



Using the ASE Projector Carts Learning guide

Getting started

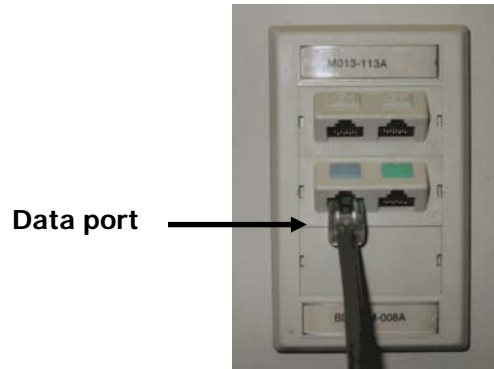
Obtaining and positioning the cart

- You must reserve a multimedia cart at least twenty-four hours before your class. For more information about cart locations and reservations, visit <http://ase.tufts.edu/its/aboutcarts.htm>.
- Immediately before your class, obtain the keys to the cart from the administrator for your classroom building.
- Remove the cart from its storage closet and roll it to your classroom.
- Position the cart near the wall-mounted electrical outlet and network faceplate.
- Align the cart so that its projector faces the classroom's projector screen.

Connecting the cart to power and data sources

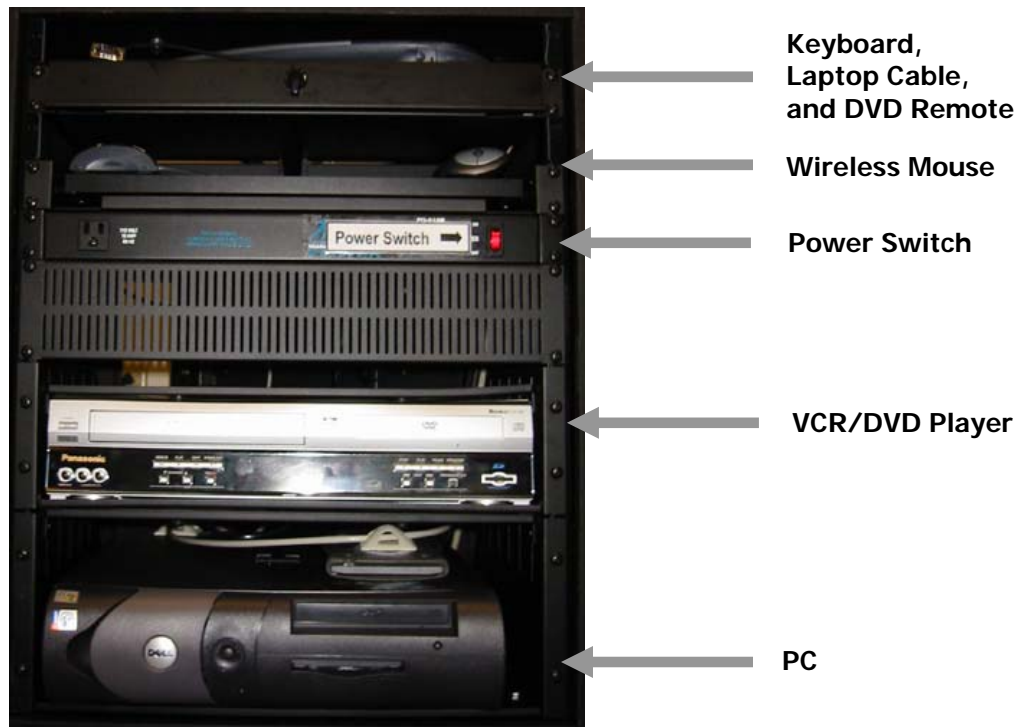
- Unwind the ethernet cable and the power cable from base of the projector.
- Plug the power cable into the electrical outlet on the wall nearby.

- Plug the ethernet cable into the data port labeled with a blue computer icon. You'll find this port located on the network faceplate on the wall nearby.



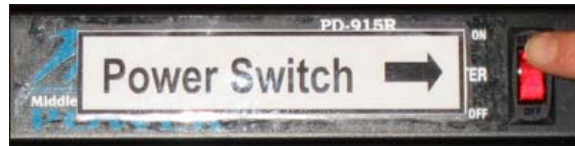
Tip: Active data ports will usually be marked by a colored dot, or a sign labeled **“Data Jack.”**

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

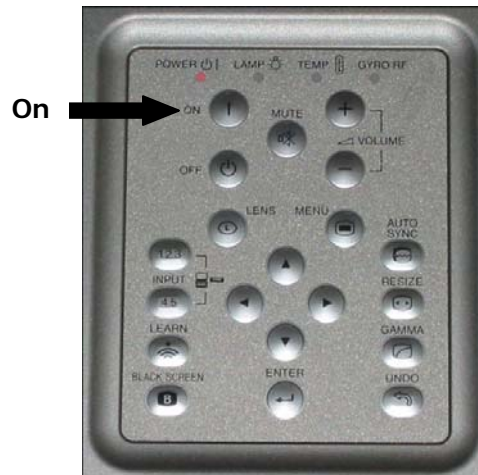


Turning on the projector

- 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 within the button indicating that the power is on.
- To turn on the projector, locate the button labeled **On** in the top left corner of the projector's keypad.
- Press and hold the **On** button for five seconds.



- A green light will appear above the **On** button, and the projector will begin warming up.
- If the projector has a lens cover, remove it and place it nearby.
- The projector will take about 60 seconds to warm up.
- While the projector is warming up, manually lower the classroom's screen.
- Once the projector has finished warming up, it will display the **Sharp Conference Series** logo on the classroom's screen.

Setting up the Projector

Depending upon where you position the projector in the classroom, you may need to refocus the image, make the image larger, or adjust the image's position on the projector screen.

Focusing the image

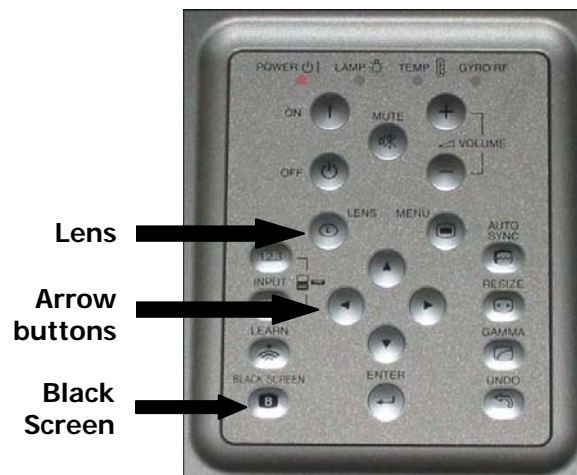
Focusing the projected image can make both text and images appear clearer. To focus the image:

- Press the **Lens** button located in the center of the projector's keypad.
- Press the left- and right-facing arrow buttons until the text at the bottom of the screen appears clear.
- Once you are satisfied with the clarity of the text, press the **Lens** button three times to return to the **Sharp Conference Series** screen.

Changing the size of the projected image

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

- On the projector's keypad, press the **Lens** button twice.
- Press the up-facing arrow button to increase the size of the projected image.
- Press the down-facing arrow button to decrease the size of the projected image..
- Once you are satisfied with the size of the projected image, press the **Lens** button twice to return to the **Sharp Conference Series** screen.



Tip: Blanking the classroom's screen

- To blank the screen at any point during your lecture, press the **Black Screen** button on the keypad.
- To redisplay your image, press the button a second time.

Raising and lowering the image

Once you have refocused and adjusted the size of the projected image, you may need to adjust the position of the image on the projector screen. To adjust its position:

- Locate the **Lens Shift** dial in the top right corner of the projector.
- To lower the image, turn the **Lens Shift** dial to the left.
- To raise the image, turn the dial to the right.



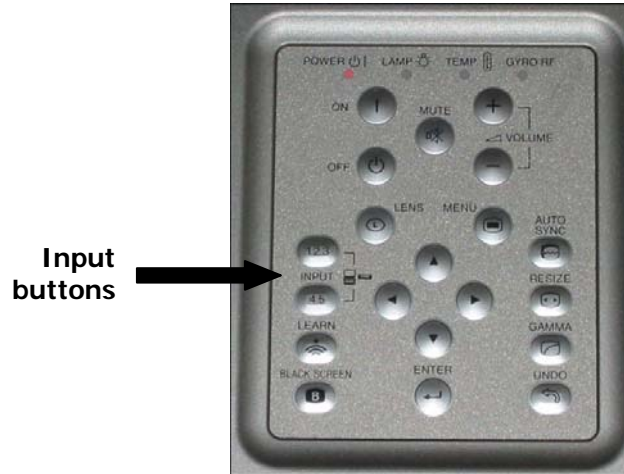
Presenting from the PC

Accessing the PC's wireless keyboard and mouse

- At the top of the audiovisual cabinet, locate the black lever in the center of the top tray.
- Unlock the tray by turning the lever clockwise.
- Gently pull out the tray just far enough so you can access the laptop audio/visual cable attached to the tray.
- Unfasten the cable and pull out the tray the rest of the way.
- Remove the keyboard from the tray and arrange it in a place convenient for you to use during your lecture.
- Locate the wireless mouse on the cart's second tray above the label **Wireless Mouse**.
- Remove the mouse from the cart and arrange it near the keyboard.

Selecting and starting up the PC

- From the **Input** area of the projector's keypad, press the button labeled **1.2.3** (repeatedly, if necessary) until the words **Input 2** appear at the top right of the classroom screen.



- 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, the **Windows 2000** logo 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:

- Simultaneously press and hold the **Ctrl, Alt, and Delete** keys.
- The **Log On to Windows** window will appear on the classroom's screen
- In the box labeled **User name**, type your Tufts username (ex. ahepp01). By default, **aidekmancart** will appear in the box labeled **User name**.
- In the box labeled **Password** 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:

- From the **Log On to Windows** window, type the cart's network account username into the box labeled Username.
- 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

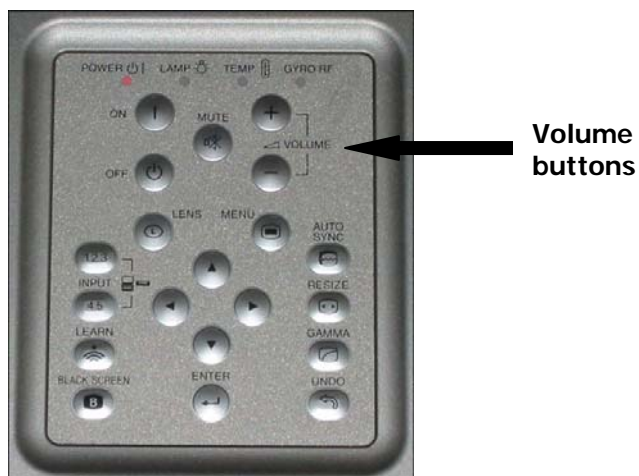
- Press the **Lens** button located on the projector's keypad.
- Press the left- and right-facing arrow buttons to focus your image.
- Once you have focused your image, press the **Lens** button three times to return to your content.

Changing the size of the projected image

- On the projector's keypad, press the **Lens** button twice.
- Press the right-facing arrow button to increase the size of your image.
- Press the left-facing arrow button to decrease its size.
- Press the **Lens** button twice to return to your content.

Adjusting the Volume

- At the right side of the projector's keypad, locate the buttons labeled **Volume**.
- To increase the volume:
Press the button labeled with a **plus sign**.
The **Volume** indicator will appear at the bottom of the classroom's screen, and the progress bar will move to the right as the volume increases.
- To decrease the volume:
Press the button labeled with a **minus sign**.
The **Volume** indicator will appear at the bottom of the classroom's screen and the progress bar will move to the left as the volume decreases.



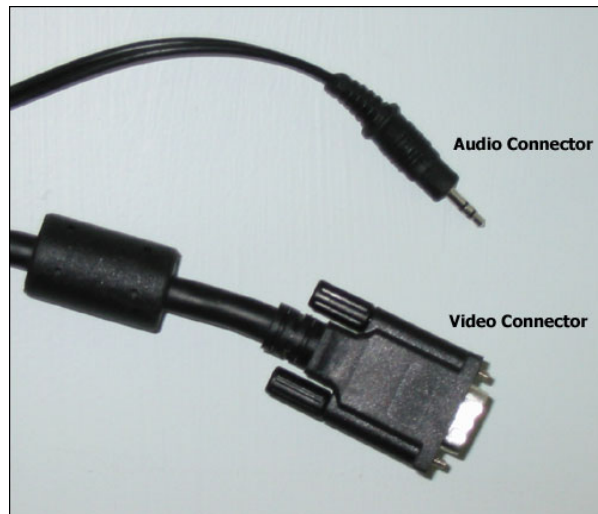
Blanking the classroom's screen

- To blank the screen at any point during your lecture, press the **Black Screen** button on the keypad.
- To redisplay your image, press the button a second time.

Presenting from your laptop computer

Connecting your laptop

- At the top of the audiovisual cabinet, locate the black lever in the center of the top tray.
- Unlock the tray by turning the lever clockwise.
- Gently pull out the tray just far enough so you can access the laptop audio/visual cable attached to the tray.
- Unfasten the cable and pull out the tray the rest of the way.
- Remove the keyboard from the tray.
- Place your laptop on the tray.
- Locate the audio and video connectors on the laptop cable.



- Plug the audio connector into the headphone or line out port on your laptop.



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- 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's network port and plug the other end of the cable into the data port on the wall-mounted network faceplate.

Tips:

- *If you cannot find the laptop's audio/video cable on the cart's top tray, it may have become detached from the tray and fallen behind the PC. You must open the other side of the cart and thread the cable back to the top tray.*
- *If you wish to connect your laptop to the Tufts network, be sure to bring your own network cable.*

Selecting and starting up your laptop

After you have connected the laptop's audio/video cable, you must select your laptop from the projector's keypad before you can turn it on.

- To select your laptop, from the **Input** area of the projector's keypad press the button labeled **1.2.3** until the words **Input 1** appear at the top right of the classroom screen.
- Turn 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

- Press the **Lens** button located on the projector's keypad.
- Press the left- and right-facing arrow buttons to focus your image.
- Once you have focused your image, press the **Lens** button three times to return to your content.

Changing the size of the projected image

- On the projector's keypad, press the **Lens** button twice.
- Press the right-facing arrow button to increase the size of your image.
- Press the left-facing arrow button to decrease its size.
- Press the **Lens** button twice to return to your content.

Adjusting the volume

- At the right side of the projector's keypad, locate the buttons labeled **Volume**.
- To increase the volume, press the button with a **plus sign**.
- To decrease the volume, press the button with a **minus sign**.

Blanking the classroom's screen

- To blank the screen at any point during your lecture, press the **Black Screen** button on the keypad.
- To redisplay your image, press the button a second time.

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's monitor, and the **Sharp Conference Series** logo will appear on the classroom's projector screen.*
- *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's monitor and the classroom's projector screen.*

Playing a video

The cart's combined VCR and DVD player allows you to play nearly any kind of video as part of your instruction. In order to display media content from the cart's VCR/DVD player, you first must select it by using the projector's keypad before you can play your video.

Selecting the VCR/DVD player

- At the far left of the projector's keypad press the button labeled **4.5** until the words **Input 4** appear at the top right of the classroom screen.

Playing a videotape

- Insert your videotape into the slot at the left of the player's control panel.
- Content from your videotape should automatically appear on the classroom's projector screen.

***Tip:** If the content from your video does not appear on the classroom's screen, press the **Play** button located beneath the videotape slot.*

Playing a DVD

- Open the DVD tray by pressing the **Open/Close** button at the right of the player's control panel.

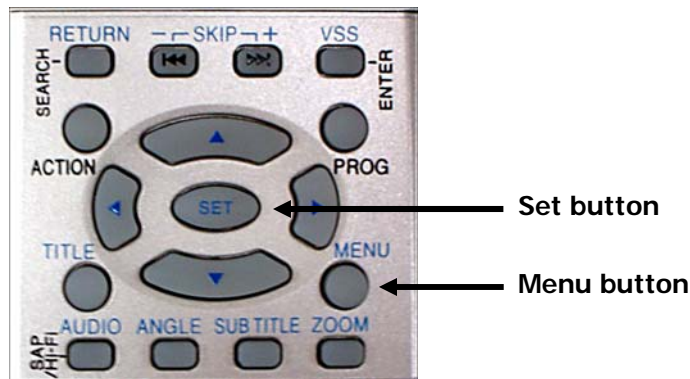


- Place your DVD on the tray and press the **Open/Close** button again.
- Your DVD will automatically begin to play.

Using your DVD's content and settings menus

Each DVD has its own menus from which you can view specific sections of the video or choose display options. The DVD player's remote control allows you to make selections from the DVD's menus.

- Remove the DVD's remote control from the cart's top tray.
- To display the DVD's main menu, press the button labeled **Menu** from the center of the DVD's remote.
- The DVD's main menu will appear on the classroom's screen.
- Use the blue arrow buttons on the remote to select an option from the DVD's main menu.
- Press the button labeled **Set** to select the menu option that you highlighted.



- Once you have finished using the DVD's menus, select **Play Movie** from the main menu to return to your video.

Focusing the projected image

- Press the **Lens** button located on the projector's keypad.
- Press the left- and right-facing arrow buttons to focus your image.
- Once you have focused your image, press the **Lens** button three times to return to your video.

Changing the size of the projected image

- On the projector's keypad, press the **Lens** button twice.
- Press the right-facing arrow button to increase the size of your image.
- Press the left-facing arrow button to decrease its size.
- Press the **Lens** button twice to return to your video.

Adjusting the volume

- At the right side of the projector's keypad, locate the buttons labeled **Volume**.
- To increase the volume, press the button labeled with a **plus sign**.
- To decrease the volume, press the button labeled with a **minus sign**.

Blanking the classroom's screen

- To blank the screen at any point during your lecture, press the **Black Screen** button on the keypad.
- To redisplay your image, press the button a second time.

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 use multiple content sources:

- Prepare the content for each source you wish to use. (Log on to the PC and open your PowerPoint presentation, insert your videotape into the VCR, etc.)
- Using the **Input** buttons from the **Input** area of the projector's keypad, select the first content source you will be using.

To Select...	Use Input Button...	Until the following text appears on the screen:
The PC	1.2.3	Input 2
Your laptop	1.2.3	Input 1
The VCR/DVD player	4.5	Input 4

- The content from the source you selected will appear on the classroom's screen.
- When you are ready to switch to another content source, press the **Input** button corresponding to that source.
- The content from that source will appear on the classroom's screen.
- Continue using the **Input** buttons to switch back and forth between the content sources.

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 to properly shut down all the equipment and return the cart to its storage closet.

Shutting off the PC

- From the PC's **Start** menu, choose **Shut Down**.
- The **Shut Down Windows** window will appear.
- Beneath the text "**What do you want the PC to do?**" confirm that **Shut down** appears in the box.
- If **Shut down** does not appear in the box:
 - Click on the down-facing arrow next to the box.
 - From the drop-down menu that appears choose **Shut down**.



- Click on the button labeled **OK**.
- Windows will close any open applications and shut down the PC.
- Reattach the mouse to the Velcro strip above the label **Wireless Mouse** on the cart's second tray.
- Confirm that the laptop audio/visual cable is on the cart's top tray, and push the tray half way into the cart.
- Reattach the laptop audio/visual cable to the tray's Velcro strip.
- Gently slide the wireless keyboard onto the tray, making sure that the keyboard is placed on top of the laptop audio/visual cable.
- Push the tray the rest of the way into the cart.
- Turn the lever located in the center of the tray counter-clockwise to its locked position.

Shutting off your laptop

- Shut down your laptop.
- Disconnect the audio and video cables from your laptop.
- Remove your laptop from the cart's top tray.
- Push the tray half way into the cart.
- Reattach the laptop audio/visual cable to the tray's Velcro strip.
- Gently slide the wireless keyboard onto the tray, making sure that the keyboard is placed on top of the laptop audio/visual cable.
- Push the tray the rest of the way into the cart.
- Turn the lever located in the center of the tray counter-clockwise to its locked position.

Shutting off the VCR/DVD player

- To stop projecting from your videotape:
 - Stop your video by pressing the **Stop/Eject** button located beneath the videotape slot.
 - Press the **Stop/Eject** button a second time to eject your video.
- To stop projecting from your DVD:
 - Open the DVD tray by pressing the **Open/Close** button located beneath the DVD tray.
 - Remove your DVD from the tray and press the **Open/Close** button a second time.
 - Replace the DVD's remote control on the cart's top tray.

Shutting down the projector

- From the top right of the projector's keypad press the button labeled **Off**.
- Press the **Off** button a second time to confirm that you wish to shut down the projector.
- The light at the top of the projector's keypad will change from green to red.
- 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.
- Before proceeding, wait until the projector's fan has stopped and is quiet.

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 within the button labeled **Power Switch**.
- Confirm that that a green light appears at the top of the projector's keypad.
- 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 and starting up the PC**, **Selecting and starting up your laptop**, and **Selecting the VCR/DVD player**.

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 which of Aidekman carts you were using.