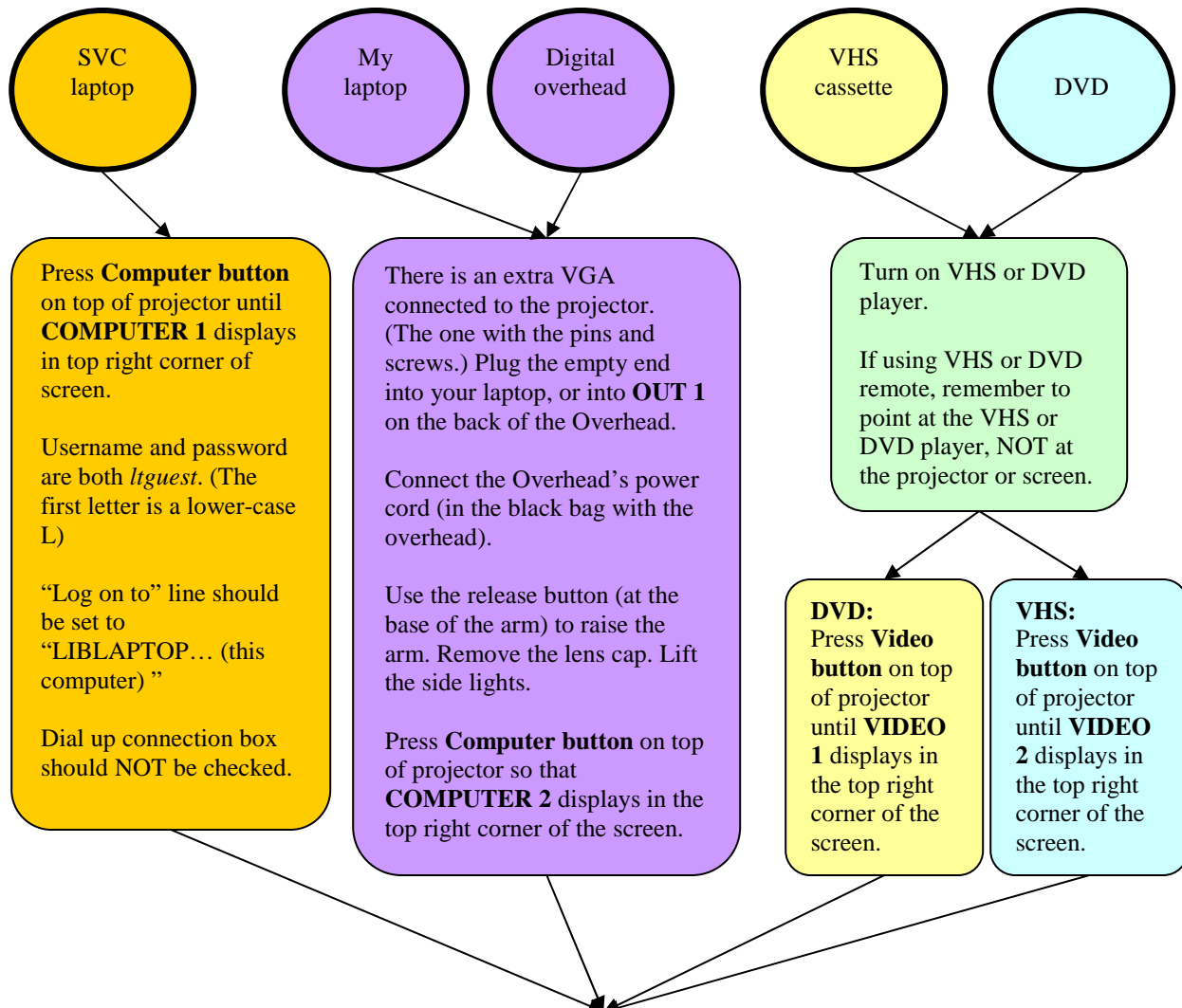


BCA Mobile AV Carts

Plug cart into the wall or the floor. (Each room is a little different but all have many available outlets.) Turn on:

- Projector – remove lens cap if needed. (Note: This is the area of the projector where you can adjust projection size and focus.)
- Speakers – power/volume dial is on right speaker
- If there is no power, check the surge protector/power strip on the bottom shelf:
 - It should be plugged into the side of the cart
 - Make sure switch is on
- Choose the circle below that represents your need and follow the color path.



To SHUT DOWN:

Press **Power** button on top of projector. **Press a second time** when prompted.

WAIT FOR THE GREEN LIGHT on top of the projector TO STOP FLASHING before unplugging the cart. The bulb needs to cool down. While it is cooling, turn off anything else you used.

Once you can safely unplug the cart, please put it away in the closet or make it available for the next class.

For troubleshooting hints, see other side.

BCA Mobile AV Carts

Troubleshooting:

I pushed all the buttons, and the laptop still doesn't show on the screen.

Different laptops have different ways to change the display settings. One of the following may work for you:

- Right-click on the desktop, look for "Display", and follow the path to show both
OR
- Hold down the **[Fn]** key (lower left side of keyboard) and at the same time press the F key (across the top) that has a picture of a monitor or says "CRT/LCD" (usually F8). Wait for image to adjust. (You may have to do this more than once.)

There's no sound!

- Are the speakers turned up?
- Is the computer sound muted?

There is a message flashing when I turn on the projector!

- Please alert Library staff. This is a warning that bulb life is getting low.
- The warning will go away in about 60 seconds.
- Don't worry! This is an early warning. There should still be hundreds of hours left on the life of the bulb.

Where/what is the Digital Overhead?

- Some people know it as "Elmo" (The brand name of another model.)
- This is a "document camera" that connects to the projector to display transparencies, papers, books, 3D objects, maps, or anything else you need. It has zoom and negative display capabilities.
- There is one available at BCA. It is kept in one of the closets with the carts. If you want a pre-class tutorial, let us know.

HELP ME!

Library phone numbers: (we can help with AV, but not too much with computers/internet)

Sarah 447-6312
Andrea 447-6311
Front desk 447-6314

Computing phone numbers:

Steve 447-6344
Matt 447-6345

Charles Crowell has graciously offered to be the first line of defense with computer and network problems. He will often be available doing work at the BCA.