
Instructions for using a PC Cart

- **To use Carted Computer with LCD Projector:**

1. Plug extension cord into wall outlet.

(skip this step if you do not need Internet access)

2. Plug in (**BLUE**) cat 5 cable to pace outlet.

Pace outlets are marked with a **RED** dot, if there is no red dot see list on cart for pace number.

3. Make sure the "**A-B**" switch is in the "**A**" position for "cart".

4. Center the cart to the wall screen approximately 10-12 feet away from the screen

5. Turn on the power from the "Main Power " switch.

6. Turn on power to the computer.

7. Remove lens cap from the LCD projector lens.

8. If you do not see the display on the projector press the "Video" button in projector controls.

9. After computer starts, adjust the LCD projector's image size and focus the projector.

10. The projector automatically starts with the computer displaying and is ready to use.

11. If you are using audio with your computer adjust the volume from powered speakers.

When finished with the computer:

1. Shut down the computer first:

- Go to task bar.
- Click on start button.
- Select "shut down".
- Click yes.

2. Turn off all other equipment on cart from "Main Power"

3. Unplug (**BLUE**) cat 5 cable from pace outlet.

4. Unplug extension cord and wrap the cord back onto the cart.

5. Place the lens cap back on the projector

- **Instructions for Laptop use with LCD projector**

To use Laptop with LCD Projector:

1. Plug extension cord into wall outlet.

(Skip this step if you do not need Internet access)

2. If you require Internet access you will need to plug in a cat 5 cable to the pace outlet.
(located by **RED** dot)

(If you are using a laptop you need to provide your own cat 5 cable or arrange to get one from IMS)

3. Attach cable to Laptop marked as, "**Cable for Laptop Computer**".

4. Make sure the "**A-B**" switch is in the "**B**" position for "Laptop".

5. Center the cart to the wall screen approximately 10-12 feet away from screen.

6. Turn on the power from the "Main Power " switch.

7. Turn on power to the Laptop

8. Remove lens from LCD projector.
9. After computer starts, adjust the LCD projector's image size and focus the projector.
10. The projector will automatically start with the computer displaying and is ready to use.

When finished with computer:

1. Shut down the computer first:
 - o Go to task bar.
 - o Click on start button.
 - o Select "shut down".
 - o Click yes.
2. Turn off all other equipment on cart from "Main Power".
3. Unplug the cable from the Laptop.
4. Unplug extension cord and wrap the on the cart.
5. Place lens cap back on Projector.

- **Instructions for VCR use with LCD projector**

To use VCR with LCD Projector:

1. Plug extension cord into wall outlet.
2. Center the cart to the wall screen approximately 10-12 feet away from screen.
3. Turn on the power from the "Main Power " switch.
4. Remove the lens cap from the projector.
5. If the projector does not display blue screen - press the "**VIDEO button**" on LCD projector (located with projector controls)
6. Adjust the LCD projector's image size and focus the projector.
7. Insert video tape into machine.
8. Press play button.
9. Adjust sound as needed (located in projector controls)

When finished with VCR:

1. Eject the tape from the VCR
2. Turn off main power switch.
3. Repace the lens cap back on LCD projector.
4. Unplug extension cord and wrap the on the cart.