OLD MAIN 107 A/V CART INSTRUCTIONS

AUDIO/VIDEO EQUIPMENT KEY
➢ To access the audio/video cart located in OM107, you need to borrow the A/V Closet key from the Instructional Media Center in Daniels Hall, room 111.

A/V EQUIPMENT: OVERVIEW

WHEN YOU FINISH USING THIS CART:
PLEASE TURN OFF ALL A/V EQUIPMENT,
UNPLUG THE CART’S POWER AND
PUT THE CART BACK INTO THE A/V CLOSET.

DO NOT UNPLUG ANY CABLE, BESIDES THE CART POWER CORD.
Before the PC can be used, the cart power cord (see OVERVIEW section of instructions) must be plugged in. To turn the computer on, use the **PC POWER BUTTON** (㉠).

**OPERATING THE LCD PROJECTOR**

THE AUDIO ON THIS CART IS CONTROLLED VIA THE SMALL COMPUTER SPEAKERS ABOVE THE COMPUTER.

- **CLOSED = A/V MUTED**
- **OPEN = A/V ON**

- **To turn on the projector,** press the **POWER** button (㉡).
- **To display the INPUT SOURCE:**
  Turn on the cart’s computer and press the **Source Search** button (see above). **Computer 1** should be highlighted on the A/V list that appears on the projection screen; if not, press **Source Search** again until the computer’s image appears on the screen.

- **To temporarily display a blank image** on the projector screen, slide the white panel at the top left of the projector towards “A/V MUTE”. This is useful when you want the projector image to go black for a period of time and then quickly display the original image again, which is done by sliding the white panel back toward the word “Open”.

- **To turn off the projector,** use the **POWER** (㉡) button again, pressing it **TWO TIMES**.