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# Using the A&S projector carts

## Reference guide (for carts using the silver Sharp projectors)

### Getting Started

- Orient the cart in your classroom so that it faces the projector screen.
- Unwind the ethernet and power cables from base of the projector.
- Plug the power cable into the wall-mounted outlet.
- Plug the ethernet cable into the wall-mounted network jack labeled with a blue computer icon.
- Unlock and open the cart's side panel door to gain access to the PC and VCR/DVD player.

### Turning on the projector

- Turn the cart's **Power Switch** to the **On** position.
- To turn on the projector, press the **On** button located on the projector's keypad. It takes 60 seconds to warm up.
- Remove the lens cover and place it nearby.

### Setting up the Projector

#### Focusing the Image

- Press the **Lens** button on the projector's keypad.
- Press the left- and right-facing arrow keys to refocus your image.

#### Changing the size of the projected image

- Press the **Lens** button twice.
- Press the up-facing arrow to increase the size of your projected image, and press and the down-facing arrow to decrease its size.

**Tip:** To blank the screen at any point during your lecture, press the **Black Screen** button on the projector's keypad.

#### Raising and lowering the image

- Turn the **Lens Shift** dial to the left to lower the image.
- Turn it to the right to raise the image.

### Presenting from the cart

#### Using the Cart's PC

- Remove the wireless keyboard and mouse from the upper two trays of the cart. Make sure that the tray holding the gray Logitech transceiver is fully extended.
- Press the projector's keyboard **Input 1.2.3** button until the words **Input 2** appear in the upper right corner of the screen.
- Turn on the PC by pressing the round power button on the PC's front panel.

#### 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 account username.
- In the box labeled **Password**, type the cart's Tufts network account password.
- To obtain the cart's network account username and password, please contact:
  - Your department administrator
  - The ITS Help Desk at x 75898
- Click the button labeled **OK**.

**Security software installed on the PC will erase any new documents or programs when the PC is restarted.** All documents must be saved to your floppy disk, zip disk, or to a network drive. To request software installation, contact the ITS Helpdesk at x75898.

#### Tip: Adjusting the Volume

To increase the volume press the **volume** button labeled with a **plus** sign. To decrease the volume press the **volume** button labeled with a **minus** sign.

### Using a laptop computer

- Unlock and pull out the top tray. On the tray, you'll find a video cable and an audio cable.
- If you cannot find the audio and video cables, they may have 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 your laptop's line out or headphone jack. Attach the video cable to your laptop's external monitor.
- On the projector's keypad, press the **Input 1.2.3** button until the words **Input 1** appear in the upper right corner of the screen.
- Start up and use your laptop as you would normally.

### Playing a videotape

- On the projector's keypad, press the **Input 4.5** button until the words **Input 4** appear in the upper right corner of the screen.
- Insert your videotape into the VCR.
- Your video should automatically begin to play. If it doesn't, press the VCR's **Play** button.

### Playing a DVD

- On the projector's keypad, press the **Input 4.5** button until the words **Input 4** appear in the upper right corner of the screen.
- Open the DVD tray by pressing the **Open/Close** button to the right of the tray.
- Place your DVD on the tray and press the **Open/Close** button again.
- Your video will automatically begin to play.

### When your class is finished

#### Shutting off the PC

- From the **Start** menu, choose **Shut Down**.
- From the window labeled **Shut Down Windows**, click on the option button labeled **Shut Down**.
- Click **OK** to shut down the PC.
- Place the mouse and keyboard securely back on their trays.
- Push the trays back to their original closed and locked position.

#### 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 and locked position.

#### Shutting off the VCR

- Press **Stop/Eject** button to stop your video.
- Press the **Stop/Eject** button a second time to eject your video.

#### Shutting off the DVD player

- Press **Open/Close** button to open the DVD tray.
- Remove your DVD from the tray and press the **Open/Close** button a second time.

#### Shutting down the projector

- To shut down the projector, press the **Off** button on the projector's keypad.
- At the bottom of the screen the following message will display: **Turn Power Off? Yes: Press Again, No: Please wait.**
- Press the **Off** button a second time.
- Wait 60 seconds for the projector to cool down completely.
- Place the lens cover back onto the projector's lens.
- Wait until the projector's internal fan has stopped and is quiet before proceeding.

#### Final steps

- Once the projector has fully shut down, turn the cart's **Power Switch** to the **Off** position.
- Close and lock the cart's front door.
- Disconnect the power and ethernet cables from their wall jacks.
- Wind the two cables 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.
- Return the key to the local cart administrator.

#### Getting help from ITS

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

For a complete learning guide, visit:  
<http://training.ase.tufts.edu/tufts-classrooms/carts.asp>