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# BSOT Cart reference guide

## Getting Started

### Arranging the cart

- Position the cart within the taped box on the floor so that the projector faces the classroom's screen.
- Unwind the ethernet cable and power cable from the base of the projector.
- Plug the power cable into the wall-mounted electrical outlet.
- Plug the ethernet cable into the wall-mounted data port labeled with a blue icon.
- Unlock and open the cart's side panel door labeled **Audiovisual System**.

### Turning on the projector

- In the center of the audiovisual cabinet, press the button labeled **Power Switch** so it is in the **On** position.
- On the center of the projector's control panel press and hold the button labeled **On/Stand by** until you hear the projector warming up.
- Remove the projector's lens cover and place it nearby.

## Presenting from the PC

### Selecting the PC

- On the left side of the **Switch Panel**, press the white **Select** button until the light in the **PC** area labeled **Active Input** glows green.
- In the center of the projector's control panel press the button labeled **RGB**.

### Starting up the PC

- From the top of the audiovisual cabinet, gently pull out the tray containing the keyboard and mouse.
- Turn on the PC, located on the bottom of the audiovisual cabinet, by pressing the round power button in the center of the PC's front panel.

## Logging on to the PC

### *To log on using your Tufts network account*

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

### *To log on using the cart's network account*

- The **Log On to Windows** window will appear.
- In the box labeled **User name**, type the cart's Tufts network username.
- In the box labeled **Password**, type the cart's Tufts network password.
- To obtain the cart's network username and password, please contact:
  - Your department administrator
  - The ITS Help Desk at x 75898
- Click the button labeled **OK**.

**Please do not install software on the cart's PC, and do not save documents to its hard drive. All documents must be saved to your floppy disk, zip disk, or to a network drive.**

## Focusing the projected image

- Gently turn the dark blue ring located around the projector's lens.

## Changing the size of the projected image

- To increase the size of your image, push the **Zoom** dial (located above the projector lens) to the left.
- To decrease the size of your image, push the **Zoom** dial to the right.

### *Tip: Adjusting the Volume*

- *To increase the volume, press the right-facing arrow on the **Select** button located on the projector's control panel.*
- *To decrease the volume, press the left-facing arrow on the **Select** button.*

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## Presenting from the laptop

### Connecting your laptop

- Arrange your laptop on the table located at the front of the classroom.
- 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 port on your laptop.
  - Plug the video connector into your laptop's external monitor port.
- To connect to the Tufts network, plug one end of the ethernet cable into your laptop and plug the other end into the wall's data port labeled with the blue computer icon.

### Selecting your laptop

- On the left side of the **Switch Panel**, press the **Select** button until the **Active Input** light in the **Laptop** area glows green.
- In the center of the projector's control panel press the button labeled **RGB**.

### Starting up your laptop

- Power up your laptop.
- The images on your screen will appear on the classroom's projector screen.

## Displaying content from the VCR

### Selecting the VCR

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

### Playing a video

- Press the VCR's **Power** button.
- Insert your videotape.
- Press the VCR's **Play** button.

## When your class is finished

### Shutting off the PC

- From the **Start** menu choose **Shut Down**.
- From the drop-down menu in the window labeled **Shut Down Windows**, click on **Shut down**.
- Click on the button labeled **OK**.
- Return the mouse and keyboard to their tray and push the tray to its closed position.

### Shutting off your laptop

- Shut down your laptop.
- Disconnect the audio and video cables from your laptop and the **Switch Panel**.

### Shutting off the VCR

- Press the **Stop/Eject** button twice to stop your video and then eject it from the VCR.
- Press the **Power** button to turn off the VCR.

### Shutting down the projector

- On the projector's control panel press the button labeled **On/Stand By**.
- Press the **On/Stand By** button a second time to finish turning the power off.
- Place the lens cover back onto the projector's lens.
- Wait until the projector is quiet before proceeding.

### Final steps

- Press the button labeled **Power Switch** so that it is in the **Off** position.
- Close and lock the cart's side panel door.
- Disconnect the power and ethernet cables from their wall jacks and wind them around the base of the projector.
- Return the cart to its storage closet.
- Return the key to the cart and the laptop cable to Judy Farrington.

### Getting help from ITS

- **Call:** x75898 (ITS HelpDesk)
- **Email:** classroomsupport@ase.tufts.edu