



Using the ASE Mobile Technology Carts Learning guide

Getting started

Reserving the cart

- To reserve a multimedia cart for your class, contact the local administrator for the building in which you'll be teaching your class. You can find a list of carts and local administrators at <http://ase.tufts.edu/its/aboutCarts.htm>.

Obtaining and positioning the cart

- 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.
- Remove the cover from the front of the projector's lens.

Connecting the cart's power and network cables

- Locate the power and network cables wrapped around the hooks mounted to the rear of the cart.

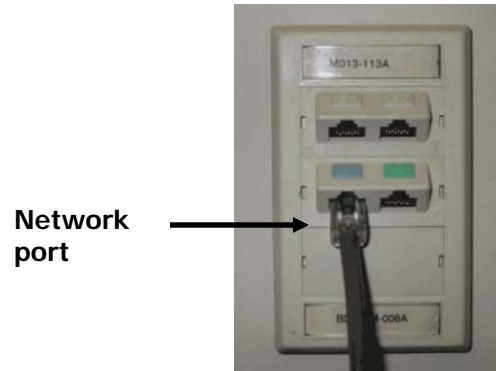
Connecting the power cable

- Unwind the power cable from the hooks.
- Plug the power cable into the wall-mounted outlet.

Connecting the network cable

- Unwind the network cable from the hooks.
- Locate the network faceplate on the wall nearby.

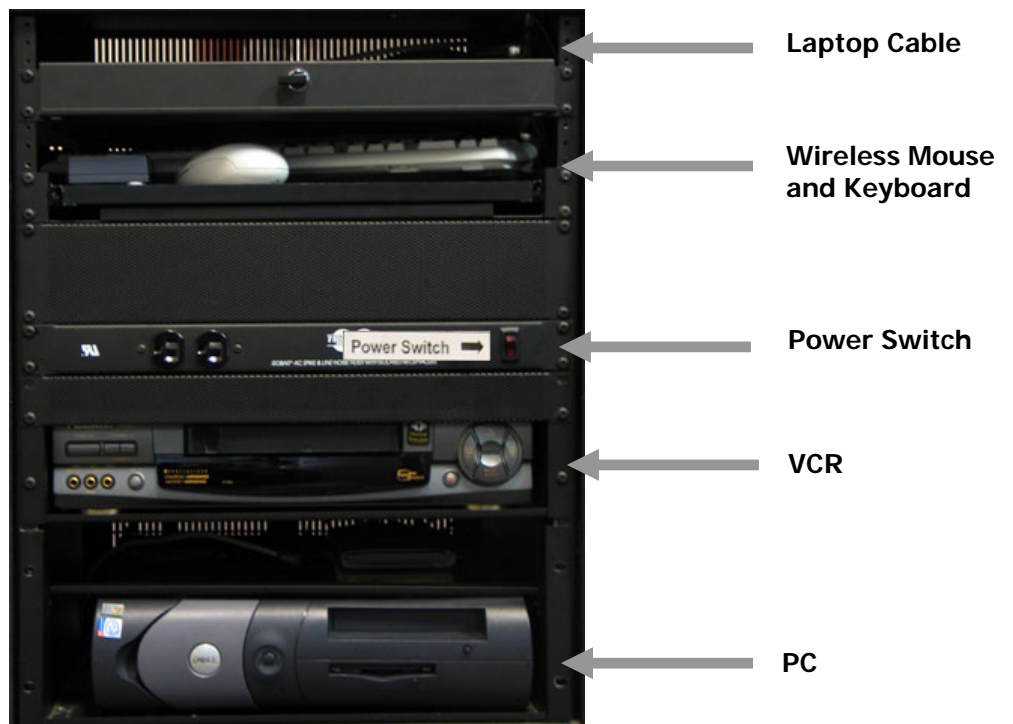
- Plug the network cable into the faceplate's left network port.



Tip: Active network ports will usually be labeled in one or more ways. They may be marked by:

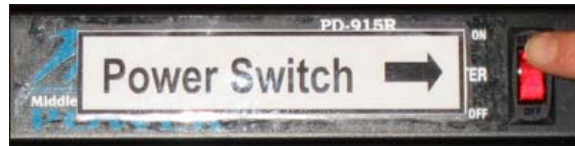
- a colored dot
- a sign labeled **Data Jack**.
- A computer icon and the number **1** immediately above the port

- Unlock and open the cart's side panel door labeled **Audiovisual System**.
- Inside the cart, you'll see the components displayed 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 glow within the button, indicating that the power is on.
- Locate the control panel on the top of the projector.



- After five seconds, an orange light will glow at the **On** indicator, signaling that the projector is ready to be turned on

- Locate and press the button labeled **On/Standby**.



- Green lights will appear at the **On indicator**, the **Lamp indicator**, and the **Fan indicator**.
- The projector will take about 60 seconds to warm up.
- While the projector is warming up, manually lower the classroom's screen.
- As the projector warms up, it will display a multi-colored image with a white **Toshiba** logo on the classroom's screen.
- Once the projector has finished warming up, it will display a black image with a red **Toshiba** logo on the classroom's screen.
- The phrase **No signal** will appear at the top left corner of the classroom's screen.

Tip: If the projector will not work

- *Confirm that a red light appears within the button labeled **Power Switch** inside the cart's audiovisual cabinet. If it does not, push the switch so that it is in the **On** position.*
- *Confirm that that an orange light appears at the **On indicator**.*
- *If an orange light does not appear at the **On indicator***
 - *Locate the power switch at the lower right corner of the projector's rear panel.*
 - *Press down on the switch so that it is in the **On** position.*

Setting up the Projector

Depending upon where you position the cart in the classroom, you may need to refocus or change the size of the image that the cart projects.

Changing the size of the projected image

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

- Locate the dial labeled **Zoom** at the front right corner of the projector's top panel.
- 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.



Focusing the image

Once you change the size of your image, you may need to focus it to make both text and images appear clearer. To focus the image:

- Locate the ring around the lens of the projector.
- Place your thumb and forefinger around the lens.

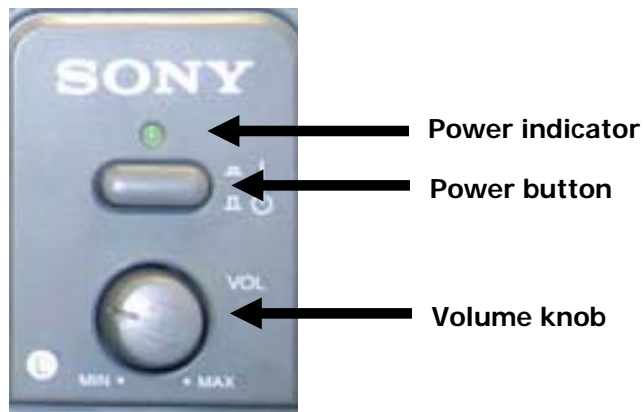
- To adjust the clarity of your image, gently turn the ring back and forth.



Turning on the cart's speakers

The cart's volume is controlled by the speakers mounted on the rear of the cart. To turn on the cart's speakers:

- While facing the rear of the cart, locate the control panel on the cart's left speaker.



- Confirm that a green light appears at the **Power indicator**
- If a green light does not appear at the **Power indicator**
 - Press the **Power** button to turn on the speakers

Projecting content: an overview

Now that you've turned on the cart and set up the projector, you can prepare to display content. You'll choose a content source based upon the kind of content you plan to use in your instruction.

For each content source you will use, follow this general process. *There will be more specific instructions for each content source later in this guide.*

- On the control panel, locate the button labeled Input.
- Press the Input button repeatedly until you see the name of the content source you wish to display in the top left corner of the classroom's screen.

To present a...	You will use...	Press the Input Button until you see...
PowerPoint presentation, a DVD video, sound file or other saved document	The PC in the lectern	Computer(1)
	Your own laptop	Computer(2)
VHS video	The VCR in the lectern	S-Video

- Turn on the content source you wish to use.
- Prepare your content (log on to the PC and open your PowerPoint presentation, insert your videotape into the VCR, etc.).

Presenting from the cart's PC

To display PowerPoint slides, digital media files, a DVD video, or other saved documents, use the PC within the cart.

Selecting the PC

Before you turn on the PC you must select the PC in order to project your content onto the classroom's screen. To select the PC:

- On the control panel locate the button labeled **Input**.
- Press the Input button repeatedly until the name **Computer(1)** displays in the top left corner of the classroom's screen.

Setting up the PC

- On the second tray of the audiovisual cabinet, locate the wireless keyboard and wireless mouse.
- Remove the keyboard from the tray and arrange it in a place convenient for you to use during your lecture.
- Remove the mouse from the cart and arrange it near the keyboard.
- 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** logo will appear on the classroom's screen.

Logging on to the Tufts network

After the PC starts up, you will be able to log on to the Tufts network and gain access to files that you've stored on your departmental network drive. If you don't have a Tufts network account or if you don't wish to log on using your network account, you also can log on using the network account created for the cart you are using.

To log on using your Tufts network account:

- *Using the wireless keyboard, simultaneously press and hold the **Ctrl, Alt, and Delete** keys.*
- *Windows may 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. By default, the network account created for the cart you are using will appear in the box labeled **User name**.*
- *In the **User name** box type your Tufts user name (for example, jwilson1).*
- *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**.*

Please do not install software on the cart 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 lectern 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 network account created for the cart you are using:

- Using the wireless keyboard, simultaneously press and hold the **Ctrl, Alt, and Delete** keys.
- Windows may 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.
- In the box labeled **User name**, type the cart's network account 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** to log on to the Tufts network.
- You can now use the cart PC just as you would use the PC at your desk.

***Tip:** By default, the username created for the cart you are using will automatically appear in the box labeled **User name**.*

Please do not install software on the cart 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 lectern PC, please contact the ITS Helpdesk at x7-5898.

Tip: Waking up the PC

The lectern PC may go to sleep if the mouse and the keyboard go unused for an extended amount of time. When this occurs, the classroom's screen will appear blank. To wake up the PC and re-display your content on the classroom's screen, press any key on the keyboard.

Adjusting the volume

If you are playing a digital media file or a DVD video you may need to adjust the volume on the cart.

- While facing the rear of the projector, locate the control panel on the cart's left mounted speaker.
- Locate the **Volume** knob.
- To increase the volume, turn the knob to the right.
- To decrease the volume, turn the knob to the left.



Switching to another content source

At any time, whether or not you are finished using the PC, you can switch to another content source.

- If necessary, close the file and program you have been using.
- Press the button labeled **Input** until the name of the content source you wish to present from is displayed on the top left corner of the classroom's screen.

Presenting a DVD video using the cart's PC

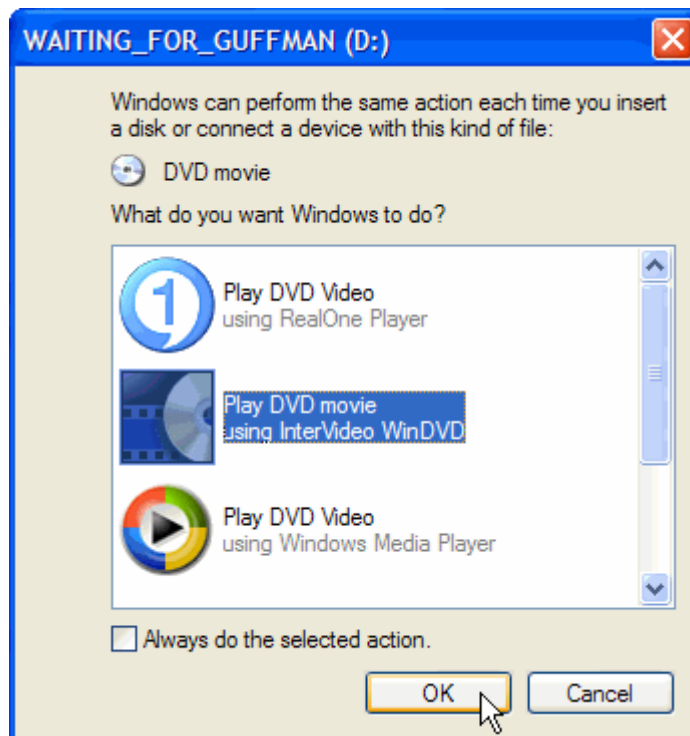
Because this classroom has no DVD player, you may use the PC to play video from a DVD.

Preparing to present your video

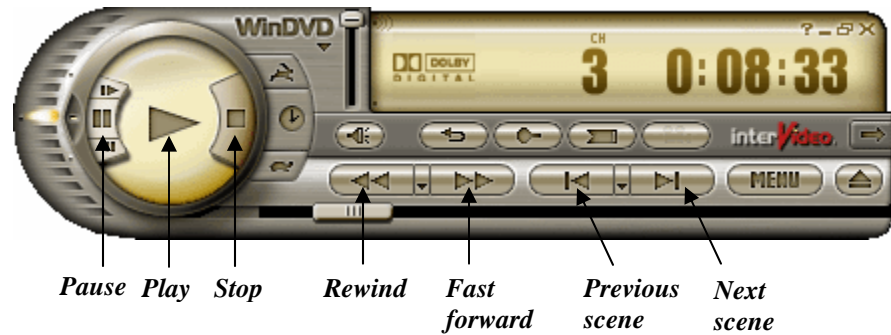
- On the control panel press the button labeled **Input** until the name **Computer(1)** displays in the top left corner of the classroom's screen.
- Use the process on page 8-11 to start up and log on to the lectern PC.
- At the far right of the PC's front panel locate the DVD drive.
- Open the DVD drive by pressing the round black button below the DVD drive.
- Place your DVD on the tray.
- Press the black button a second time to close the DVD tray.

Playing and controlling your DVD

- After you have inserted your DVD into the drive, a window labeled with the title of your DVD will appear.
- From the window, select **Play DVD movie using InterVideo WinDVD**.
- Click **OK**.



- WinDVD's control panel will appear near the bottom of the screen. Meanwhile, the DVD's startup video clip and a copyright warning will begin to play.
- After a moment, the DVD's main menu will appear.
- Use the buttons on the WinDVD control panel to play video from your DVD.



To...	Click on...
Play the DVD	Play
Stop the DVD	Stop
Pause the DVD	Pause
Move backward within the current scene	Rewind
Move forward within the current scene	Fast Forward
Move to the previous scene	Previous Scene
Move to the next scene	Next Scene

Tip: Sometimes WinDVD will not start from this window, or another player will start instead. When this happens:

- Exit any other DVD player that has launched.
- From the **Start** menu, select the **All Programs** submenu.
- From the InterVideo WinDVD submenu, click on Intervideo WinDVD.

Viewing your video at full-screen size

Often, you may wish to display your video in **full screen mode**, so that the computer's desktop will disappear and the video will take up the entire screen. This mode is useful if you are playing a several scenes or more from your DVD. However, full screen mode may be impractical if you are switching often between the video and another program on the computer.

- To view your video in full-screen mode, click on the **Full Screen** button at the top right of the WinDVD control panel.



- To view your video in a smaller window, press the **Escape** key on your keyboard.

Tip: Controlling your video from full screen mode

- When viewing your video in full-screen mode, click the mouse once to display the WinDVD control panel.
- Use the control panel to make your desired adjustments.
- Click the mouse a second time to hide the control panel.

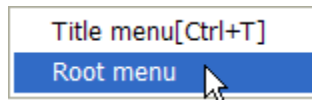
Using your DVD's content and settings menus

Each DVD has its own menus from which you can choose display and language options or view specific scenes of the video. The WinDVD control panel allows you to make selections from the DVD's menus.

- To display the DVD's main menu, click on the button labeled **Menu** at the bottom right of the WinDVD control panel.



- From the menu that appears, click on **Root menu**.

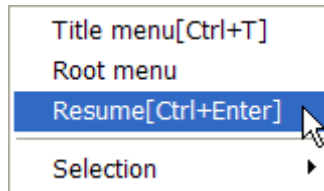


- The DVD's main menu will appear on the classroom's screen and the **Menu** button will change to a curved arrow.
- Use the mouse to navigate through the DVD's menus.
- If you select a new scene from the DVD's menus, the video from your selected scene will begin to play.

- If you wish to return to the scene you were previously viewing:
 - Click on the **Menu** button, which now appears as a curved arrow.



- From the menu that appears select **Resume**.



Adjusting the Volume

While playing your DVD video you may need to adjust the volume.

- While facing the rear of the projector, locate the control panel on the cart's left mounted speaker.
- Locate the **Volume** knob.
- To increase the volume, turn the knob to the right.
- To decrease the volume, turn the knob to the left.

Switching to another content source

At any time, whether or not you are finished displaying your DVD video, you can switch to another content source.

- If necessary, close the file and program you have been using.
- Press the labeled **Input** until the name of the content source you wish to present from is displayed on the top left corner of the classroom's screen.

Closing WinDVD

- To stop your DVD, click on the **Stop** button at the left side of the WinDVD control panel.



- Open the DVD tray by pressing the round black button below the DVD drive.
- Remove the DVD and close the DVD tray by pressing the round black button a second time.
- Exit WinDVD by clicking on the **X** button in the top right corner of WinDVD's control panel.



Presenting from your laptop computer

In some cases, you'll want to present specialized content from your own laptop.

Selecting your laptop

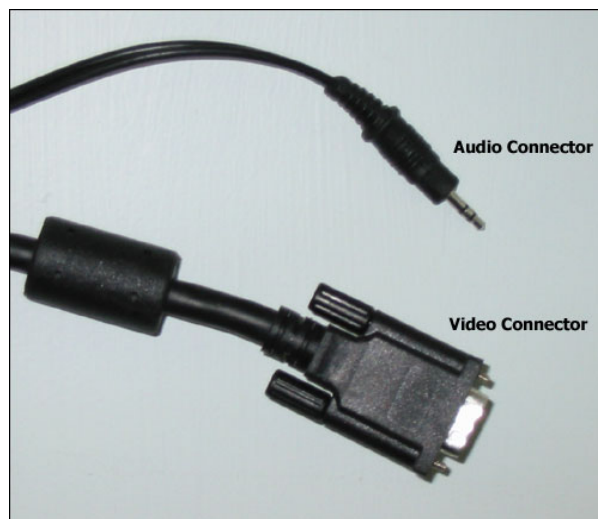
Before you can turn on your laptop, you need to select your laptop on the projector in order to display your content onto the classroom's screen. To select your laptop:

- On the control panel locate the button labeled **Input**.
- Press the Input button repeatedly until the name **Computer(2)** displays in the top left corner of the classroom's screen.

Connecting your laptop

For best results, connect the audio/video cable and the network cable to your laptop before starting it up. To connect 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 so you can access the laptop audio/visual cable attached to the tray.
- Unfasten the cable 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.



- 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 network 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.

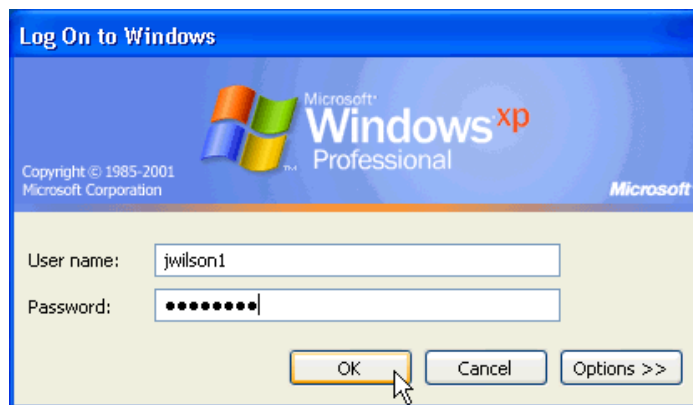
Tips:

- *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.*

Projecting from your laptop

Once 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.

- Turn on your laptop and allow it to start up as usual.
- If you see a Tufts network **Log On to Windows** window, log in by entering your Tufts user name (for example, jwilson1) and your Tufts network password.



- After you have started up your laptop and have logged on, open the document you wish to project onto the classroom's screen.

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

Tip: Displaying images on your laptop monitor

After you select your laptop, it may display images on the classroom's screen but not on your laptop's monitor. The following process will allow you to change the display settings on a Dell laptop so that images appear both on the classroom's screen and on your laptop's monitor. A similar process may work 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.*
 - *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 classroom's screen will appear blank.*
- *To display images both on your laptop's monitor and on the classroom's screen:*
 - *Hold down the **FN** key again and press the **CRT/LCD** key a second time.*
 - *Images will appear both on your laptop's monitor and on the classroom's screen.*

Adjusting the Volume

While playing your DVD video you may need to adjust the volume on the cart.

- While facing the rear of the projector, locate the control panel on the cart's left mounted speaker.
- Locate the **Volume** knob.
- To increase the volume, turn the knob to the right.
- To decrease the volume, turn the knob to the left.

Switching to another content source

At any time, whether or not you are finished using your laptop, you can switch to another content source.

- If necessary, close the file and program you have been using.
- Press the button labeled **Input** until the name of the content source you wish to present from is displayed on the top left corner of the classroom's screen.

Presenting from the VCR

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

Selecting the VCR

- On the control panel locate the button labeled **Input**.
- Press the **Input** button repeatedly until the name **S-Video** displays in the top left corner of the classroom's screen.

Projecting from the VCR

- 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.

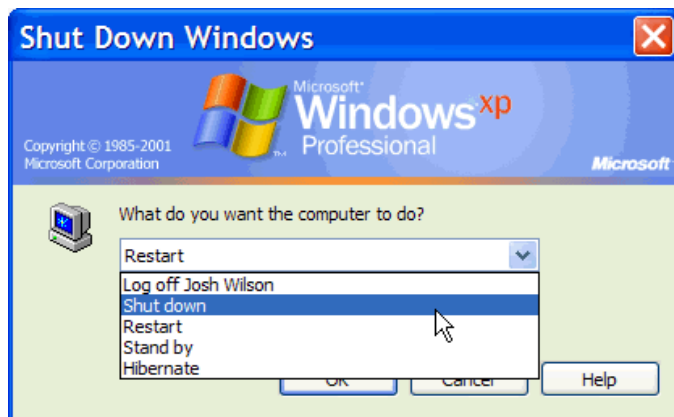
***Tip:** If the content from your video does not appear on the classroom's screen, press the **Play** button located to the right of the videotape slot.*

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, allow the projector to cool down, 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.

Returning the wireless equipment to the cart

- Place the mouse back on the cart's second 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.
- Remove your laptop from the cart's top tray.

Returning the audio/visual cable to the cart

- Reattach the laptop audio/visual cable to the tray's Velcro strip.
- Push the tray back into the cart.
- Turn the lever located in the center of the tray counter-clockwise to its locked position.

Shutting off the VCR

- Stop your video by pressing the **Stop** button located to the right of the videotape slot.
- Eject your videotape by pressing the **Eject** button located at the left of the VCR's control panel.

Shutting down the projector

- On the projector's control panel, press the button labeled **On/Standby**.
- A message will appear on the classroom's screen saying **Press the [ON/STANDBY] button again to turn off.**
- Press the button labeled **On/Standby** a second time.
- The light at the **On Indicator** will change from green to orange.
- The green light at the **Lamp Indicator** will begin blinking.
- Once the lamp has powered down, the light will turn off.
- The green light at the **Fan Indicator** will begin blinking.
- Once the fan has powered down, the light will turn off.
- The projector will take 1 minute to power down and another minute to complete the cooling process.
- Place the lens cover back onto the projector's lens.
- Before proceeding, wait until the lights at the **Lamp Indicator** and **Fan Indicator** are off and the light at the **On Indicator** is Orange, and the projector's fan has stopped and is quiet.

Final steps

Powering down the cart

- 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.

Winding up the power cable and network cable

- Gently disconnect the cart's network cable from the network faceplate on the wall nearby.
- Wind the network cable around the hooks mounted to the rear of the cart.
- Gently disconnect the cart's power cable from the wall-mounted outlet.
- Wind the power cable around the hooks mounted to the rear of the cart.

Returning the projector

- Return the cart to its storage closet.
- Return the key to the local cart administrator.

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 of this guide entitled **Contact the ITS Classroom Support group at classroomsupport@ase.tufts.edu to report any problems.**

If the PC is unresponsive

If the PC will not let you access any programs and seems to be frozen, there are two 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 the **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

- 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

- Confirm that a red light appears within the button labeled **Power Switch** inside the cart's audiovisual cabinet. If it does not, push the switch so that it is in the **On** position.
- Confirm that that an orange light appears at the **On Indicator**. If it does not, locate the power switch at the lower right corner of the projector's rear panel. Press down on the switch so that it is in the **On** position.
- 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
 - Setting up the PC
 - Selecting your laptop
 - Connecting your laptop
 - Selecting the VCR 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 cart you were using.