

MULTIMEDIA CART INSTRUCTIONS

Turning on the Power...

1. **Connect to power source** – Plug in power cord from retractable reel on cart. Turn on red switch on power strip (may or may not illuminate). Be careful of cords.
 - **PROJECTOR** – Press ON/STANDBY button or use Toshiba remote.
 - **LAPTOP** – Open laptop cover and push power button.
 - **VCR** – Press power button on VCR or on remote (JVC or Sony brand)

Laptop Projection...

1. **If computer image isn't projecting** – Press **INPUT** button until RGB mode is displayed or press RGB button on Toshiba remote.
2. **To see image on laptop screen** – Hold down the **Fn** key and tap the **F4** key. (This may take more than one try).
3. **Adjusting Zoom/Focus** – Manual zoom/focus rings are on the projector lens.
4. **Volume** – See Volume Control section

Document Camera Projection...

1. **Camera arm and light bar** – Unfold camera arm and light bar, aim over top of projector. Press arm light to turn on light bar. Re-fold camera arm and light bar when done.
2. **Position document** – Place document or object on top of projector.
3. **Camera button** – Press **CAMERA** button on panel at rear of projector or press **CAMERA** button on Toshiba remote.
4. **Focus** – Manually adjust focus by turning **focus knob** on camera (located near light bar).
5. **Adjusting image size** – Move camera arm up/down to adjust image size. Push the **RESIZE** button on remote to zoom in (4 levels available).

Video (VCR) Projection...

1. **Video mode** – Press the **INPUT** button on the projector repeatedly until video is displayed, or press the **VIDEO** button on Toshiba/Sony remote.
2. **Play tape** – Insert videocassette and operate VCR with buttons on VCR or remote.
3. **Volume** – See Volume Control section.

Volume Control...

1. **Powered speaker** – Volume control for laptop and VCR is controlled by the **VOLUME KNOB** at the front of the powered speaker.
2. **No audio?** – Check to see if the **POWER SWITCH** on the back is flipped on. Leave this switch always in the ON position. A red light in front of the speaker should be lit to indicate the device is on when supplied with power.

Powering OFF the equipment...

1. **Shut down laptop** – Perform normal Windows shutdown procedure on laptop.
2. **Turn off the projector** - By pressing ON/STANDBY button on projector twice or use Toshiba remote. Fan will run for a short cooling cycle. Wait until fan shuts off.
3. **Power Strip** - Turn the red switch on the power switch off. This will turn off the VCR and powered speaker.
4. **Unplug power source** - Allow the power cord to retract SLOWLY into the reel.