Presentation Cart Instructions – FCS 211, Cart 5

Instructions available online at www.baylor.edu/astc/instructions
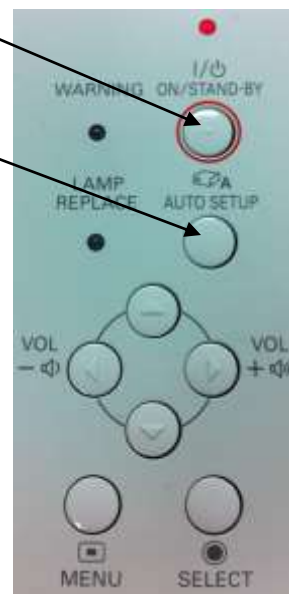
FCS Cart 5 is equipped with a laptop, projector, and DVD/VCR. This cart uses a surge protector between the wall outlet and the cart. Please plug the surge protector into the wall outlet and make sure the surge protector is turned ON. Also plug the green network cable into a network jack. The laptop may be able to connect via AirBear if no network jack is available.

Projector

ON/STANDBY

AUTO SETUP

1. Align the projector at the front of the room toward the screen.
2. Press the ON/STANDBY button on the top of the projector or on the projector remote to power it on.
3. The projector will automatically cycle to the laptop image. Pressing AUTO SETUP will cause the projector to search for other inputs.

Laptop

1. Press the POWER button at the top right of the keyboard to turn on the laptop.
2. Press the CTRL-ALT-DELETE keys simultaneously when prompted.
3. Login with your BearID and password.
4. If the laptop image is not displayed:
   - Press AUTO SETUP on the projector, or COMPUTER 1 on the remote.
   - Press the FN and F8 keys simultaneously to cycle through the laptop display modes.
5. Control volume using the cart speakers, or the VOLUME + / - buttons on the projector.
6. Shut down the laptop before you turn the power off to the cart.

DVD/VCR

VIDEO

1. Insert either DVD or VHS tape in the unit.
2. Press AUTO SETUP on the projector or VIDEO on the remote.
3. Press PLAY on the DVD/VCR or the DVD/VCR remote.
4. Control volume using the VOLUME + / - buttons on the projector or projector remote.

To Shut Down

1. Shut down the laptop.
2. Press the ON/STANDBY button on the top of the projector **twice** to power off the projector.
3. Allow the projector fan to run to cool off the projector bulb.
4. Once the projector fan has stopped, the power cord and the network cable can be unplugged.

Avoid unplugging the cart from the wall until the projector's internal fan stops or an adequate cooling time has been reached (approximately 90 seconds).

For immediate assistance or to report a problem, call/text 254-307-1614 (Classroom Technology Services).
For other questions, suggestions, or training, email ASTC@baylor.edu (Arts & Sciences Technology Center).
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