THE ICLRU "COW"

A GUIDE TO USING THE ICLRU COW

(Computer on Wheels)

Also, starting on Page 23 is a guide to using the wall equipment in the Roosevelt Smart Rooms.

NOTE: Coordinators are responsible for picking up equipment from the Center, and returning the equipment when finished.

The ICLRU COWs are available for coordinators to use during study groups, for use by presenters in lectures and seminars, and other uses by ICLRU members.

A COW consists of:

• A projector
• A laptop computer
• A DVD/VCR player with remote
• A Phillips Sound System
• Two speakers
• All necessary cables
• The wheeled cart that it is all contained on

Following are step-by-step illustrated instructions for using the COW SYSTEM

Unwrap the black power cord from the COW handle and plug it in to the nearest electrical outlet.

Be sure to consider the safety of members;

WARN MEMBERS WHEN CORDS EXTEND ACROSS WALKING AREAS.

If you need an extension cord, see the next page.

If you need an extension cord to reach the nearest outlet, or to ensure the safety of members, obtain an **ORANGE EXTENSION CORD** from the Center.

NOTE: Be sure to return the extension cord when you return the COW.

Each COW has a power strip attached to a leg of the cart.

There should be 4 items plugged into the power strip:

•Projector
•Laptop PC
•DVD player
•Phillips Sound System

If any of the components on the COW do not work, check first to make sure they are all plugged in.

Also, make sure the other ends of these cords are plugged into the appropriate devices.

After the COW is plugged in, turn on the projector.

Push the **POWER** button on the top of the projector.

After pushing the **POWER** button, there should be 2 green lights lit:
STATUS light
POWER light)

Make sure the lens cap is removed.

Adjust the legs to position the light on the projection screen.

When using the Laptop PC with the projector, press the **COMPUTER** button on the top of the projector.

Make sure **Computer 1** appears in the upper right corner on the projection screen.

Turn the Laptop PC on by pushing the **POWER** button on the PC.

After a few minutes, the PC will show the screen illustrated on the following page.

On this screen, type in the password in the appropriate field and press enter.

The password is:

instruct

in non-caps (no capital letters).

If the projection screen is blank, check to see if the **BLUE CONNECTORS** for the VGA cable are firmly connected to the

PROJECTOR

and

COMPUTER

in the appropriate slots.

If the projection screen is still blank, it's possible the computer is not set correctly to appear on the screen.

In this case, do the following:

Press and Hold the **FUNCTION (FN)** key.

Then, click on the **F5** key, in the top row of the keyboard, until the picture appears on both the laptop and the screen.

Clicking the **F5** key with the **FN** key down, rotates the picture from PC only, to screen only, to both screen and PC, which is what you want.

NOTE: THE TOGGLE SWITCH IS F5 FOR OUR ICLRU TOSHIBA LAPTOPS.

IT MAY BE F4, OR F5, OR A DIFFERENT KEY ON YOUR OWN LAPTOP. CHECK YOUR MANUAL TO BE SURE.

If you are using an ICLRU COW, most likely you are using a USB thumb drive.

Plug the thumb drive into one of the two slots indicated on the laptop:

SLOT 1

SLOT 2

If you are using the DVD/VCR player, you need to switch the projector from "Computer" to "Video."

Press the **VIDEO** button on the top of the projector.

The next page covers use of the DVD/VCR player.

Turn on the DVD/VCR player by pressing the **POWER** button.

Check the lighted indicator screen in the middle to see if the player is set to DVD or VCR.

Insert the tape if you are playing a **VHS** video.

Press the
DVD
or
VCR
button to select the format you are using.

Press the **OPEN** button if you are playing a DVD.

USING THE DVD/VCR REMOTE

NOTE: WHEN USING THE REMOTE, BE SURE YOU ARE POINTING IT AT THE DVD/VCR PLAYER, NOT THE SCREEN.
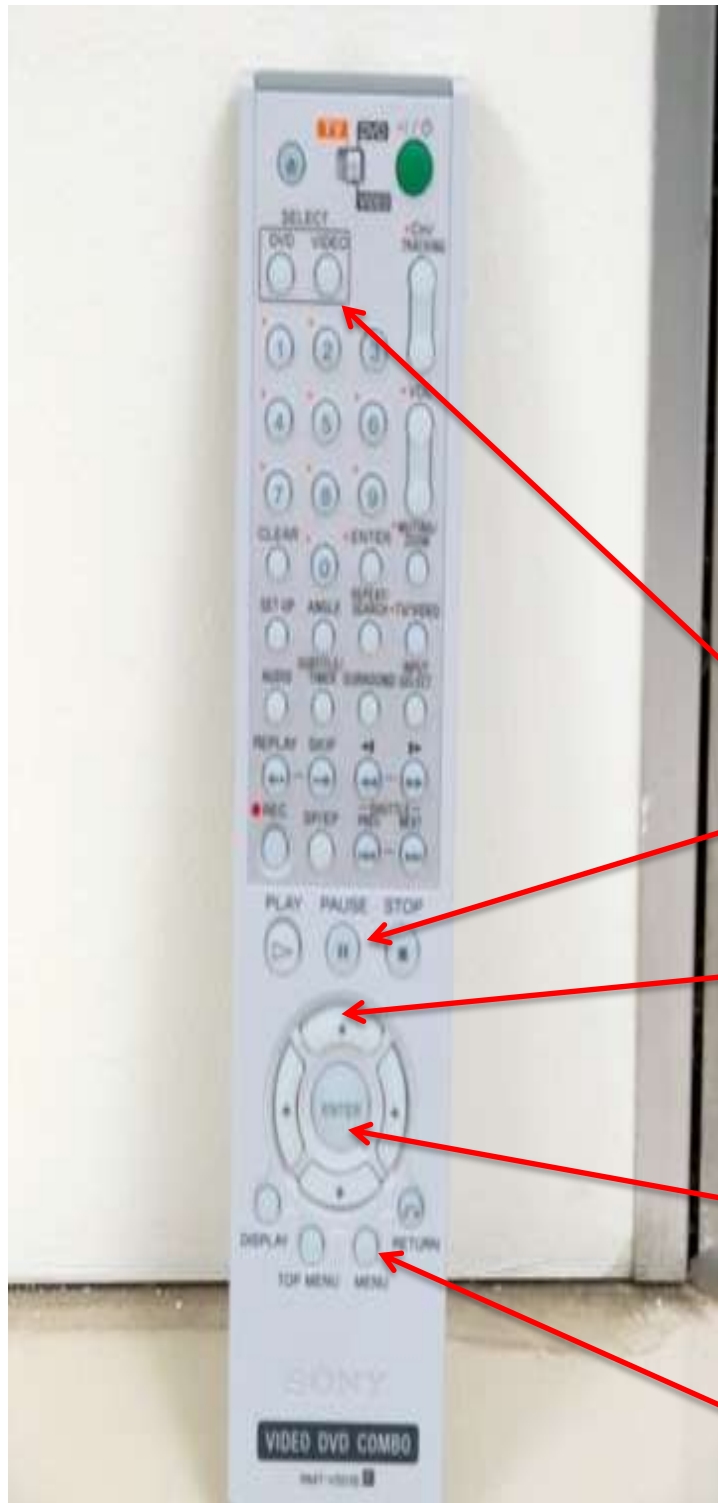
Items to note:

SELECTING DVD OR VCR

PLAY, PAUSE, STOP

(B) HIGHLIGHTING ITEMS ON THE DVD MENU
**   (Up, Down, Left, Right)**

(C) SELECTING ITEMS ON THE MENU (ENTER)

(A) GETTING TO THE DVD MENU

USING THE PHILLIPS SOUND SYSTEM WITH THE DVD/VCR PLAYER

To hear sound through the speakers on the cart when using the **DVD/VCR player** as a sound source, turn on the Sound System.

Press the **POWER** button on the top device.

In the lighted indicator screen, make sure it is showing **AUX 1.**

If it is not showing **AUX 1** press the **SOURCE** button on the lower device until **AUX 1** is showing.

Use this knob to adjust the sound **VOLUME.**

PHILLIPS SOUND SYSTEM WITH LAPTOP PC

To hear sound through the speakers on the cart when using the **Laptop PC** as a sound source, turn on the Sound System.

Press the **POWER** button on the top device.

In the lighted indicator screen, make sure it is showing **AUX 2.**

If it is not showing **AUX 2** press the **SOURCE** button on the lower device until AUX 2 is showing.

Use this knob to adjust the sound **VOLUME.**

When using the **Laptop PC** as a sound source, you have to be sure the Laptop is connected to the Phillips Sound System.

In this picture, the Red and White cord on the right is plugged into **AUX 2.**

The other end of that cord should be plugged into the **PHONES** connection on the Laptop PC

If there are problems with the sound, such as one speaker not working, or the speakers sounding "scratchy," check the speaker wire connections to ensure they are attached, and/or secure.

These are the left and right speaker wire connections to the Phillips Sound System.

These are the left and right connections to the Speakers.

When you are finished, turn off the Projector by pressing the **POWER** button **TWICE.**

NOTE: DO NOT UNPLUG THE COW FROM THE WALL OUTLET UNTIL THE PROJECTOR FAN HAS STOPPED RUNNING. THE BULB MUST BE PROPERLY COOLED DOWN BEFORE UNPLUGGING.
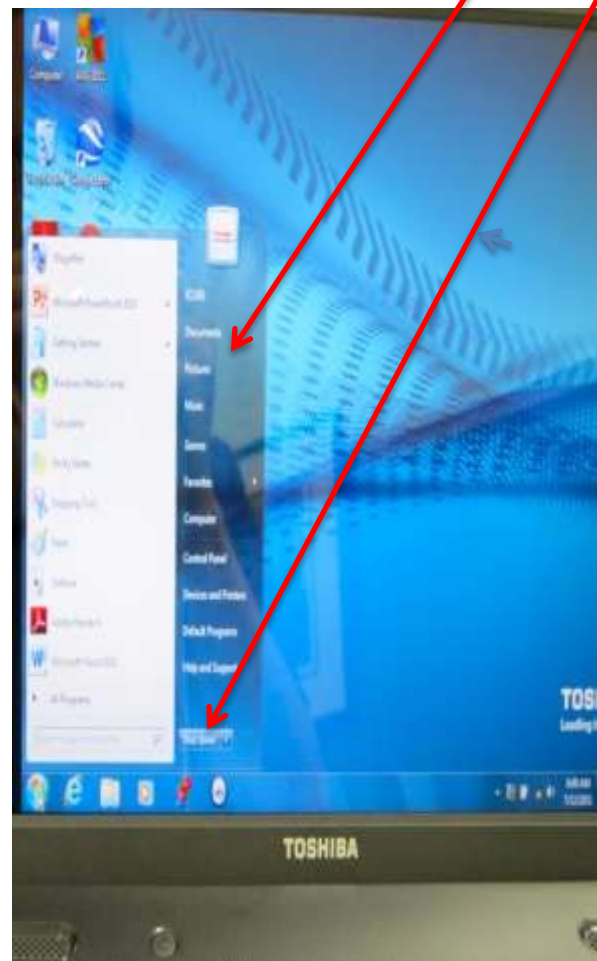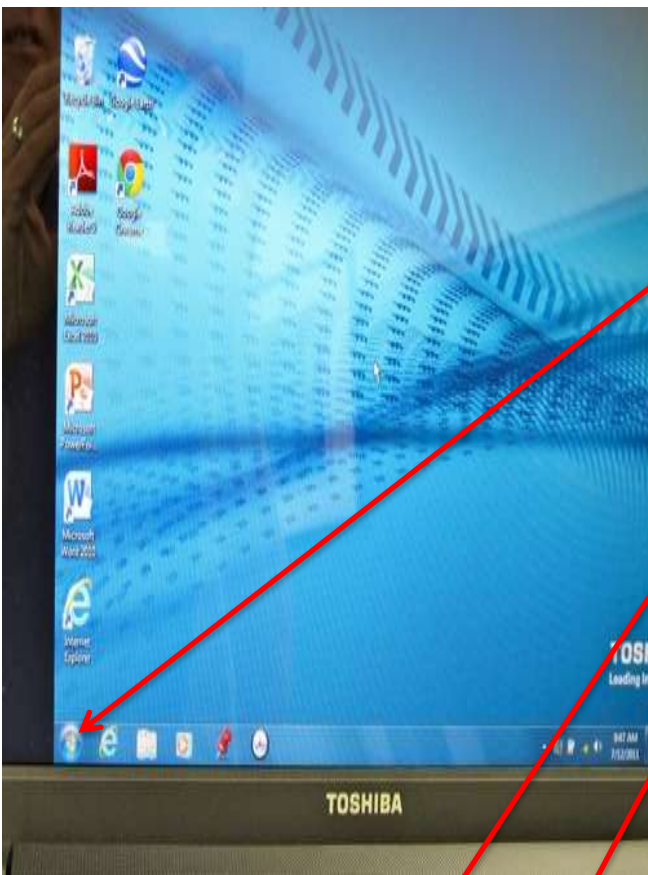
If you are using a laptop PC, see the next page for instructions to turn it off.

To turn off the laptop PC when done, on the Windows desktop, click the **ROUND MICROSOFT CIRCLE** in the lower left corner.

When the **MENU** appears, press

SHUT DOWN.

The screen below will appear on the desktop. When the screen turns black, close the computer.
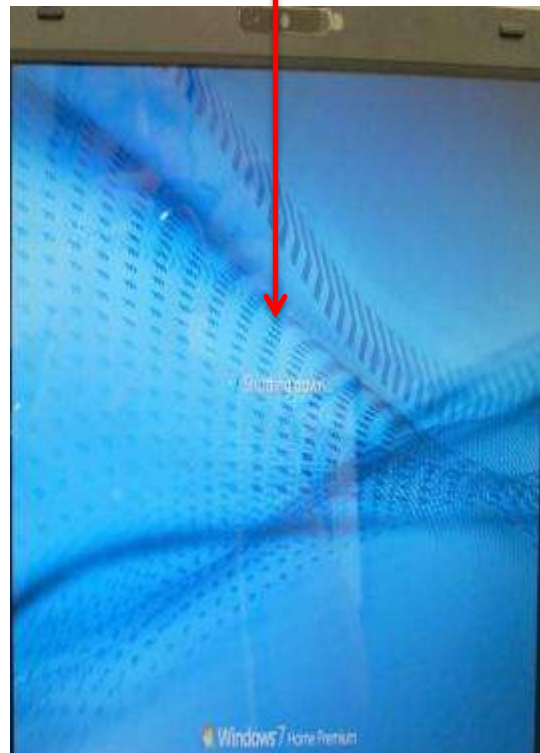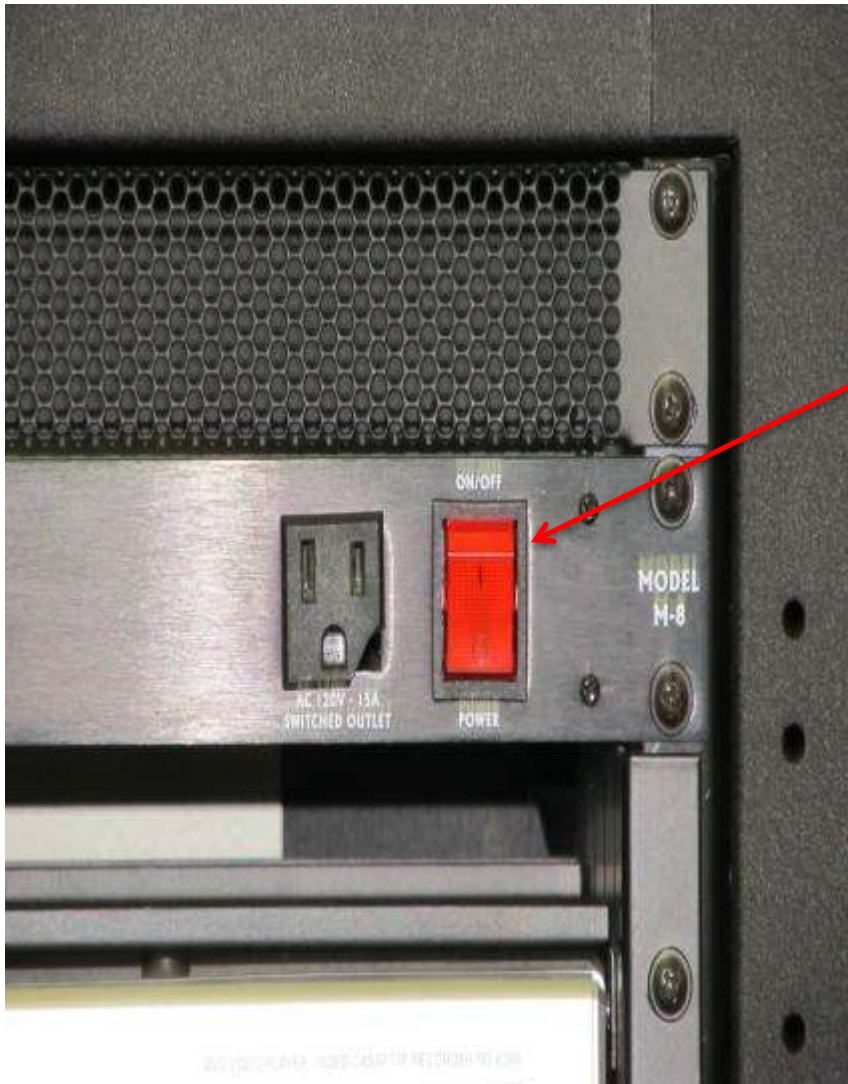
CLASSROOMS WITH "SMART BOXES"

Some classrooms have "Smart Boxes" attached to the wall.

These can be used to play DVD's and VHS tapes. A laptop PC can also be attached to the "Smart Box."

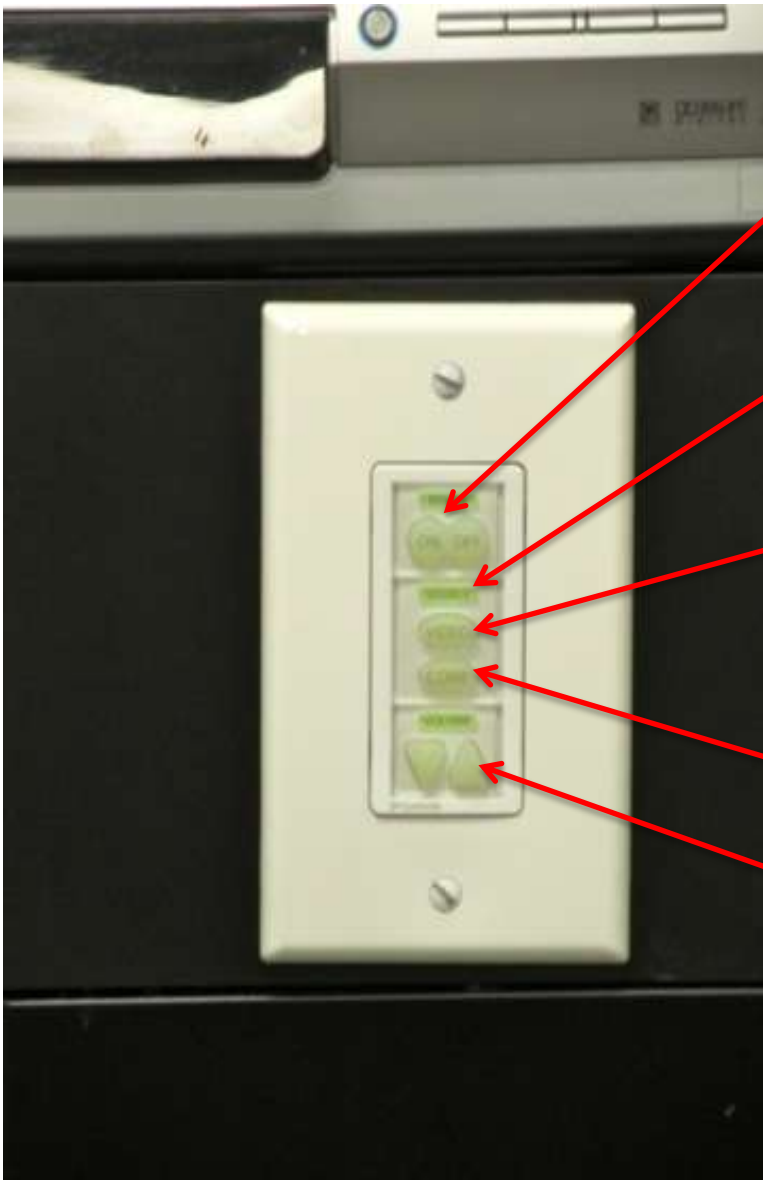The following pages describe how to use a "Smart Box."

The **ORANGE MASTER POWER** button must be in the **ON** position.

NOTE: YOU DO NOT HAVE TO TURN THIS DEVICE OFF WHEN YOU ARE FINISHED.

YOU CAN LEAVE THE BUTTON IN THE "ON" POSITION.

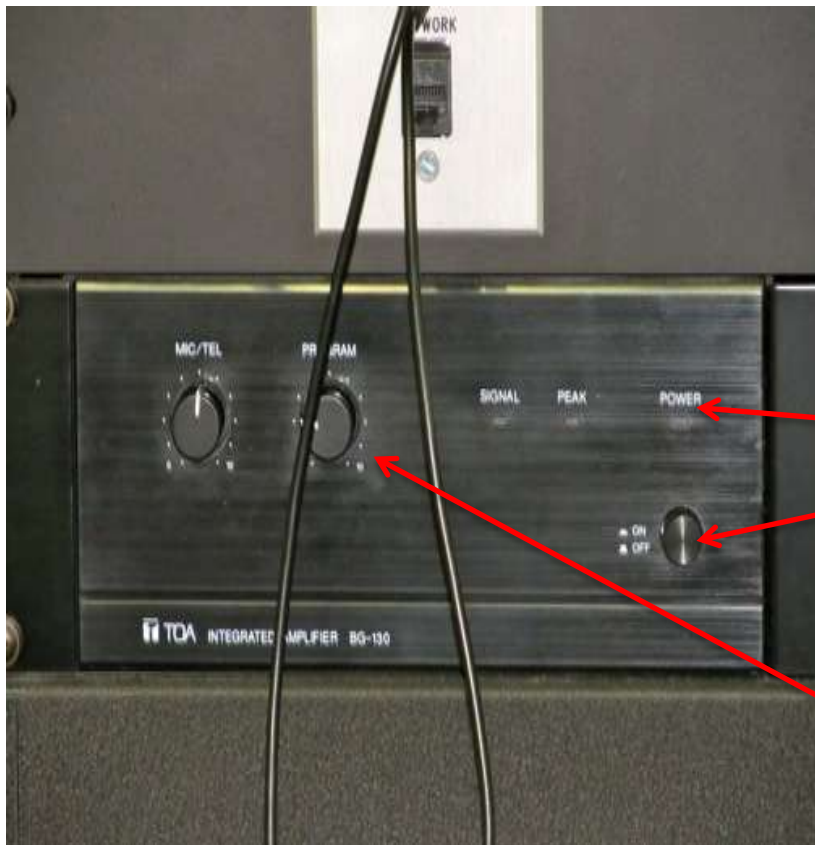Turn on the ceiling projector by pushing the left side of the top button -- **ON.**

Use the **SELECT** buttons to select either

VIDEO

or

COMPUTER

Use the **VOLUME** button to turn the Volume to maximum (volume level #63 on the screen).

This area of the Smart Box is the **"Master Sound Area."** If this is not functioning, there will be no sound.

Make sure the **GREEN LIGHT** above the **ON/OFF** button is on. If the light is not on, press the **ON/OFF** button.

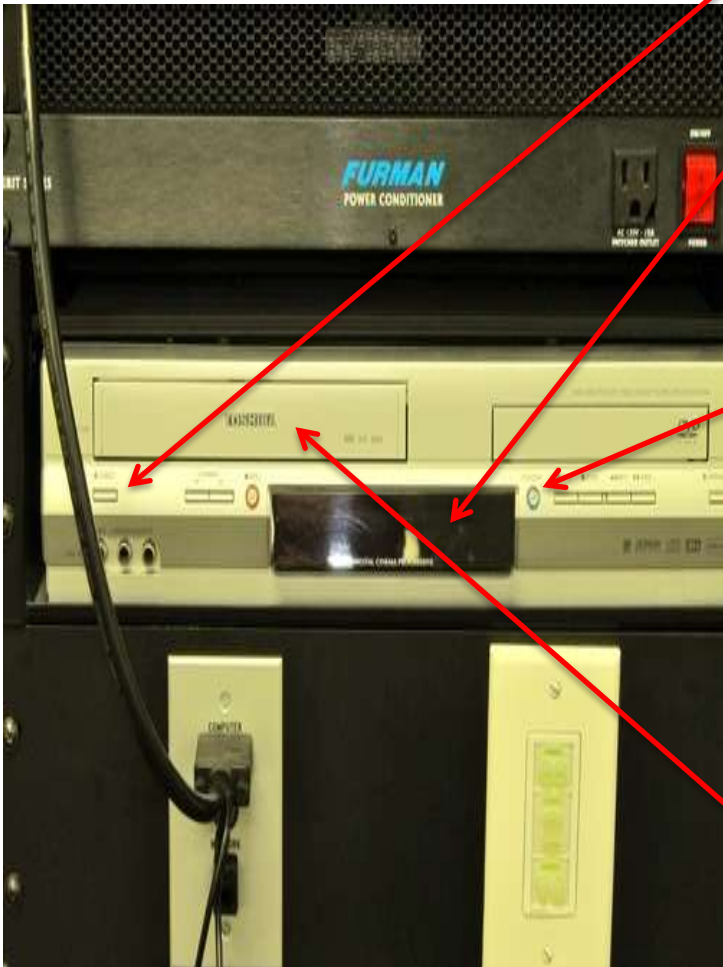Use the knob under **PROGRAM** to control master volume.

Turn on the DVD/VCR player by pressing the **POWER** button.

Check the lighted indicator screen in the middle to see if the player is set to DVD or VCR.

Press the **DVD/VCR toggle button** to select the format you are using.

Press the **OPEN** button if you are playing a DVD.

Insert the tape if you are playing a VHS video.

If you are connecting your own Laptop PC, or an ICLRU laptop PC to the "Smart Box:"

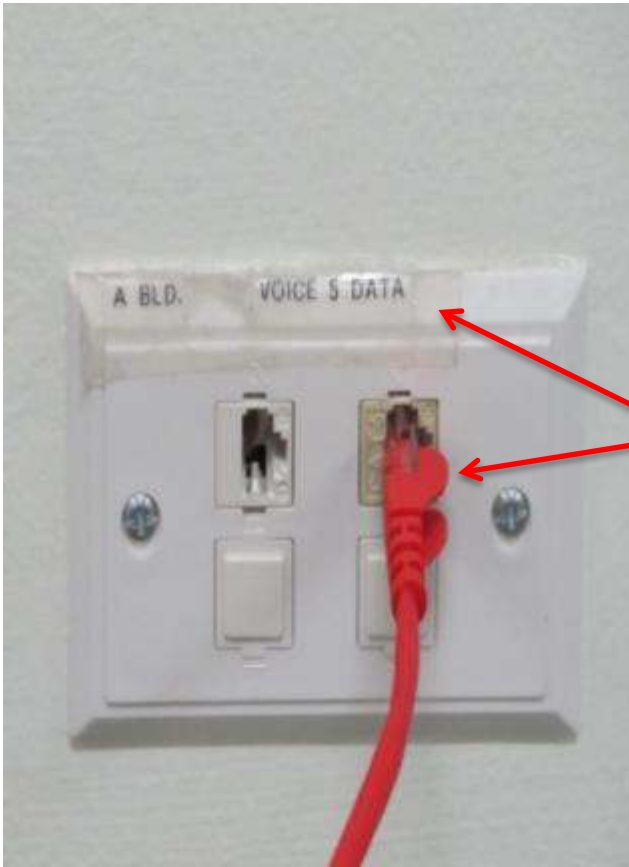Use the **BLACK VGA CABLE** connected to the "Smart Box."

Connect the VGA Cable to the **VGA INPUT SLOT** on the Laptop.

If you want sound through the Laptop PC, connect the sound cable to the **PHONES** connection.

The sound cable is attached to the VGA Cable.

NOTE: If you are using an Apple Mac laptop, be sure you have the appropriate VGA adaptor for your device.

If you need an Ethernet cable to connect to the internet, obtain a red cable from the Center.

Plug the cable into a wall outlet in a classroom, making sure the Ethernet cable is plugged into the **DATA** outlet, not the VOICE outlet.

Insert the other end of the Ethernet cable into the **ETHERNET PORT** on the laptop PC.

When you are finished, turn of the ceiling projector by pushing the RIGHT side of the top button -- **OFF -** twice**.**

If you have a Laptop PC connected to the "Smart Box", turn it off per the instructions on page 22 of this manual.