
Using the A&S projector carts

Reference guide

Getting started

Arranging the cart

- 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.
- 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.

Turning on the projector

- Turn on the red power switch at the right of the TrippLite panel.
- Turn on the projector by pressing the power button on the top of the projector. Wait about 60 seconds for the projector to warm up.
- If the projector has a lens cover, remove it and place it nearby.
- Press the **Source** button repeatedly to select the video source that you'll be using during your class. 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.

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

Presenting from the cart

Starting up & using the Cart's PC

- Gently remove the wireless keyboard and mouse from the lower tray and place them in a location from which you can comfortably instruct. For best results, make sure that the tray holding the gray Logitech transceiver is fully extended during your class.
- 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 **Username**, type the cart's network account username.
- In the box labeled **Password**, type the cart's network account password.
- For the cart's network account username and password, please see the reference sheet located in the cart.
- Click the button labeled **OK**.

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 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.

Using a laptop computer

- Gently pull out the 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.

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.

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**.
- Turn off red power switch on the right of the TrippLite panel.
- Place the mouse and keyboard back on the tray in a secure manner
- Push the tray back to its original closed 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 position.

Shutting down the projector

- To shut down the projector, press the power button. At this point the screen will display the message **Powering down. Press power to cancel**.
- The unit will take 30 seconds to power down and then another 30 seconds to complete its cooling process. 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.

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>