Multimedia Cart Instructions

Overview:
- The cart includes a Mac Mini computer (which plays DVDs and has both Windows and Mac formats), VHS player, projector, and speakers. You may connect your laptop with the cords provided.
- Do not try to fix the cart or rearrange cabling on your own, call (415) 239-3525 for help!
- Only CCSF faculty and staff may reserve the multimedia cart for use on Ocean campus only.
- Training is available by appointment, and there is no technical support on weekends.
- Reserve: Supplies are limited, so reserve early! The form is online.

Set-up procedure:
1. LOCATION: Wheel the cart to where you need it. Do not move it to another room without prior approval from us. A clear wall space works fine if there is no screen in the room.
2. CART POWER: Plug the long power cord into an outlet. Do not unplug anything on this cart. The power button on the top of the projector should now be illuminated in red.
3. LENS CAP: Remove lens cap from projector.
4. PROJECTOR POWER: Turn on the projector by pressing the on button once. It will flash green and then turn fully green once it is warmed up for use.
5. PROJECTOR HEIGHT: Adjust feet of projector, or use a book or block of wood.
6. SELECT INPUT: The projected screen now should be blue with four icons on the top right. These icons correspond to the inputs on the cart. PC1 is for the Mac Mini, PC2 is for your laptop, Video is for the VCR. To switch between options, point the projector remote toward the front of the projector and press the button at the lowest portion of the remote for PC1, PC2, or Video.
7. SPEAKERS: The speakers are directly controlled by the black mouse, though there are other volume controls. Press the On/Off button on the black mouse to turn on the speakers, and the mouse will illuminate in blue. If you do not want sound, turn off the speakers (or leave them off) with the mouse. The black mouse might be located under the top platform of the cart.
8. PLAY A VHS TAPE: Turn on the VCR by pressing the POWER button on the front of it. Insert your tape and operate it with the remote for the VCR. If no VCR remote is present, operate by using the buttons on the front of the VCR. There is no need to turn on the computer to play a VHS tape, and the rest of the instructions are irrelevant as they pertain to the computer use.
9. ACCESS THE INTERNET: Plug the internet cord into the wall before you turn on the computer, or you will not be able to access the internet. If the internet module in the wall has more than one place to plug in the cord, only use the hole marked with a dot. The others may be inactive.
10. MAC MINI POWER: Turn on computer by pressing the on button, located in the rear of the Mac Mini (where the cords are plugged in). You will hear a familiar warm-up sound, and a small white light will illuminate on the front of the computer. The default format is Mac. If you prefer Windows, hold down the OPTION button (on keyboard) when you turn the computer on.
11. LOG IN: The User Name and Password are listed on the projector. As of this writing, the user name was faculty, and there is no password. Therefore, you would type faculty in the user name field, and then hit the enter button twice.
12. PLAY A DVD: A DVD has a side that is read by the computer (player) and a side that is read by you. Since the slot for the DVD is located toward top of the computer, put the DVD in so that the side that the computer reads is toward the brains of the computer. Once you insert the disc, a DVD player icon will appear at the bottom of the screen, and a disc icon will appear on the right of the screen. Click on one of the icons and press play.
13. FLASH DRIVES: Insert your flash drive into one of the open slots in the rear of the computer (toward the top). Your drive will appear in the list of icons on the screen. Click on the drive, find your file, and click on it.
Multimedia Cart Instructions (continued)

Take-down procedure:

1. Eject media: Press eject button on very top right of keyboard to eject your DVD, control-click on drive and select eject to safely eject your flash drive, press STOP/EJECT button on front of VCR to eject your tape
2. Turn off speakers by pressing the power button on the black mouse. The blue light on the black mouse should go out to indicate that the speakers are off.
3. Power-down computer: If in windows mode, click START then SHUT DOWN. If in Mac mode, click on the Apple then SHUT DOWN.
4. Unplug the internet cord from the wall, wrap it up the best you can, and place the internet cord on the middle tier of the cart. Do not unplug the other end of the cord from the computer.
5. Replace projector lens cap.
6. Power-down projector: Do NOT unplug the power cord until the lamp cools down. Press on the power button once. The screen will ask if you want to shut down. As it says to do, click on the power button again to power-down the projector. If you were to turn it off and immediately unplug the cart, the hot lamp filament could be damaged, causing the lamp to blow out or have a drastically reduced life. Lamps cost about $500 each to replace.
7. Unplug cart: Once the power button on the projector turns to red (by this time, the fan inside the projector will have audibly spun-down), you may unplug the cart from the wall. Do not unplug any other cords on or from the cart.
8. Wrap the power and internet cords back the way you received them.
9. Return the cart (if you are scheduled to do so).

Trouble-shooting sound:

There are five volume controls (in the most-likely order of issues):

1. Volume control and on/off switch for speakers on other mouse (lights up in blue if speakers are on)
2. Volume control on top right of keyboard (to the left of the eject button)
3. Volume control on projector remote
4. Volume control in the application which you are using
5. Volume control on VCR remote