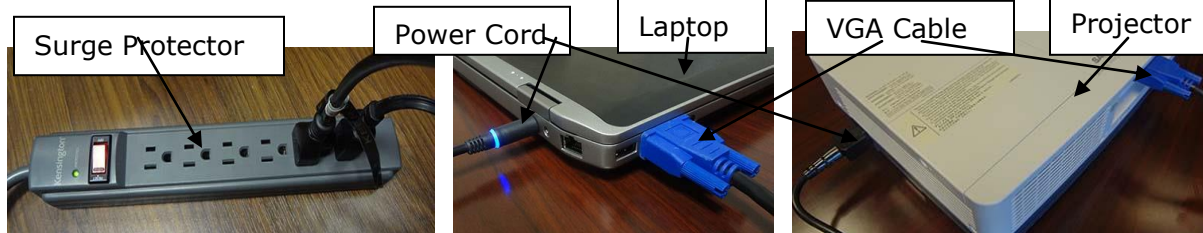


# MLC Presentation Cart 1 Instructions – Old Main 202

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

MFL Presentation Cart 1 is not a cart (we call it that for consistency); but instead consists of one tote bag on wheels, containing a Dell laptop, a Sanyo LCD projector, and necessary cables and extension cords.



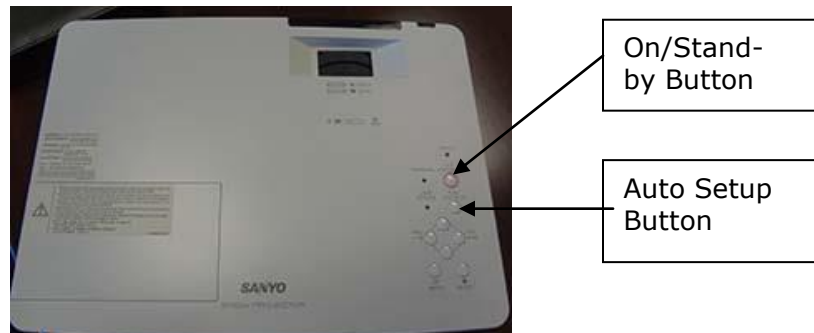
## Setup

1. Remove the surge protector from the tote and plug it into a power outlet.
2. Remove the projector from the tote and place on a sturdy, flat surface. Plug one end of the power plug into the projector, and the other end into the surge protector.
3. Remove the laptop from the tote and place it near the projector on a sturdy, flat surface. Plug one end of the power plug into the laptop and the other end into the surge protector.
4. Plug one end of the supplied VGA cable into the Computer In 1 VGA (blue) input on the projector, and plug the other end into the VGA/monitor port on the laptop.
5. If network connectivity is needed, plug one end of the green network cable into the laptop and the other end into an available network jack. Wireless access is also available on the computer.

## Laptop

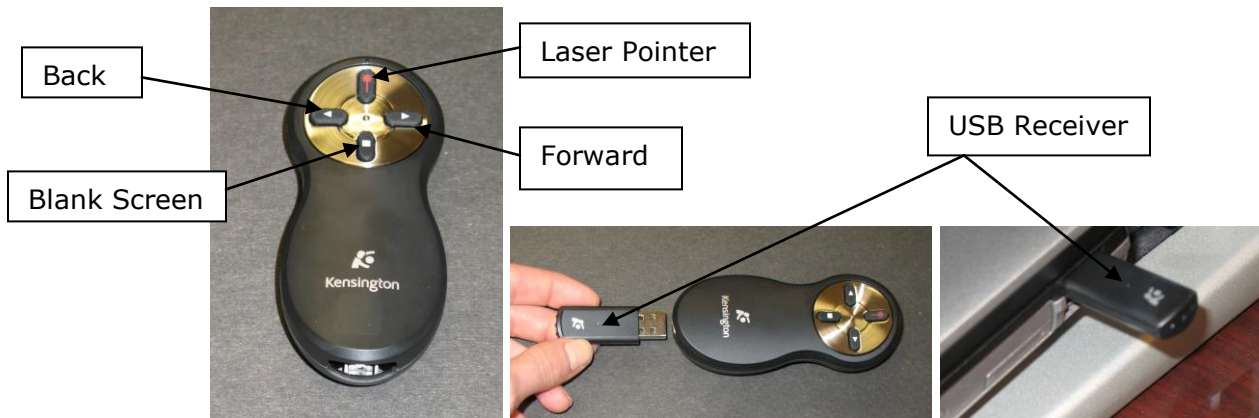
1. Power up the laptop by pressing the power button on the top right of the laptop
2. Press Ctrl-Alt-Del and login with your BearID and password
3. Audio levels may be adjusted using the laptop volume controls.

## Projector



1. Align the Sanyo LCD projector at the front of the room toward the wall or projection screen.
2. Remove the protective lens cover from the projector.
3. To power the projector up, press the 'On/Stand-by' button on the top of the projector or the 'On/Stand-By' button on the remote.
4. If the laptop image does not show on the projector, verify the projector input is set to Computer 1. If not, press the Auto Select Button to scroll through the possible projector, or the Computer 1 button on the projector remote, and/or press the **Fn** and **F8** buttons on the laptop to send the image to the projector.  
(Pressing the Fn and F8 keys simultaneously is a three-way switch where the user can send the laptop image to the laptop only, to the projector only, or to both.)

## Kensington Remote



### Preparing the Kensington Remote

1. Remove the Kensington remote from the laptop tote.
2. Press gently on the bottom part of the Kensington remote.
3. The USB Receiver will pop out.
4. Remove the USB Receiver from the remote, and
5. Plug it into an available USB port on the laptop.

### Using the Kensington Remote for PowerPoint

1. The Forward Button will advance one slide,
2. The Back Button will go back one slide.
3. The Blank Screen button will black out the screen;
4. Press the blank screen button again to continue with your presentation.
5. The Laser Pointer button will allow you to focus attention on one point of the presentation.

The Kensington Remote runs on two AAA batteries. Ask your department office for replacement batteries.

## Power-Down Procedures

1. Power down the projector by pressing the 'Standby/On' button on the projector twice. The fan on the projector will continue to run while it is cooling the projector down (approximately 90 seconds).  
**PLEASE DO NOT UNPLUG THE PROJECTOR UNTIL THE FAN STOPS.**
2. Place the protective cover over the projector lens.
3. Return the projector remote to the tote.
4. Power down the computer by clicking on Start/Shutdown/Shutdown.
5. Remove the Kensington remote's USB Receiver from the laptop and place it back inside the Kensington Remote; return the Kensington remote to the tote.
6. Unplug and coil the green network cable and return it to the laptop tote.
7. **Once the projector fan has powered off**, unplug the laptop and projector from the surge protector. Return the surge projector, laptop power cords, and projector power cords to the tote.
8. Return the projector to the tote.
9. Return the laptop to the tote.
10. **Return the tote to the appropriate LOCKED location. DO NOT leave the equipment unattended.**

*Note 1: Projector Bulbs cost over \$500 each. Please use care when transporting the equipment.*

*Note 2: Please report any problems with the equipment to CTS and the office so other users are not surprised.*

Thank you.