SMARTCART OPERATIONS INSTRUCTIONS

- Plug in the black power cord to the cart in wall outlet. Turn on the **master power switch** on the top panel of the cart.
- Raise the projection mirror on the top left of the cart.
    - Using the Panasonic remote, aim it at the mirror and press the **red power** button. Hold the button down until the lamp comes on. Adjust the mirror up and down to center projected image on the screen.
    - If the image is small on the top and big on the bottom or the reverse this is controlled by the keystone function of the projector. You push the menu button on the Panasonic the keystone should be the first menu item and then adjust accordingly.

To display the computer (PC):

- Turn on the PC.
- If PC is not projected on screen, aim the Panasonic remote at mirror and press the **RGB** button until **RGB1** is displayed. PC image will now be displayed.
- Pull out keyboard tray w/mouse from end of cart (under document camera.)
    - For Internet connection, plug the YELLOW CABLE into the jack at base of cart and into the network jack on the wall.

To display the document camera (doc cam):

- Press the **POWER** button on the doc cam. Power light turns from red to green; upper lamps will light.
- Aim the Panasonic remote at mirror and press the **RGB** button until **RGB2** is displayed. Doc cam image will now be displayed.
- Place document or object on base of doc cam. Zoom in/out with ZOOM buttons. Adjust the brightness with the IRIS buttons. Adjust focus with the FOCUS buttons. (NOTE: There is no auto focus function.)
- For transparencies, press the **LAMP** button to light the lower lamp. Press button again to turn out lower lamp; press again t turn on upper lamps.
- Doc cam may also be operated with Samsung remote (in cart).

To display the videocassette recorder (VCR):

- Press the POWER button on the VCR.
- Aim the Panasonic remote at the mirror and press the **VIDEO** button until **VIDEO AUTO** is displayed.
- Insert a videocassette into the VCR and press PLAY button. The video will be displayed.
- VCR may also be operated with JVC remote (in cart).

TO CONNECT A LAPTOP TO THE SMARTCART

- Pull the 15-pin cable from the top panel of the cart and plug into laptop.
- Push the button located to the right of the top panel so that the green light next to the **laptop icon** is lit.
- Be sure projector is set to **RGB1**. Projector will now display the laptop.

AUDIO VOLUME

- Adjust the volume for both the computer and video with the volume control knob located at the top panel.

OPTIONS

Orient
- Orienting the curser needs to be done so the curser is accurate.
- In the tool bar menu at the bottom right are the adjustment tools the one you'll be using the most is the orient button. This sets the curser to the tip of your finger this should be done every time you start the smart board.
- Once you choose this option a screen will appear with a red crosshair with a little yellow dot on it. It will be located in the upper left corner of the screen. Touch the little yellow dot and continue to do this for each of the nine that will appear. Once you are done the screen will automatically close and the curser should be at the tip of your finger the moment you touch the board if not repeat the process.

COLORED PENS AND ERASER
- These can be used to highlight aspects in the visuals. They are available on the tray directly below the board.

When you have finished:

- Shut down the computer properly.
- Aim the Panasonic remote at the mirror and press and hold the red power button until the lamp goes off.
- Wait until the fan unit shuts off. **DO NOT SHUT OFF THE MASTER POWER SWITCH UNTIL THE FAN STOPS.**
- Turn off the **master power switch**. This powers off all equipment in the cart.
- Unplug black power cord and yellow network cable (if used) and store in cart.