

Meet L.C. the Cow



The Loaded Computer On Wheels (LC - COW or just Elsie) includes all components required for most A-V presentations.

This includes:

1. Projector
2. Combo DVD/VCR
3. Stereo Sound System
4. Notebook Computer

All of the components are connected together to work with a minimum of setup and adjustment. Please do not move or remove any cables.

1. POWER

- a. Make sure that the power cord is connected to the wall. An orange extension cord should have been delivered with the unit. If there is a power switch on the cart, make sure it is on.
- b. Turn on each individual component with appropriate Power buttons (up to four buttons).
- c. Check front of each unit to make sure that all power lights are on.

2. SOUND SYSTEM

ICL currently has five COWs. LC-I has a Denon sound system and LCs II through V have a Phillips sound system.

FOR THE DENON SYSTEM – LC-I

- a. Turn the unit on by pressing the **Power** button on the lower left side of the bottom unit.
- b. Select the input source by pressing the **Source** button until “**AUX 1**” appears on the display. The Source button is located on the right side of the upper unit.
- c. Turn the Volume Control (on the upper unit) to adjust sound volume. A setting of 19 is about right for large rooms, perhaps somewhat lower for smaller rooms.
- d. Position speakers facing the audience. If possible, place speakers on a tabletop.
- e. Sound can be adjusted or muted with the “**Denon**” remote control.

FOR THE PHILLIPS SYSTEM – LC-II through LC-V

- a. Turn the unit on by pressing the Power button on the lower left side of the bottom unit.
- b. Select the input source by pressing the Source button until “**AUX 1**” appears on the display. The Source button is located on the right side of the upper unit.
- c. Turn the Volume Control (on the upper unit) to adjust sound volume. A setting of 19 is about right for large rooms, perhaps somewhat lower for smaller rooms.
- d. Position speakers facing the audience. If possible, place speakers on a tabletop.
- e. Sound can be adjusted or muted with the “**Phillips**” remote control.

3. MITSUBISHI PROJECTOR

- a. Remove the lens cap from the projector.
- b. Lower the projection screen. Most classrooms have powered drop down screens. The switch will be located on the same wall as the screen.
- c. Position the projector facing the screen.
- d. Press “**Power**” button on top of unit. The projected image will take a few seconds to appear as the bulb warms up. Do not press the Power button again right away.
- e. To show a DVD or videotape, press the button marked “**Video**”
- f. To show material from the computer, press the button marked “Computer.”
- g. Some projectors have settings for Video 1/Video 2 or Computer 1/Computer 2. You may have to press the Video or Computer button more than once to get the right input setting.

4. DVD/VCR PLAYER

LC-I and LC-II have Sony DVD/VCR players and LC-III has a Toshiba DVD/VCR. Settings for the two brands vary slightly.

- a. Press "**Power**" button on lower left side of unit.
- b. Press button marked "**DVD/VCR**" to select the type of media you are using. The display screen will indicate which type of media has been selected.
- c. **To play DVD**
 - i. Make sure DVD mode is selected.
 - ii. Press button marked "**Open/Eject**" on left side of unit.
 - iii. Place DVD in tray.
 - iv. Repress button marked "**Open/Eject.**"
 - v. Do not push tray in manually as this could damage the mechanism.
 - vi. Use the remote control labeled Sony (or Toshiba) to control DVD functions (play, pause, stop, rewind, fast forward etc.).
 - vii. Do not forget to retrieve your DVD when you are through.
- d. **To play VCR**
 - i. Make sure VCR mode is selected.
 - ii. Insert tape cartridge into slot on right side of unit.
 - iii. Use the remote control labeled "Sony" to control DVD functions (play, pause, stop, rewind, fast forward etc.).
 - iv. Press button marked "**Eject**" to retrieve tape.

5. COMPUTER

- a. Make sure computer power is on. If it is not, press the "**Power**" button on upper left of keyboard.
- b. Press the "**Computer**" button on top of the Projector.
- c. Press the Fn key (lower left of keyboard) and the F4 key (top of keyboard) to toggle between showing screen on the PC only, the wall screen only, or both at the same time.
- d. Insert personal media (CD/DVD/flash drive) into computer. Note: The computers do not have a floppy disk drive.
- e. If you are using sound or music from the computer, you must select **Channel L1** on the DVD/VCR if you are using LC-I or **Channel L2** if you are using LC-II through LC-V.
- f. There is a remote control located on the left side of the computer near the front. Use the button next to it to eject it. This remote can start and stop DVDs and advance pages in programs such as PowerPoint.
- g. **RETURN THE REMOTE TO ITS PLACE WHEN YOU ARE DONE!!!!**

6. INTERNET

- a. The easiest way to access the Internet is to connect the Ethernet cable from the computer to the wall port. This cable looks like a telephone cable but the connector is slightly wider. If the cable is present, call X-8601 and ask to have one brought to the room.
- b. The alternative is to use the wireless network. Make sure the wireless switch is turned on and then login to the Roosevelt network. An icon on the bottom right of the monitor will bring up the login screen. The password is 57575757.

7. SHUTDOWN

- a. Turn off projector by pressing Power switch twice. A message will appear asking if you are sure you want to turn it off. The fan will continue to run. This is very important because it allows the bulb to cool down slowly. **DO NOT DISCONNECT POWER CORD.** You can leave the extension cord in place.
- b. Turn off the sound system, computer, and DVD/VCR in normal way. For the computer, please use the Shutdown routine on the computer. Do not simply power off as the computer will continue to run on the battery until it is depleted...
- c. Return all remote controls and speakers to their respective places.
- d. Make sure room is dark and locked when you leave.

For problems or A-V Assistance call **Extension 8601** using a house phone (or 847-619-8601). To have a room unlocked before class, (or locked after class), call **Extension 8989** (or 847-619-8989).