, press the "*Previous Slide*" button.
- To **blank the screen during the presentation**, press the "*Hide Slide*" button.
- To **use the built-in laser pointer** on the remote, press the "*Laser*" button.
- To **bring up the options menu**, press the "*Right Mouse Click*" button.
- To **move the curser** once the options menu is up, use the "*360° Mouse.*"
- To **select a menu option that has been highlighted**, press the "*Right Mouse Click*" button on the back of the remote.

Setting up the Wireless Presentation Remote

To use the wireless remote with a computer, the remote must be "trained" to the particular connection.

- The USB plug must be pulled from the remote and plugged into the USB port on top of the podium, in the front of the podium PC, or on a personal laptop.
- When using the remote with the podium or podium PC, the remote will often work without additional training. If it does not:

> Press the "Next" [»] button and hold it for about 10 seconds (this button is on the top right hand side of the remote). The light ring at the top of the remote will light up when training is complete.