



Duties for Laptop Station Attendant

last updated 04-August-09 by Lori Spencer

Before the meeting

- Connect power to the printer.
- Load paper into input tray. “Fan” the paper beforehand to loosen it a bit.
- Set up the laptop (power module and mouse) and connect the cable to the printer.
- Insert wireless card into the slot on the left-hand edge.
- Connect the mouse to the round plug on the rear right-hand side of the laptop.
- Turn on laptop power. Wait for it to boot. Make sure it connects to the internet by clicking on Internet Explorer.

To print additional copies of the speaker’s handout (if there aren’t enough pre-printed ones)

1. Get the file (usually on a thumb drive) from the MC or speaker
2. Open the presentation (Word or Powerpoint)
3. Click Print.
4. Click Properties
5. Set to 4 pages per sheet if Powerpoint, 2 pages if Word
6. Set Number of Copies.
7. Click OK to start printing

During the first part of the presentation

- Work with the deputy to get the final number to print
- Print more feedback forms if needed. The file is on the desktop.

During the break Help people compose and print business cards and fill out members survey

- load business card paper print-side down
- Open the Template file on the desktop
- Type in the person’s info into the template.
- Press “update labels” in the mailings tab.
- Select Print.
- Click OK to start printing .

After the meeting

- Turn off printer from the front panel before unplugging its power. (keeps cartridges from clogging)
- Pack up laptop with mouse and power module into backpack.
- Purchase more business card stock and paper if needed, and get reimbursed.