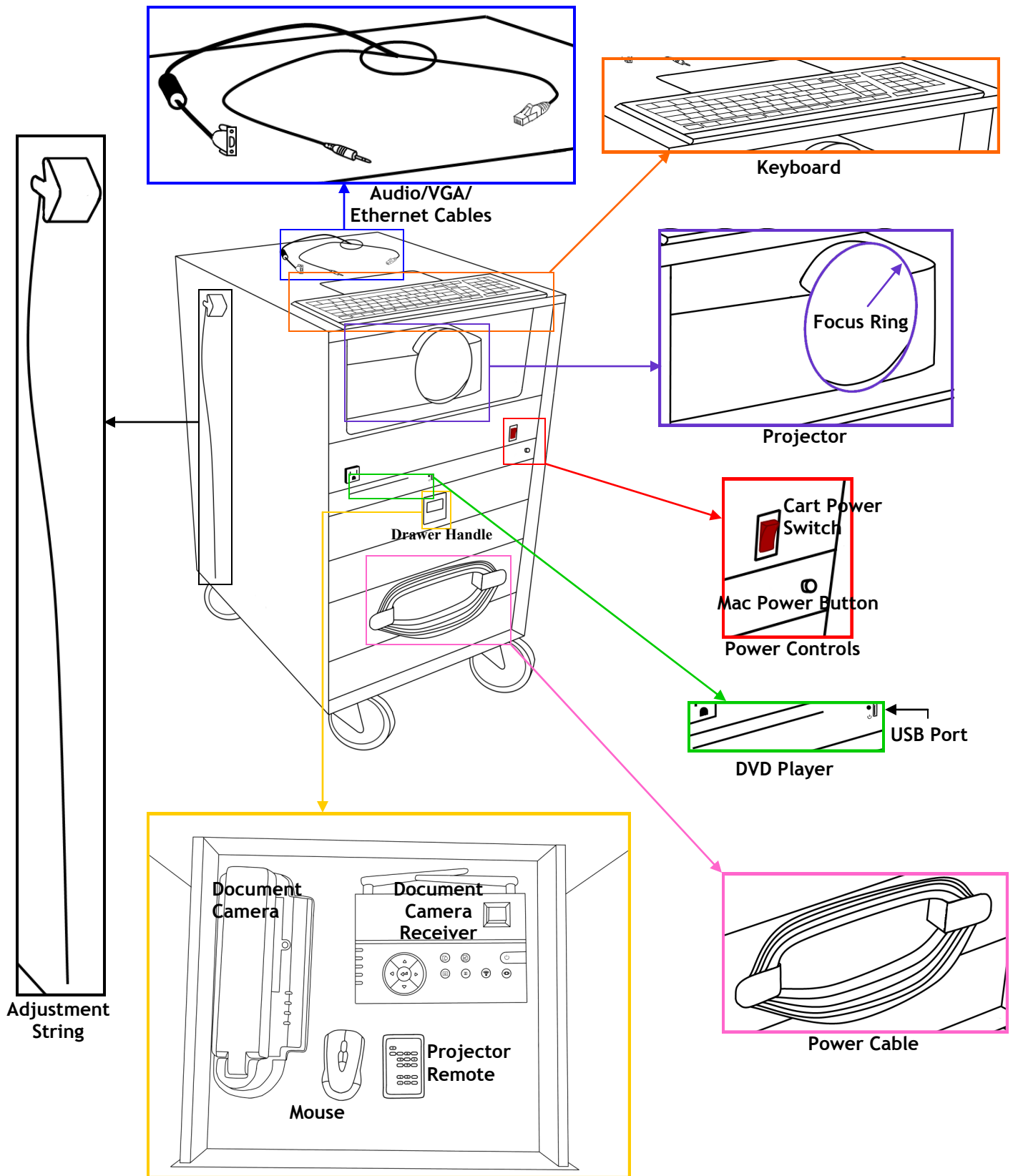


MULTI-MEDIA CART REFERENCE SHEET

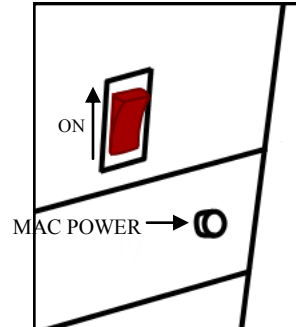


Instructions on how to use the media cart are on the back

**For training on how to use a media cart, contact the ATC:
(541) 463-3377
atc@lanecc.edu
Building 2 Room 122**

To Power on Cart

1. Plug in cart and make sure the switch is ON.
2. Press the POWER button on the remote.
3. Adjust picture size by moving cart forward and back.
4. Adjust picture height by pulling projector adjustment string.

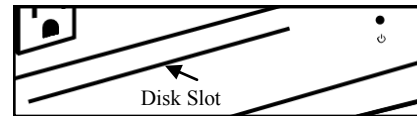


To Use Computer

1. Power on the cart.
2. Press the Mac POWER button.
3. Power on the mouse.
4. Change the source to "HDMI."

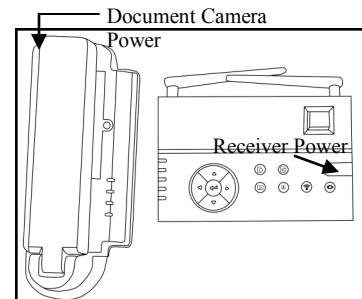
To Use DVD Player

1. Insert DVD in disk slot.
2. Change the source to "HDMI."
3. To eject the DVD, use computer controls.



To Use Document Camera

1. Unplug the Document Camera from its charger.
2. Place the Document Camera in a useful position.
3. Change source to "Computer 2."
4. Press the POWER button on the Doc Camera.
5. Press the POWER button on the Doc Camera Receiver.
6. Press AUTO FOCUS on the Doc Cam Receiver.



To Use Laptop

1. Locate cables on top of cart.
2. Connect cables to laptop.
3. Change the source to "Computer 1."
4. Turn on the laptop.

When Finished with Cart

1. Remove media
2. Turn off Computer
 - a. Press the Mac POWER button.
3. Turn off Projector.
 - a. Press the POWER button twice on the remote.
 - b. Put the lens cap back on.
 - c. Put the remote back in the drawer.
 - d. Do not unplug the cart until the cooling fan stops running, or you will destroy the bulb.
4. Turn off mouse and store it in the drawer.
5. Turn off Document Camera and Receiver
6. Store Document Camera in drawer

For training on how to use a media cart, contact the ATC.