

A/V Emergency Cart

(Storage Locations: F1-210B, F2-132 and L-115)

The A/V Emergency Carts are equipped with the following:

- Laptop with CD-ROM, and Floppy drive (Software included - MS Office 2003)
- Data Projector
- DVD/VHS combo with remote control
- Power strip
- Powered AV Cart with extension cord

1. **Power** - Verify that the power strip on the bottom shelf of the cart is turned on and plug the A/V cart's power cord into the wall outlet



2. **Laptop** (if applicable) - Boot up laptop completely. No password needed

3. **DVD/VCR combo** (if applicable) - Power on with remote or power button on player



4. **Data Projector (LCD)** – Push the green power button **I/O** on top of the projector

5. **To project computer image:**

- Push the **INPUT** button on the projector until “**INPUT A**” displays on the screen
- If no image appears, push the **Fn** key and the **CRT/LCD** key on the laptop simultaneously. Wait a moment. If you get an image on the screen but no image on the laptop, repeat the process
- Focus the projector using the focus knob on front of the projector



6. **To project the DVD/VCR:**

- Push the **INPUT** button on the projector until the word “**VIDEO**” displays on the screen
- Using the Sony remote or buttons on the front of the player push **DVD** to play a DVD or **Video** to play a VHS tape
- Push play to begin video



7. **Audio** – all audio runs through the data projector speaker. Adjust with volume controls on the projector

8. **Shutting down equipment:**

- Push the power button 2X on the projector & Wait for data projector fan to stop!!!!
- Shut down DVD/VHS combo
- Turn off power strip
- Unplug A/V cart power cord and return equipment to storage area