

Using an InFocus Projector Carts

Getting started

Obtaining and arranging the cart

- First, reserve a multimedia cart for your class. For more information about cart locations and reservations, visit <http://ase.tufts.edu/its/aboutCarts.htm>.
- Obtain the keys to the cart and its storage closet from the administrator for your classroom building.
- Remove the cart from its storage closet and roll it to your classroom.
- Arrange the cart in your classroom so that it is near to the wall-mounted power and data faceplates.
- Orient the cart so that its projector faces the classroom's projection screen.

First steps

- Unwind the ethernet and power cables from base of the projector.
- Plug the power cable into its wall jack.
- Plug the ethernet cable into the wall jack labeled **Data Jack For Cart**.



Unlock and open the cart's side panel door to gain access to the computer and VCR.

- When you are facing the projection screen, this door will be found on the left side of the cart. On many carts, instructions for use will be located on this door.

Turning on the projector

- Turn on the red power switch at the right of the TrippLite panel.
 - If the power switch is illuminated once you turn it on, electric power is flowing properly to the cart.



- Turn on the projector by pressing the power button on the top of the projector.



- If the projector has a lens cover, remove it and place it nearby.
- Wait about 60 seconds for the projector to warm up. Once it does, it will display an Infocus splash screen.
- Press the **Source** button repeatedly to select the video source that you'll be using during your class:

To present from...	Select:
The Dell PC in the cart	Computer1
Your own laptop	Computer2
The VCR in the cart	Video1

- You will see a “**No Signal Detected**” message at the bottom-right of the screen, if the source, such as the computer or VCR, has not been turned on.

Presenting from the cart

Starting up & using the Cart's PC

- Gently remove the wireless keyboard from the cart's lower tray.
- Pull out the tray, and remove the wireless mouse. If you see any cables fastened to the tray, you can ignore them (they are for use with a laptop).
 - The gray Logitech box on the tray provides connectivity for the wireless keyboard and mouse attached to the cart. There is no need to remove it from the tray. *For best results, make sure that the tray holding the gray Logitech transceiver is fully extended during your class.*
- Place the wireless keyboard and mouse in a location from which you can comfortably instruct.
- Turn on the PC by pressing the round power button on the PC's front panel.

To log on using your Tufts network account:

- Simultaneously press and hold the **Ctrl**, **Alt**, and **Delete** keys.
- Windows will display a message about unauthorized use of the Tufts network. Click **OK** to continue.
- Windows will display the **Log On to Windows** window.
- Replace the text appearing in the **User name** box by typing your Tufts user name (for example, jwilson01).
- Click on the box labeled **Password** and type your Tufts network password.
- Click **OK** to log on to the Tufts network.
- You can now access your files on your departmental Q: drive by using **My Computer** or **Windows Explorer**.

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

To log on using the cart's network account:

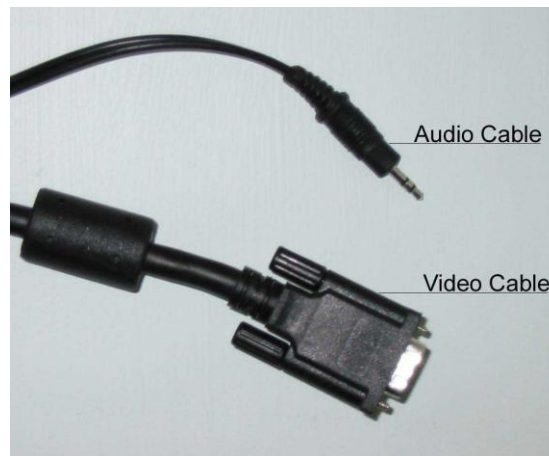
- Simultaneously press and hold the **Ctrl**, **Alt**, and **Delete** keys.
- Windows will display a message about unauthorized use of the Tufts network.
- After reading the message, click **OK** to continue.
- Windows will display the **Log On to Windows** window.
- Using the login information in the reference guide within the cart, enter the user name and password for the cart's network account.
- Click **OK** to log on to the Tufts network.

Please do not install software on the cart PC, or save documents to its hard drive. Security software installed on the PC will erase any documents or programs you save when the PC is restarted. All documents must be saved to your floppy disk, zip disk, or to a network drive. If you need software installed, please contact the ITS Helpdesk at x75898.

- To focus the image, gently turn the projector's lens.

Using a laptop computer

- Gently pull out the cart's top tray. On the tray, you'll find a video cable (generally attached by Velcro) and an audio cable. If you cannot find the audio and video cables, they may have become detached from the tray and fallen behind the PC. Open the other side of the cart and thread the cables back to the top tray.



- Attach the audio cable to the line out or headphone jack on your laptop.



- Attach the video cable to the external monitor jack on your laptop.



- Start up and use your laptop as you would normally.
- To focus the image, gently turn the projector's lens.

Tip: *If your monitor display works normally but the projector is not displaying any video, consult your laptop's user manual for more information about displaying external monitors.*

Playing a video

- Press the VCR's power button, located at the top left corner of its front panel.



- Insert your videotape.
- The VCR will automatically begin to play your video.
- To focus the image, gently turn the projector's lens.

If you have technical problems

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

Unresponsive PC: Step 1

- Press **ctrl-alt-delete** on the wireless keyboard to open the **Close Program** window.
- If one of the programs in this list is labeled **Not Responding**, click on the name of that program and then click **End Task** at the bottom of the **Close Program** window.

Unresponsive PC: Step 2

- If the computer still appears to be frozen, press **ctrl-alt-delete** again.
- Click **Shut Down** at the bottom of the **Close Program** window to shut down the computer.
- Once the computer is safely shut down, turn it back on by pressing the power button on the PC's front panel.

Unresponsive PC: Step 3

- If you are unable to click **Shut Down** and the PC continues to be unresponsive, press the power button on the PC's front panel to turn off the power to the PC. Press the button a second time to restart the PC.
- We ask that you only resort to this option if the first two options did not work. This option is destructive to the machine and will also result in more lost time as the computer must scan through all its disks to check for errors after restoring from a hard reboot.

If the projector will not work

- Confirm that the power switch on the TrippLite panel is illuminated, so that power is flowing to the projector.
- Confirm that the projector's power is on.
- Confirm that you have chosen the correct video source. Refer to the *Turning on the Projector* section of this guide for further assistance.

Contact ITS to report any problems

- Please report any technical problems to the ITS Help Desk at extension 7-5898 of any problems. Please also identify the cart you were using when you call.
- Although ITS cannot solve technical problems during your class, we encourage you to contact us so that any problems you observe can be solved as expeditiously as possible.

When your class is finished

Shutting off the VCR

- Press **Stop/Eject** twice to stop your video and eject your videotape.
- Press the power button to turn off the VCR.

Shutting off the PC

- From the Start menu, choose **Shut Down**.
- In the window labeled **Shut Down Windows**, confirm that the option button labeled **Shut Down** is filled with a black circle. If it is not, click on the **Shut Down** option button to select it.
- Click **OK** to shut down the PC.
- Turn off red power switch on the right of the TrippLite panel.
- Place the mouse back on the tray in a secure manner (in most cases, the mouse will fit behind the gray Logitech transceiver box for safe keeping).
- Push the tray back to its original closed position.
- Place one edge of the keyboard on the closed tray, and gently slide the keyboard into the cart.
 - While sliding the keyboard into the cart, you may need to gently push down on the side of the keyboard closest to you. This will enable the keyboard's feet to clear a small obstruction within the cart.

Shutting off your laptop

- Shut down your laptop.
- Disconnect the audio and video cables from your laptop, and return them to their tray. Be sure to reattach the video cable to its Velcro strip.
- Push the laptop tray back to its original closed position.

Shutting down the projector

- To shut down the projector, press the power button.
- The unit will take 30 seconds to power down and then another 30 seconds to complete its cooling process. At this point the screen will display the message **Powering down. Press power to cancel**.
 - Do not unplug the power cord until the fan stops and the unit is quiet.

Final steps

- Once the projector has fully shut down, turn off the red power switch at the right of the TrippLite panel.
- Close and lock the cart's front door. Gently disconnect the power and ethernet cables from their wall jacks. Gather the two cables together and wind them around the base of the projector, and tuck the end of each cable underneath the already-wound cables. Return the cart to its storage closet, and return the key to the local cart administrator.