



Using the BSOT technology cart Learning guide

Getting started

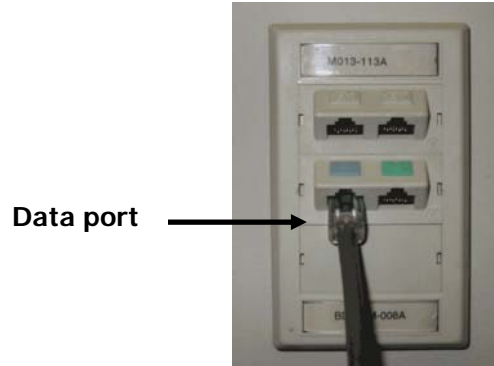
Obtaining and positioning the cart

- At least twenty-four hours before your class, reserve the multimedia cart with Judy Farrington by calling her at x7-5929 or by emailing her at judith.farrington@tufts.edu.
- Immediately before your class, obtain the keys to the cart from Judy. If you will be presenting using a laptop, you should also obtain the laptop audio/video cable.
- Remove the cart from the storage closet in Classroom 3 and roll it to Classroom 1.
- Position the cart within the box marked with tape on the floor of the classroom. Align the cart so that its projector faces the classroom's projector screen.

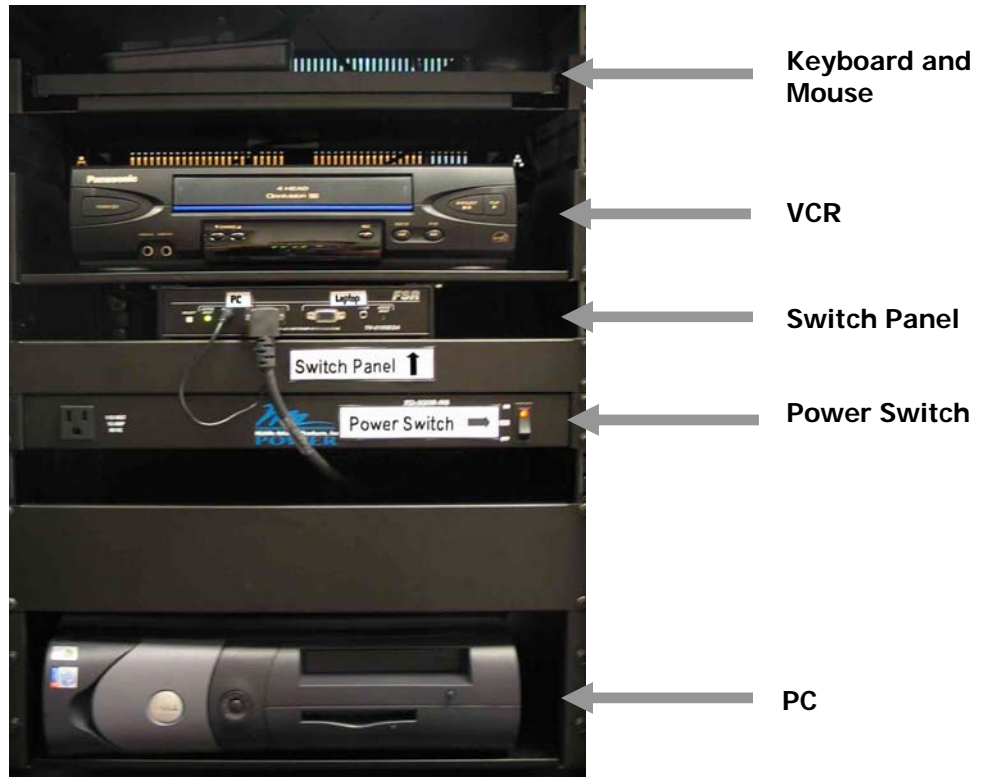


Connecting the cart to power and data sources

- Unwind the ethernet cable and the power cable from base of the projector.
- Plug the power cable into the electrical outlet on the wall nearby.
- Plug the ethernet cable into the data port labeled with a blue computer icon. You'll find this port located in the network faceplate on the wall nearby.



- Unlock and open the cart's side panel door (labeled **Audiovisual System**).
- Inside, you'll see the components in the image below.



Turning on the projector

- In the center of the audiovisual cabinet, press the button labeled **Power Switch** so it is in the **On** position.



- A red light will appear on the button indicating that the power is on.



Illuminated **Power Switch** button

- To turn on the projector, locate the button labeled **On/Stand By** at the center of the projector's control panel.



On/Stand By

- Press and hold the button for a count of three, or until you hear the projector warming up.
- If the projector has a lens cover, remove it and place it nearby.
- Once the projector has finished warming up, the projector will display a solid blue image will appear on the classroom's screen.

Presenting from the PC

In order to display media content from cart's PC, you first must select the PC by using the projector's control panel and the **Switch Panel** located at the center of the cart's audiovisual cabinet. After you have selected the PC, you then can start it up and log on to the Tufts network.

Selecting the PC

- On the far left side of the **Switch Panel** locate the white button labeled **Select** in the area labeled **PC**.
- Press the **Select** button until the green light labeled **Active Input** appears in the **PC** area.

Active Input light



- From the center of the projector's control panel press the button labeled **RGB**.



RGB

- A green light will appear beneath the **RGB** button, and in the top right corner of the classroom's screen the text **RGB** will appear briefly.

Starting up the PC

- From the top of the audiovisual cabinet gently pull out the tray containing the keyboard and mouse.
- Arrange the keyboard and mouse for use either on the tray or on the top of the cart.
- Turn on the PC (located on the bottom shelf in the audiovisual cabinet) by pressing the round power button in the center of the PC's front panel.



- Once the PC is on, a green light will appear on the power button.
- Once the PC has finished starting up, a window labeled **Log On to Windows** will appear on the classroom's screen.

Logging on to the PC

After the PC starts up, you will be able to log on to the Tufts network and gain access to the same shared drives that you use from your desktop computer. If you've stored files on your departmental network drive, you can access them by logging on using your Tufts network account. If you don't have a Tufts network account or if you don't wish to log on to the Tufts network, you can log on instead using the cart's username and password.

To log on using your Tufts network account:

- In the **Log On to Windows** window, type your Tufts username (ex. ahepp01) in the box labeled **User name**.
- In the box labeled **Password** type your Tufts network password.
- Click on the button labeled **OK**.

- You can now use the cart PC just as you would use the PC at your desk.
Please do not install software on the cart's PC, and please do not save documents to its hard drive. When the PC is restarted, its installed security software will erase any documents or programs that you saved. All documents that you wish to save must be saved to your floppy disk, to your zip disk, or to a network drive. If you need software to be installed on the cart's PC, please contact the ITS Helpdesk at x7-5898.

***Tip:** Remember that your Tufts network password is different from your email password.*

To log on using the cart's network account:

- From the **Log On to Windows** window, type the cart's network account username into the box labeled **User name**.
- In the box labeled **Password**, type the cart's network account password.
- To obtain the cart's network account username and password you can contact:
Your department administrator.
The ITS Help Desk at X 75898
- Click **OK**
- You can now use the cart PC just as you would use the PC at your desk.

Please do not install software on the cart's PC, and please do not save documents to its hard drive. When the PC is restarted, its installed security software will erase any documents or programs that you saved. All documents that you wish to save must be saved to your floppy disk, to your zip disk, or to a network drive. If you need software to be installed on the cart's PC, please contact the ITS Helpdesk at x7-5898.

Focusing the projected image

If the image projected on the classroom's screen appears fuzzy, you can adjust the focus of the image to make both text and images appear clearer. To focus the image:

- Place your thumb and forefinger on the dark blue ring located around the projector lens.
- To adjust the clarity of your image, gently turn the ring back and forth.



Changing the size of the projected image

The projector allows you to change the size of the image that you project onto the classroom's screen. Zooming in will make the image larger, while zooming out will make the image smaller. To change the size of the image:

- Directly above the projector's lens, locate the zoom dial.
- To zoom in and increase the size of your image, push the dial to the left.
- To zoom out and decrease the size of your image, push the dial to the right.



Tip: Adjusting the volume

- From the left of the projector's control panel locate the button with four arrows labeled **Select**. This button controls the volume.



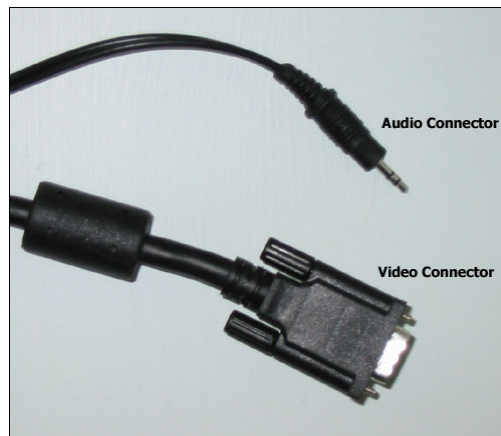
- To increase the volume:
*Press the right-facing arrow on the **Select** button. The **Volume** window will appear on the classroom's screen and the progress bar will move to the right as the volume increases.*
- To decrease the volume:
*Press the left-facing arrow on the **Select** button. The **Volume** window will appear on the classroom's screen and the progress bar will move to the left as the volume decreases.*

Presenting from your laptop computer

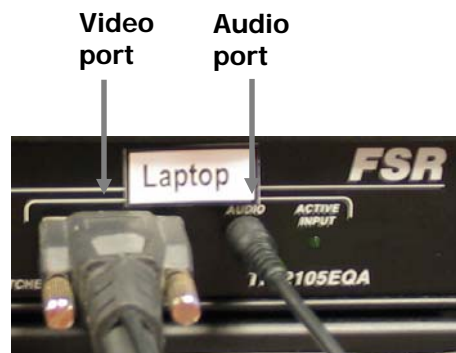
When setting up your laptop, you must first connect the laptop audio/video cable you obtained from Judy Farrington to the cart's **Switch Panel**. Next, connect it to the external monitor and line out ports on your laptop. *You can turn on your laptop only after you have completed these first steps.* If you try to turn on your laptop before you complete the first steps, the images from your laptop will not be projected onto the classroom's projector screen.

Connecting the laptop audio/video cable

- Arrange your laptop on the table located at the front of the classroom.
- Locate the audio and video connectors on each end of the laptop audio/video cable you received from Judy Farrington.



- Using the end of the audio/video cable with the green tag labeled **For Switch Panel**:
Plug the audio connector into the audio port in the **Laptop** area of the cart's **Switch Panel**.
Plug the video connector into the nearby video port.



- Using the end of the cable with the orange tag labeled **For Laptop:**
Plug the audio connector into the headphone or line out port on your laptop.



Plug the video connector into your laptop's external monitor port.



- If you wish to connect your laptop to the Tufts network, plug one end of your ethernet cable into your laptop and plug the other end of the cable into the data port labeled with a blue computer icon on the wall-mounted network faceplate.

Selecting your laptop

After you have connected the audio/video cable, you must then select your laptop using the projector's control panel and the cart's **Switch Panel**. To select your laptop:

- On the far left side of the **Switch Panel** locate the white button labeled **Select**, and on the right side of the **Switch Panel** locate the area labeled **Laptop**.
- Press the **Select** button until the green light labeled **Active Input** appears in the **Laptop** area.



- In the center of the projector's control panel, press the button labeled **RGB**.
- A green light will appear beneath the **RGB** button, and in the top right corner of the classroom's screen the text **RGB** will appear briefly.

Starting up your laptop

After you have appropriately connected and selected your laptop, you can finally turn it on. To start up your laptop:

- Power on your laptop and allow it to start up as usual.
- The images on your laptop screen will appear on the classroom's projector screen.
- Use your laptop as you would normally.

Focusing the projected image

- Place your thumb and forefinger on the dark blue ring located around the projector lens.
- To adjust the clarity of your image, gently turn the ring back and forth.

Changing the size of the projected image

- Directly above the projector's lens, locate the zoom dial.
- To zoom in, push the dial to the left.
- To zoom out, push the dial to the right.

Tip: Adjusting the volume

- From the left of the projector's control panel locate the **Select** button.
- To increase the volume:
*Press the right-facing arrow on the **Select** button.
The **Volume** window will appear on the classroom's screen and the progress bar will move to the right as the volume increases.*
- To decrease the volume:
*Press the left-facing arrow on the **Select** button.
The **Volume** window will appear on the classroom's screen and the progress bar will move to the left as the volume decreases.*

Tip: Displaying images on your laptop monitor

After you connect your laptop, it will display images on the classroom's screen but these images will not appear on your laptop's monitor. On many laptops, you can display images on your laptop monitor instead of on the classroom's projector screen or you can display images on both your monitor and the classroom's projector screen. The following process will allow you to change the display settings on a Dell laptop, but you can follow a similar process on other laptops as well.

- To display images only on your laptop's monitor:
 - To the left of the space bar locate the **Fn** key, and at the top of the keyboard locate the **CRT/LCD** key.
(If you do not have a Dell laptop the **CRT/LCD** key will have a different label.)
 - Press and hold the **Fn** key.
 - While holding the **Fn** key, press the **CRT/LCD** key.
 - Images will appear on your laptop screen, and the classroom's projector screen will appear blank.
- To display images on both your laptop monitor and the classroom's projector screen:
 - Hold down the **FN** key again and press the **CRT/LCD** key a second time.
 - Images will appear on both your laptop screen and the classroom's projector screen.

Displaying content from the VCR

In order to display media content from the cart's VCR, you first must select the VCR by using the projector's control panel. After you have selected the VCR, you can then turn it on and play a video.

Selecting the VCR

- From the far left of the projector's control panel press the button labeled **Video**.



Video

- A green light will appear beneath the **Video** button, and in the top right corner of the classroom's projector screen the text **Video** will appear briefly.

Turning on the VCR

- On the top shelf of the cart's electrical panel locate the VCR.
- At the far left of the VCR's front panel press the button labeled **Power**.



Playing a video from the VCR

- Insert your videotape into the VCR.
- At the far right side of the VCR's front panel press the button labeled **Play**.



- The content from your video will appear on the classroom's projector screen.

Focusing the projected image

- Place your thumb and forefinger on the dark blue ring located around the projector lens.
- To adjust the clarity of your image, gently turn the ring back and forth.

Changing the size of the projected image

- Directly above the projector's lens, locate the zoom dial.
- To zoom in, push the dial to the left.
- To zoom out, push the dial to the right.

Tip: Adjusting the volume

- *From the left of the projector's control panel locate the **Select** button.*
- *To increase the volume:*
*Press the right-facing arrow on the **Select** button.*
*The **Volume** window will appear on the classroom's screen and the progress bar will move to the right as the volume increases.*
- *To decrease the volume:*
*Press the left-facing arrow on the **Select** button.*
*The **Volume** window will appear on the classroom's screen and the progress bar will move to the left as the volume decreases.*

Using multiple content sources

Throughout your lecture you may wish to display material from more than one content source. For example, while displaying a PowerPoint presentation from the PC, you may want to show related material from a video that you would need to display from the VCR. The cart allows you to switch back and forth between the different content sources so you can display multiple types of media during your lecture.

To change display between the PC and the VCR

- Select and turn on the PC.
- The content from the PC will appear on the classroom's projector screen.
- Turn on the VCR and insert your video.
- Begin presenting your content from the PC.
- When you are ready to display content from the VCR, press the **Video** button located on the projector's control panel.
- A green light will appear beneath the **Video** button.
- From the far right of the VCR press the **Play** button.
- The content from the video will appear on the classroom's screen.
- When you are ready to display content from the PC again, stop the video by pressing the VCR's **Stop/Eject** button.
- Select the PC by pressing the **RGB** button located on the projector's control panel.
- A green light will appear beneath the **RGB** button, and the content from the PC will appear on the classroom's screen.
- Continue using the **Video** and **RGB** buttons to switch back and forth between content from the PC and content from the VCR.

To change display between your laptop and the VCR

- Connect, select, and turn on your laptop.
- The content from your laptop will appear on the classroom's screen.
- Turn on the VCR and insert your video.
- Begin presenting the content from your laptop.
- When you are ready to display content from the VCR, press the **Video** button located on the projector's control panel.
- A green light will appear beneath the **Video** button.
- From the far right of the VCR press the **Play** button.
- The content from the video will appear on the classroom's screen.

- When you are ready to display content from your laptop again, stop the video by pressing the VCR's **Stop/Eject** button.
- Select your laptop by pressing the **RGB** button located on the projector's control panel.
- A green light will appear beneath the **RGB** button, and the content from your laptop will appear on the classroom's screen.
- Continue using the **Video** and **RGB** buttons to switch back and forth between content from your laptop and content from the VCR.

To change display between your laptop and the PC

- Connect, select, and turn on your laptop.
- The content from your laptop will appear on the classroom's screen.
- Turn on the PC.
- Begin presenting the content from your laptop.
- When you are ready to display content from the PC, press the white button labeled **Select** located on the far left of the cart's **Switch Panel**.
- A green light labeled **Active Input** will appear in the PC area of the **Switch Panel**, and the content from the PC will appear on the classroom's projector screen.
- When you are ready to display content from your laptop again, select your laptop by pressing the **Select** button located on the cart's **Switch Panel**.
- A green light labeled **Active Input** will appear in the laptop area of the **Switch Panel**, and the content from your laptop will appear on the classroom's projector screen.
- Continue using the **Select** button to switch back and forth between displaying content from your laptop and displaying content from the PC.

***Tip:** While changing the display between different content sources, the text **No Input** may appear at the top right corner of the classroom's projector screen. This message indicates that you have not properly turned on the content source from which you are trying to display material.*

When your class is finished

At the end of your class you will need to shut down all of the cart's components. Be sure to allow yourself at least 5 minutes at the end of your class to properly shut down all the equipment and return the cart to its storage closet.

Shutting off the PC

- From the cart's **Switch Panel** confirm that a green light labeled **Active Input** appears in the **PC** area.
- From the projector's control panel confirm that a green light appears beneath the button labeled **RGB**.
- From the **Start** menu which appears on the classroom's screen, choose **Shut Down**.
- From the window labeled **Shut Down Windows**, click on the down-facing arrow next to the box labeled **What do you want the computer to do?**
- From the drop-down menu that appears, click on **Shut Down**.
- Click **OK** to shut down the PC.
- Pull out the tray located above the cart's electronic panel, and place the mouse on top of it.
- Push the tray back to its closed position.
- Align the keyboard so it is perpendicular to the closed tray.
- Place one edge of the keyboard on the closed tray, and gently slide the keyboard halfway into the cart.
- Gently push down on the side of the keyboard closest to you. This will enable the other end of the keyboard to clear a small obstruction located within the cart.
- Slide the keyboard the rest of the way into the cart.

Shutting off your laptop

- From the cart's **Switch Panel** confirm that a green light labeled **Active Input** appears in the **Laptop** area.
- From the projector's control panel confirm that a green light appears beneath the button labeled **RGB**.
- Shut down your laptop.
- Disconnect the audio/video cable from your laptop and from the cart's **Switch Panel**.
- If you were using the Tufts network, disconnect your ethernet cable from your laptop and from the wall jack.

Shutting off the VCR

- From the projector's control panel confirm that a green light appears beneath the button labeled **Video**.
- From the far left of the VCR press the **Stop/Eject** button to stop your video.



- Press the **Stop/Eject** button a second time to eject your video.
- To turn off the VCR, press the **Power On** button located at the far left of the VCR.

Shutting down the projector

- From the center of the projector's control panel press the **On/Stand By** button.
- On the classroom's projector screen a window will appear with the message **Power Off, Are you sure?**
- Press the **On/Stand By** button a second time to turn the power off.
- The projector will take 30 seconds to power down and another 30 seconds to complete its cooling process.
- Place the lens cover back onto the projector's lens.
- Wait until the projector's fan has stopped and is quiet before proceeding.

Final steps

Complete these final steps *once the projector has completely cooled down*.

- Once the projector has shut down and is completely quiet, locate the button labeled **Power Switch** at the center of the cart's electrical panel.
- Press the **Power Switch** button so that it is in the **Off** position.
- Close and lock the cart's side door.
- Gently disconnect the power cable and the ethernet cable from their respective wall ports.
- Gather the two cables together and wind them around the base of the projector.
- Return the cart to its storage closet in Classroom 3.
- Return the keys to the cart and the laptop audio/video cable to Judy Farrington.

Troubleshooting technical problems

The following are solutions to remedy common problems that you may encounter with the cart. If you encounter a problem that is not listed or if the given solution does not seem to remedy your problem, please refer to the last section entitled **Contact ITS to report any problems**.

Unresponsive PC

If the PC will not let you access any programs and seems to be frozen, there are three steps that you can take:

Step 1

- On the keyboard simultaneously press and hold the **Ctrl**, **Alt**, and **Delete** keys.
- From the window labeled **Windows Security**, click on the button labeled **Task Manager**.
- From **Windows Task Manager** window that appears on the classroom's screen, click on the tab labeled **Applications**.
- If a program is labeled **Not Responding**, click on the name of that program.
- At the bottom of the **Task Manager** window, click **End Task**.
- Repeat this step if other programs are not responding.
- Once the PC becomes fully responsive again, close the **Task Manager** window by choosing **Exit Task Manager** from the **File** menu.

Step 2

We ask that you resort to this step only if the first step did not work. This step is destructive to the PC. It also will result in more lost time because after restoring from a hard reboot, the PC must scan through all of its disks in order to check for errors. To try Step 2:

- If after trying step 1 the PC continues to be unresponsive, turn off the PC by pressing its power button.
- Press the button a second time to restart the PC.

If the projector will not work

- From the cart's electrical panel confirm that a red light appears on the button labeled **Power Switch**.
- From the center of the projector's control panel confirm that that a green light appears on the button labeled **On/Stand By**.
- Confirm that you have appropriately selected the content source from which you intend to display your material.
- For further assistance, refer to the sections of this guide entitled **Selecting the PC**, **Selecting your laptop**, and **Selecting the VCR**.

Contact ITS to report any problems

Although ITS cannot solve technical problems during your class, we encourage you to contact us so that any problems that you observe can be solved as expeditiously as possible.

- Please report any technical problems to the ITS Help Desk:
 - Call extension 7-5898
 - Email classroomsupport@ase.tufts.edu
- When you call or email, please specify that you were using the BSOT cart