Shafer Visual Arts Multimedia Cart Operating Procedures

**Projecting the PC on the Cart**

1. Position the cart approximately 10 – 12 feet away from the screen.
2. Unwind the power cable and connect it to the wall outlet under screen.
3. Release the Velcro fastener on the computer network cable and connect it to the **blue** network jack located under the screen.
4. Turn on the PC by hitting the power switch located on the front.
5. Remove the lens cover from the projector.
6. Turn on the projector by using either the **POWER** button on the projector itself or the button on the projector’s remote control.

![Remote Control and Projector](https://via.placeholder.com/150)

7. Once the projector lamp has warmed up, if you do not see the PC’s login screen you will need to switch the projector’s source input to the **COMPUTER 1**. You can do this via the remote control for the projector or by hitting the **SOURCE** selection button on the projector itself.

![Projector Source](https://via.placeholder.com/150)

*Note: If you are using the **SOURCE** button on the projector itself, you may have to cycle the button several times until you can select the source you want to project.*

8. Adjust the size and sharpness of the image on the screen using the manual **ZOOM** and **FOCUS** controls located on the lens of the projector.

![Zoom and Focus Controls](https://via.placeholder.com/150)

9. Log on to the PC. Enter the following information as supplied to you by Eastern’s ITS department.

   - User name: (Your user name)
   - Password: (Your password)
   - Log on to: (Here you should select the “EASTERNCT” domain from the drop down)
10. If you cannot login using your Eastern account, you can still log on to the computer locally using the following log in settings.
   User name: media
   Password: Services1
   Log on to: (Select “this computer” from the domain drop down)
   *This will give you a generic desktop to work with which you can use to load files from a thumb drive or other portable media such as a data CD.*

11. If your presentation has audio associated with it, adjust the volume of the projector’s internal speaker using the projector’s remote control.

12. *When you have finished with your presentation please consult the Shutdown Procedures section of this document. It is very important that these Shutdown Procedures are followed carefully to avoid damage to all of the components on the cart.*
Projecting the Document Camera on the Cart

1. Position the cart approximately 10 – 12 feet away from the screen.
2. Unwind the power cable and connect it to the wall outlet under screen.
3. Remove the lens cover from the projector.
4. Turn on the Document Camera by hitting the **POWER** switch located on the control panel.
5. Turn on the projector by using either the **POWER** button on the projector itself or the button on the projector’s remote control.
6. Once the projector lamp has warmed up, if you do not see the Document Camera on the screen you will need to switch the projector’s source input to the COMPUTER 2. You can do this via the remote control for the projector or by hitting the SOURCE selection button on the projector itself.

Note: If you are using the SOURCE button on the projector itself, you may have to cycle the button several times until you can select the source you want to project.

7. Adjust the size and sharpness of the image on the screen using the manual ZOOM and FOCUS controls located on the lens of the projector.

8. Basic Document Camera Operation
   A. Using the unit’s lamps.
      1. If you wish to control the lamps on the Document Camera, you may turn them on or off using the LAMP button.
      2. You can adjust the position of the lamp arms to give you the best image.
B. How to rotate the image.
   1. Cycle the ROTATE on the control panel until the image is oriented the way you want it.

C. How to fine tune the image.
   1. To fine tune the quality of the image, hit the AUTO TUNE button.

   This will automatically adjust the image to have the best brightness and focus.

D. How to zoom the image in or out
   1. Press the ZOOM- or ZOOM+ buttons to make the image larger or smaller.

   2. If you wish to manually adjust the image brightness us the BRT- and BRT+ buttons.

10. When you have finished with your presentation please consult the Shutdown Procedures section of this document. It is very important that these Shutdown Procedures are followed carefully to avoid damage to all of the components on the cart.
Projecting the DVD/VCR on the Cart

1. Position the cart approximately 10 – 12 feet away from the screen.
2. Unwind the power cable and connect it to the wall outlet under screen.
3. Remove the lens cover from the projector.
4. Turn on the DVD/VCR by hitting the **POWER** switch located on unit itself or on the remote control.
5. Turn on the projector by using either the **POWER** button on the projector itself or the button on the projector’s remote control.

6. Once the projector lamp has warmed up, insert the DVD or the VHS tape into the unit and hit play on the remote or on the unit itself.

7. If you do not see the video playing on the screen, you will need to switch the projector’s source input to **VIDEO**. You can do this via the remote control for the projector or by hitting the **SOURCE** selection button on the projector itself.

   **Note:** If you are using the **SOURCE** button on the projector itself, you may have to cycle the button several times until you can select the source you want to use.

8. If your presentation has audio associated with it, adjust the volume of the projector’s internal speaker using the projector’s remote control.
9. When you have finished with your presentation please consult the Shutdown Procedures section of this document. It is very important that these Shutdown Procedures are followed carefully to avoid damage to all of the components on the cart.
Shutdown Procedures

When you are finished with the cart, it is very important to shut down the components following a specific procedure. Since the projector acts as your computer or video monitor, the projector must remain on until you shutdown all of the sources you have used during your presentation. The Computer, DVD/VCR and Document Camera will all need to be viewed using the projector so that you can see what you are doing and confirm that they are shut off.

1. With the projector still turned on, shut down the Computer, DVD/VCR, and Document Camera by switching the projector to each of these sources to confirm that they are shut off.

2. Once you have confirmed that all of the sources you have used are shutdown, turn off the projector using either the projector’s remote control or the power button on the projector itself.

3. After hitting either of these buttons you will see an on screen display stating, "POWER OFF? YES : PRESS AGAIN". Hit the button again. The projector lamp will shut off, and the projector will go into cool down mode where the fan will continue to run for approximately 90 seconds. **NEVER UNPLUG THE POWER TO THE CART UNTIL THE FAN HAS STOPPED RUNNING ON THE PROJECTOR.**

4. Once the fan on the projector has stopped running, disconnect the power cable from the wall outlet and disconnect the computer network cable if it was used.

5. Neatly wind the power cable back onto the cart.

6. Neatly coil and re-Velcro the network cable and place it on the cart if it was used.

7. Return the remote control for the projector and the DVD/VCR unit to the bottom cabinet of the cart.