

Equipment Kit Overview

- **STEP 1:** Open the Box and Remove the Executive Presenter Pack. Keep the box– it will be needed for return shipping.



- **STEP 2:** Unlatch the top lid and open. To release the latches, squeeze and lift. Set the lid aside. Avoid sunlight in background & have lighting



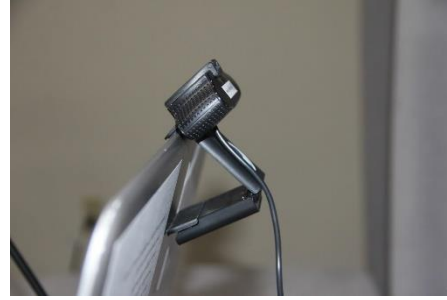
- **STEP 3:** Open and remove the front and back lids. To remove the lids, pull the top towards you, and then lift.



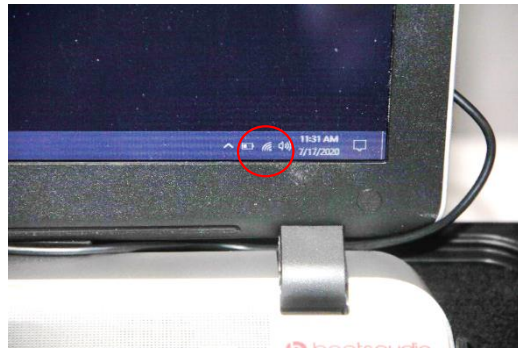
- **STEP 4:** Instructions and the clicker for slides are inside the front lid. The power cable for the laptop is inside the back lid. Please plug this into any wall outlet.



- **STEP 5:** Attach the webcam to the top of the laptop. To attach, open the camera hinge slightly, and then hang on the top of the laptop. Adjust the hinge and camera as necessary to be solid and level



- **STEP 6:** Power on the laptop (the switch is on the top left). Make sure the power cable for the laptop (inside the back lid) is plugged in to the wall. Connect to your internet. Click on the box in the bottom right of the screen, and select the appropriate wifi for your location.



NOTE: In the event of a weak Wi-Fi connection, an ethernet cable has been provided. Please identify where in your house a connection is available and locate the Ethernet port on the side of the laptop.

Post-Event

- ✓ Turn off the computer.
- ✓ Verify clicker is back in the case.
- ✓ Make sure all lids are closed and secure.
- ✓ Put the case back in its shipping box.
- ✓ Place the Return Shipping Label over the original shipping label
- ✓ Call 800-GoFedEx (1-800-463-3339) to schedule a pickup or drop off at a FedEx location near you.
- ✓ All shipping has been prepaid.

Call Gold Coast at (609) 773-0090 if you have any questions.

