

# Presentation Cart Instructions – Art Cart 2 (Ceramics)

Instructions available online at [www.baylor.edu/astc/instructions](http://www.baylor.edu/astc/instructions)

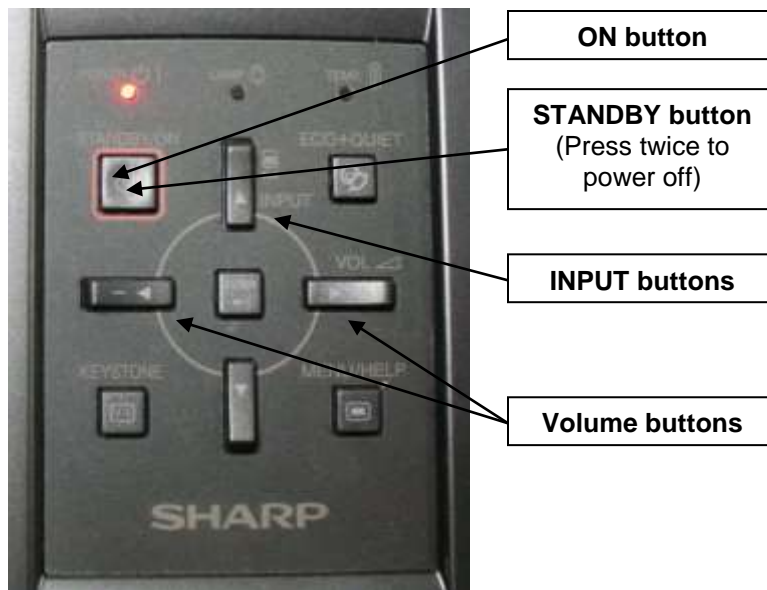
---

Art Cart 2 is equipped with a projector, speakers, and connections for a laptop. The cart has a built-in surge protector with an extension cord connected to it. Plug in the cord into an electrical outlet to provide power to the cart.

## Projector

The projector may be controlled with the buttons on top of the projector.

1. If present, remove the lens cap from the projector.
2. Press the STANDBY/ON button on the projector to power the projector on.
3. In approximately 25 seconds, the projector will warm up and project on to the screen.
4. Adjust focus using the rings in front near the lens.



## Laptop

1. Connect the VGA, audio, and network cables provided on the cart to your laptop. The VGA cable has an adapter provided if your laptop uses a DVI port. The network cable is coiled up on the shelf of the cart. Connect the other end of it to a network jack on the wall.
2. Power on the laptop.
3. If the laptop image is not displayed on the screen:
  - Press INPUT on the projector until COMPUTER is highlighted and then press ENTER.
  - If using a Dell laptop, press the FN and F8 keys on the laptop simultaneously to cycle through the laptop display modes.
4. Control volume using the external speakers.

## Shut Down

1. Shut down the laptop.
2. To power the projector off, press the STANDBY/ON button on the projector twice. **Please do not unplug the cart until the projector fan goes off. This will take about 90 seconds.**
3. Unplug the power and network cords and store them neatly on the cart.

## Kensington Wireless Presentation Remote

The Kensington wireless presentation remote serves as a laser pointer as well as a remote control for your PowerPoint presentations (and other applications) for up to 50 feet away.

*The remote has two pieces, the handheld unit and a USB receiver. The receiver is stored inside the handheld unit! Always insert receiver with the lights to the front and the label to the back to prevent it from getting stuck.*



***Please do not get this part confused with a USB drive; both pieces MUST stay together to work.***

*The remote works on two AAA alkaline batteries. Removing the USB part turns the unit ON.  
Please replace the USB receiver to turn the unit OFF.*

### Using the Remote Control

1. Remove the USB receiver from the handheld.
2. Plug the USB receiver into a laptop USB port.
3. The laptop should indicate finding the device.
4. Continue with your PowerPoint presentation using the remote's buttons.



### Buttons on the remote

This unit is used most often with PowerPoint but can also scroll screen pages up and down in other applications like Microsoft Word or on an Internet browser page.

1. The right button will advance to the next slide or page down.
2. The left button will return to the previous slide or page up.
3. The top button beams the laser pointer and has various effects on other programs.  
The USB receiver must be removed for the laser pointer to function.
4. The button on the bottom will blank the screen. Click again to recover the screen.

*It is not necessary to shut down the laptop before adding or removing the USB receiver.*

***Please take care to return the USB receiver into the handheld unit.***