

# Equipment Operations

By Luci Monk, Gem Butterfield, &  
Jane Rhoades

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# How to Set Up and Use an AV Cart

By Luci Monk

Connect the projector to the computer using the blue RGB cable.

You will connect one end to input one on the projector and the other end to the video/monitor image on the laptop.



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Video/  
monitor  
connectio  
point



External  
power supply  
connection  
point

Computer video/monitor connection point.

Connect the external power supply cable to the back of the laptop and then to the power strip on the side of the av cart

Connect DVD/VHS to audio/visual cable to output on DVD player



audio/visual cables



Connection point on back of DVD player

Connect the other end of the av cable (red, yellow & white) to the input on the projector



Connect the green speaker cable to the audio output on the projector



Connect external speakers to subwoofer and then to power strip on av cart



Connect  
computer to  
server/internet  
using the  
Ethernet cable.  
Connect the  
Ethernet cable to  
the wall port in  
your classroom.



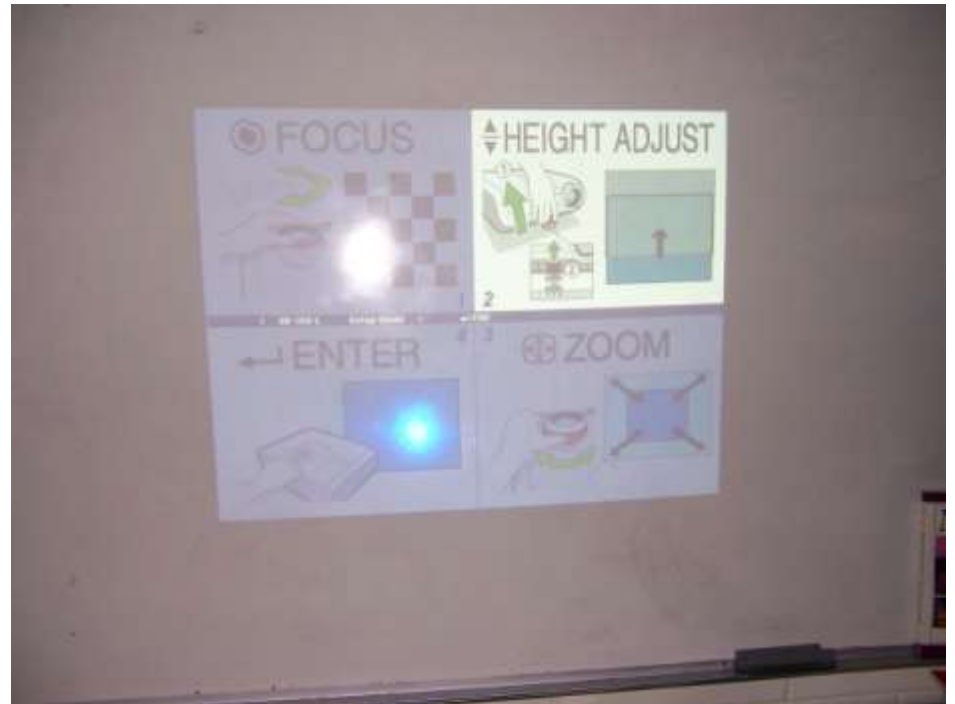
# Other important Info

- To connect external speakers to computer, unplug green speaker cable from projector and plug into the speaker output on the side of the computer.



# Other Important Info

- When you turn on the av cart the VCR/DVD player and projector should automatically come on. If not, make sure the switch on the power strip is in the on position. You should see this image when it is on.



# More Important Info

- To “boot up” the computer, press the power button located just under the DELL logo.
- Username: your network user name
- Password: Your network password



Press here to  
“boot up” the computer.

**MAKE SURE  
YOU LOG OFF  
WHEN YOU ARE  
FINISHED!**

# How to Replace the Bulb of an LCD Video Projector

By Jane Rhoades

Epson Powerlite 820p

Unplug and cool your projector before changing the bulb.

Position your projector so that you can access the recessed bulb cavity.

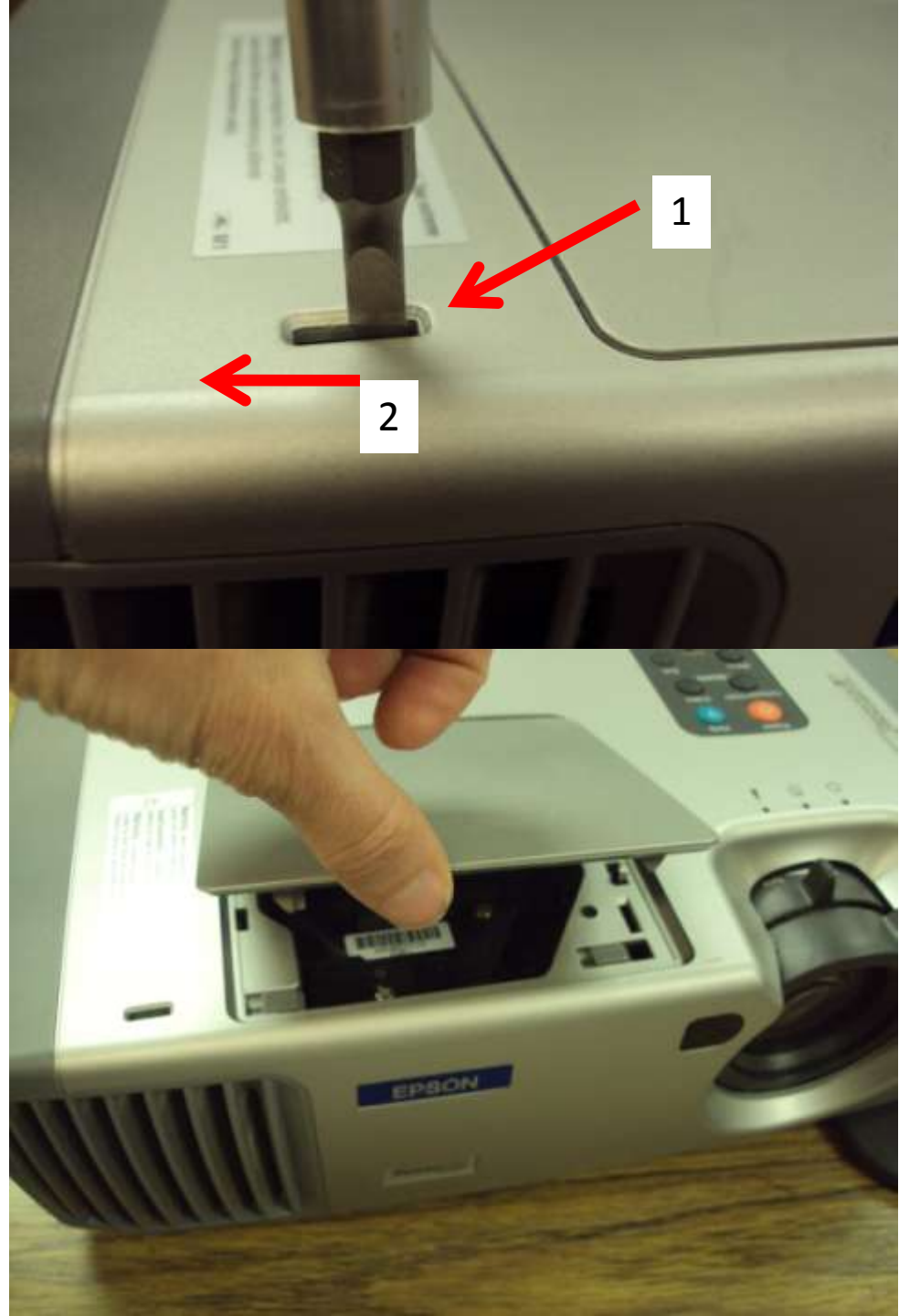




Gently insert a flat-head screwdriver (or other thin tool) into the recessed slot. Slide the latch to the left.

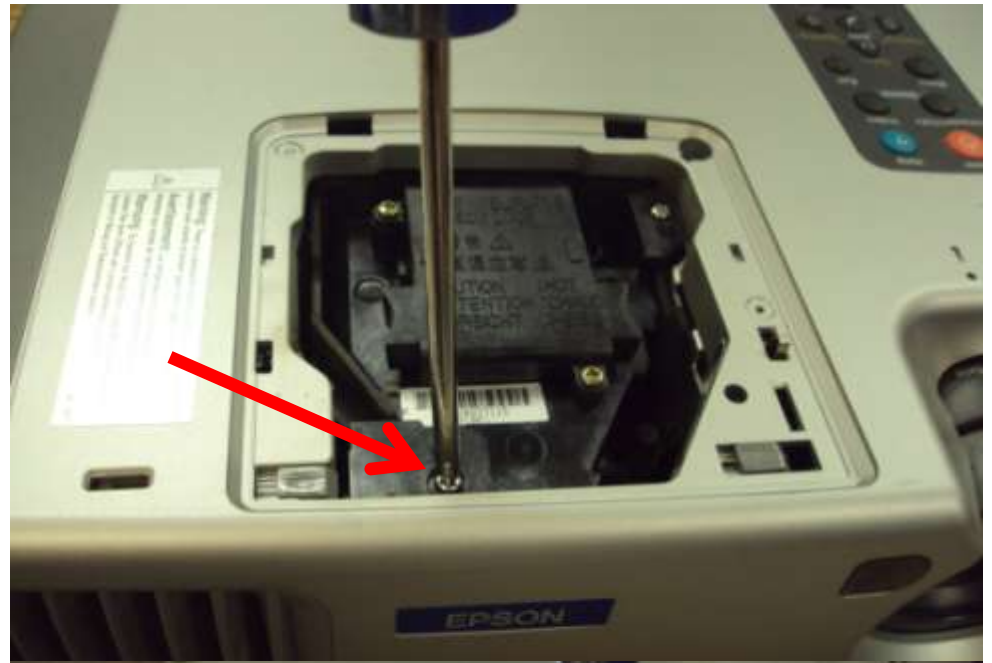
The released cover exposes the lamp assembly.

Set cover aside.

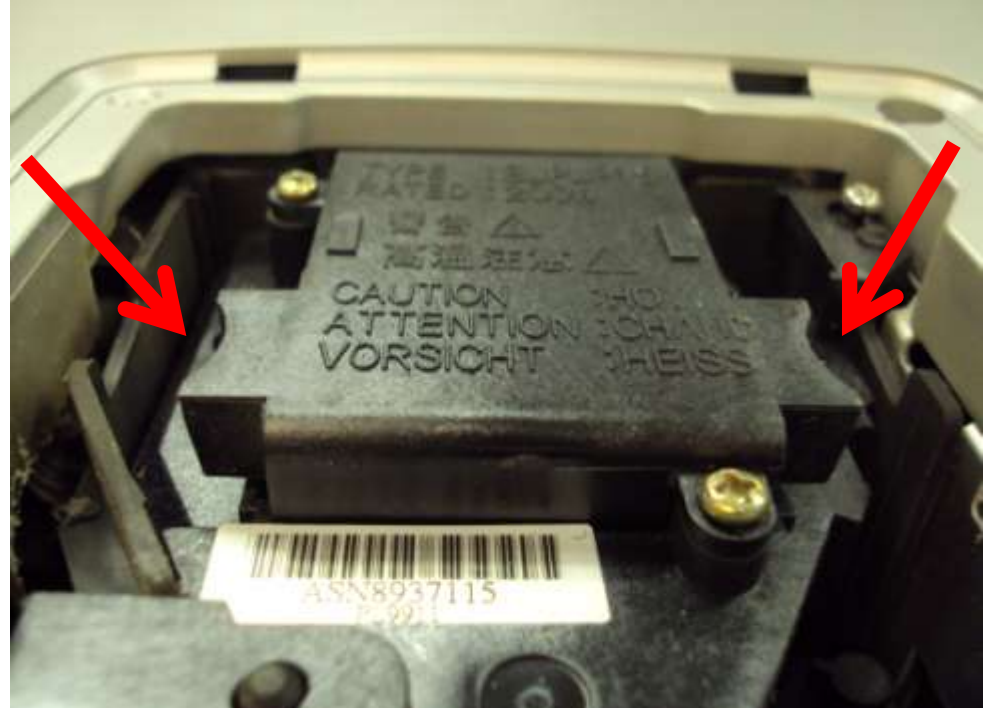


Locate the 2 **silver** screws holding the lamp.

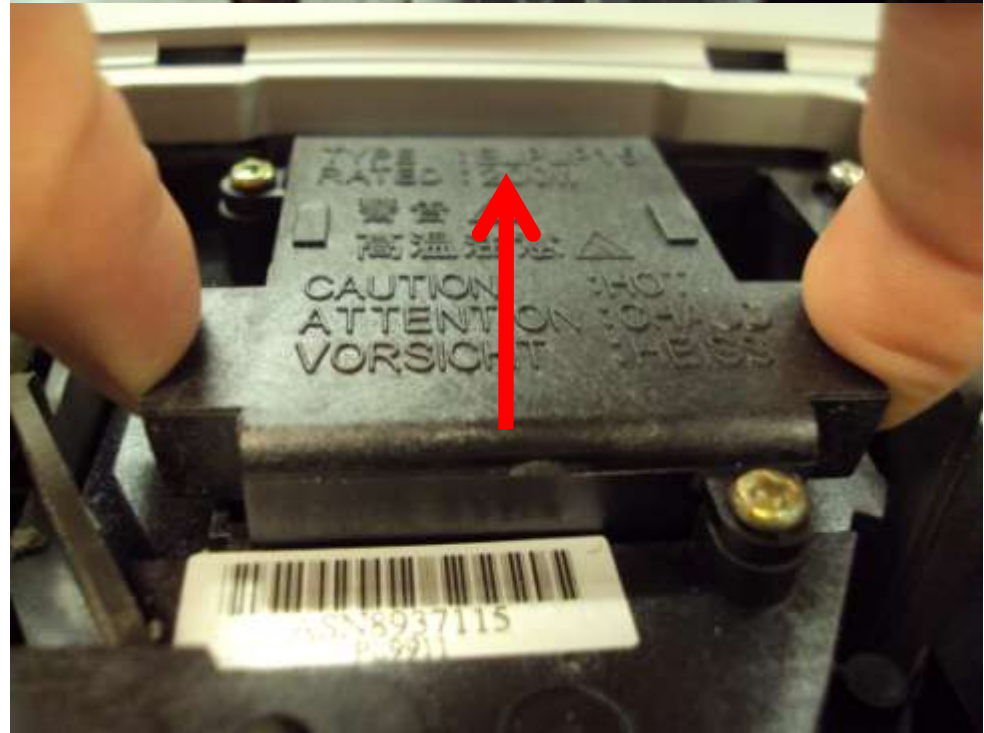
Use a Phillips-head screwdriver to loosen these 2 screws only. They will not fully remove.



Locate the two finger holds on either side at the top of the lamp unit.



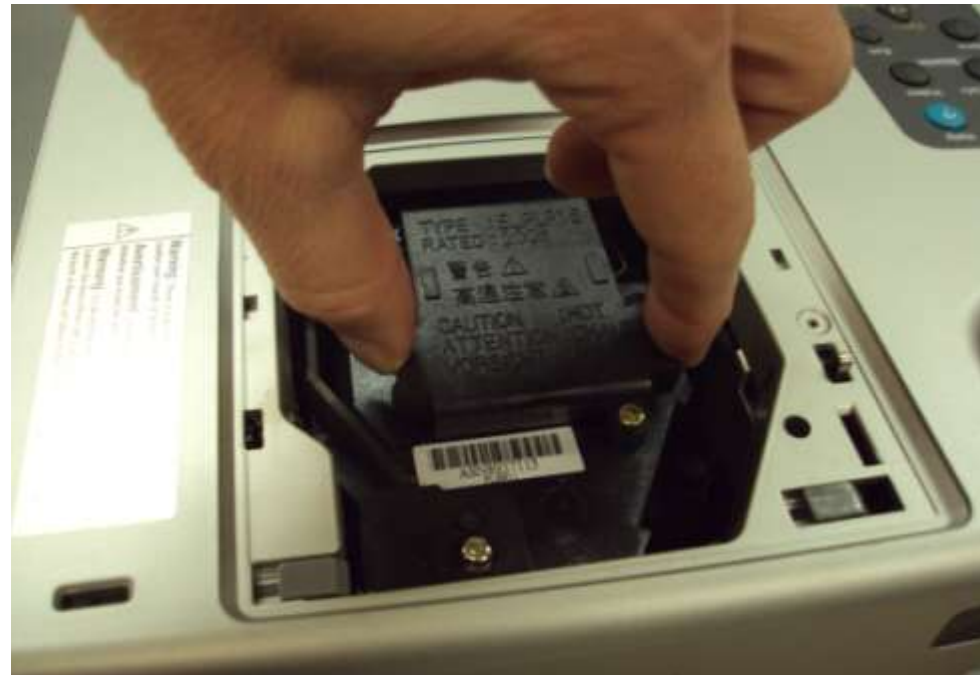
Grasp firmly and gently pull the assembly straight up and out.



Insert the replacement bulb making sure not to touch the bulb itself.

Tighten the silver screws to hold it in place.

Replace the cover. Gently push down to snap it closed.







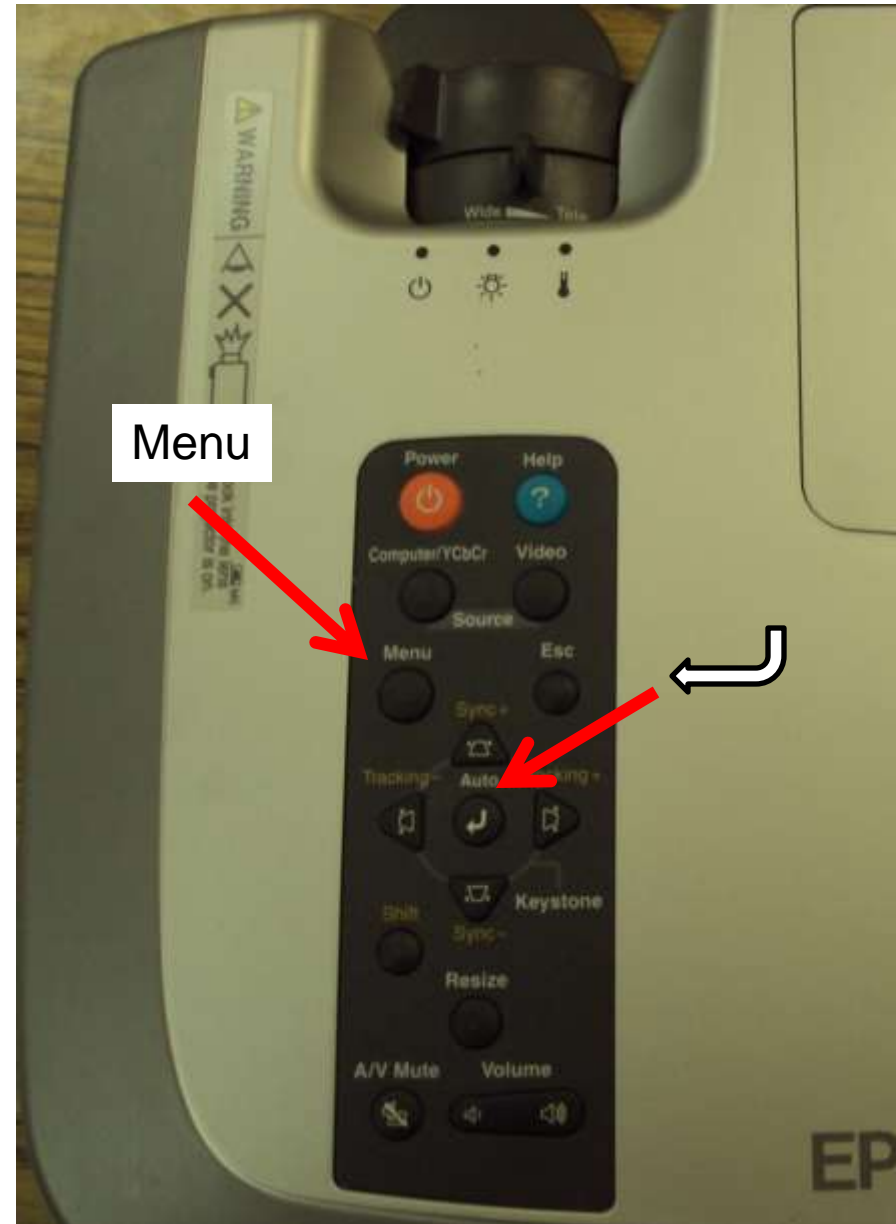
Plug the projector in and test the bulb.

Remember the projector will not work if the cover is not secured.



With the unit turned on, reset the lamp-life timer using either the menu settings on top of the unit or on the remote.

Press Menu, then , Highlight **About**, Press  to choose “Reset Lamp Timer” Press  again. Select “Yes” to confirm choice. Press . Press ESC to finish.



# How to Replace an Overhead Projector Bulb

By Jane Rhoades

3M 1700

Position the overhead in a secure location. Unplug and let cool.

Locate and depress the button on the side to expose the bulb.

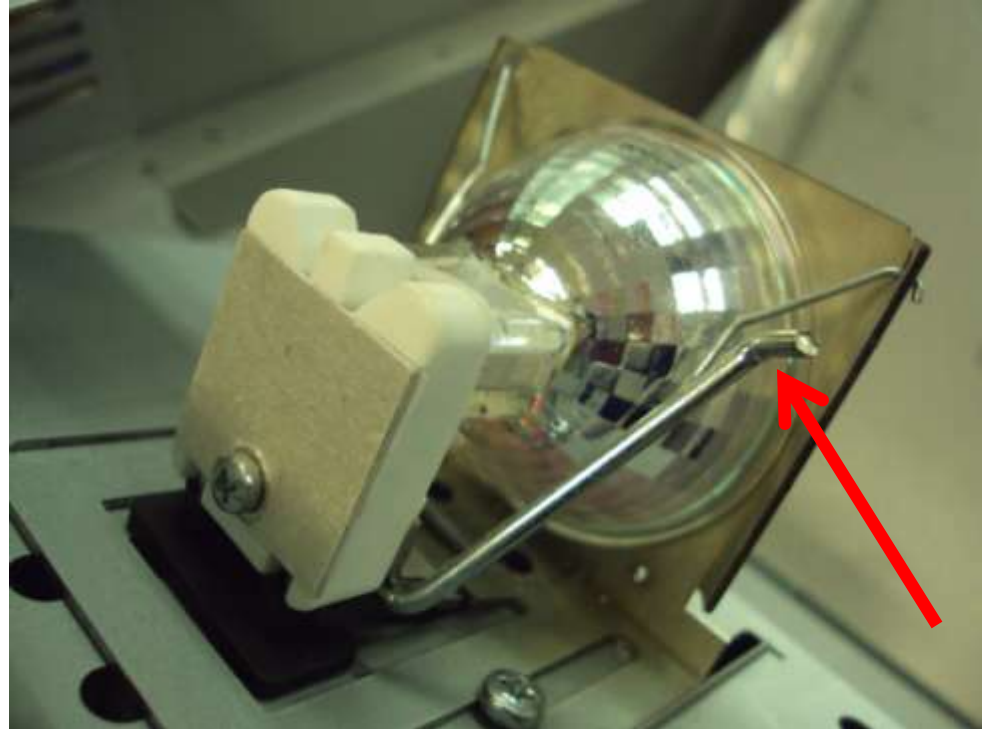
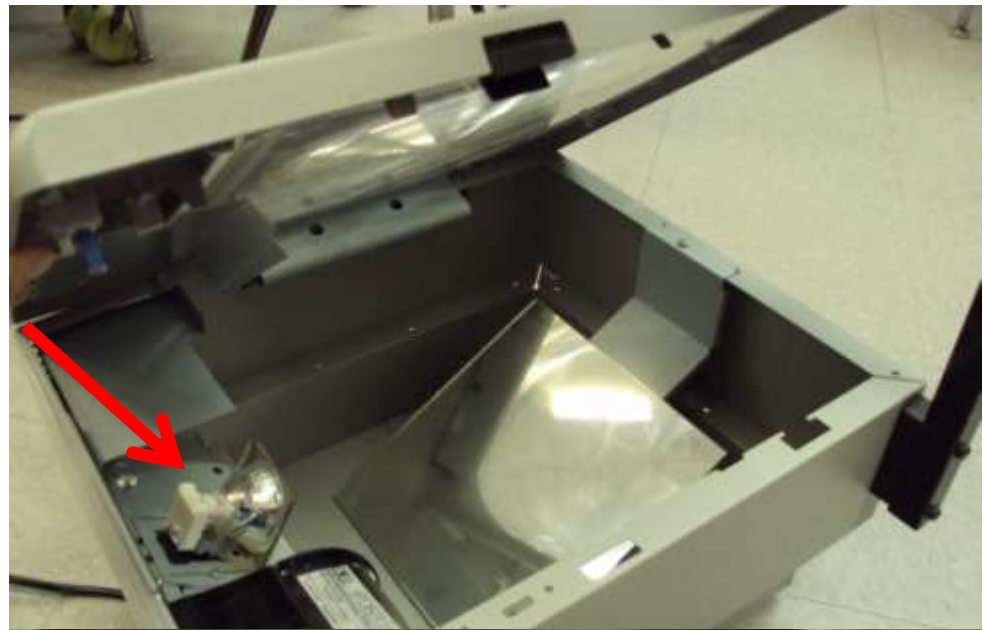




Locate the bulb assembly.

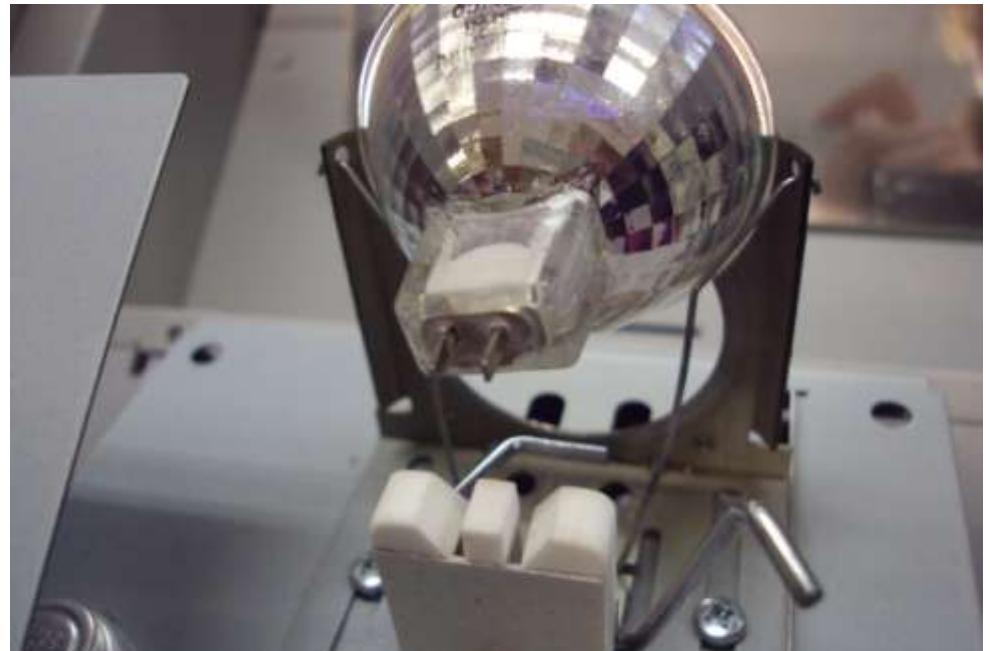
Find the bulb ejection lever on the side of the assembly.

Gently lift the lever to release the bulb.

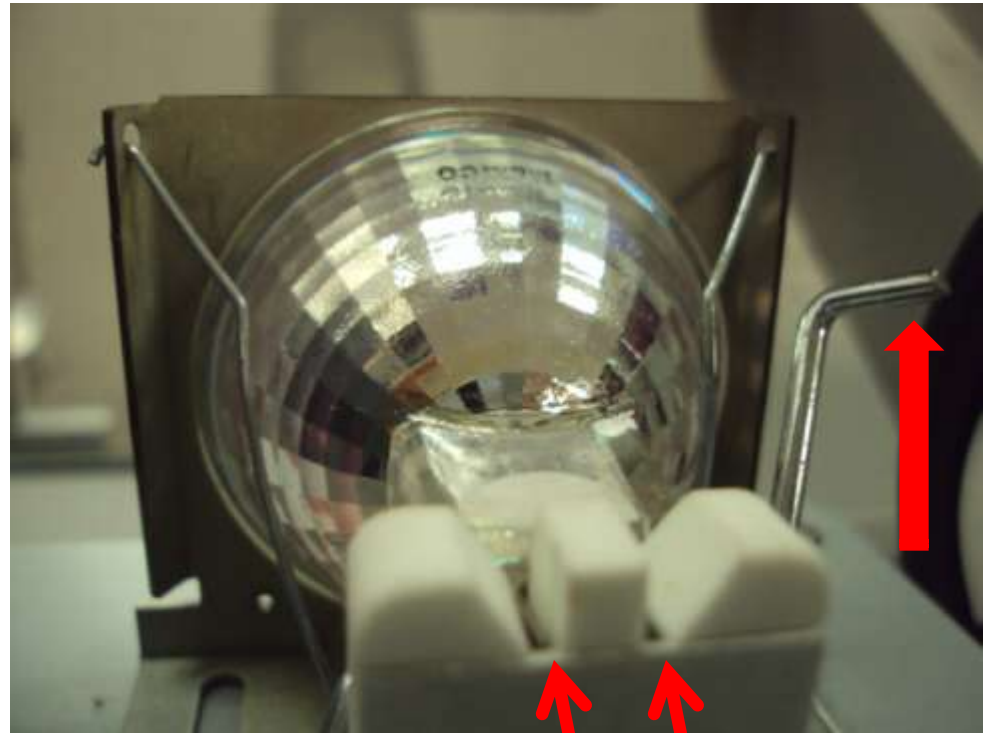


Gently slide out the broken bulb and discard.

Carefully handle the replacement bulb with a tissue or paper towel to keep oils from contacting the bulb.



Carefully align prongs and slide the replacement bulb into place. You will need to guide the bulb and help reset the release handle.



prongs

Close the lid.  
Plug in and test  
the new bulb.  
Carefully move the  
overhead projector  
to desired location  
and continue use.

Remember to turn  
off the lamp when  
not in use to  
extend the life  
of the bulb.



# Setting up a SMART Board

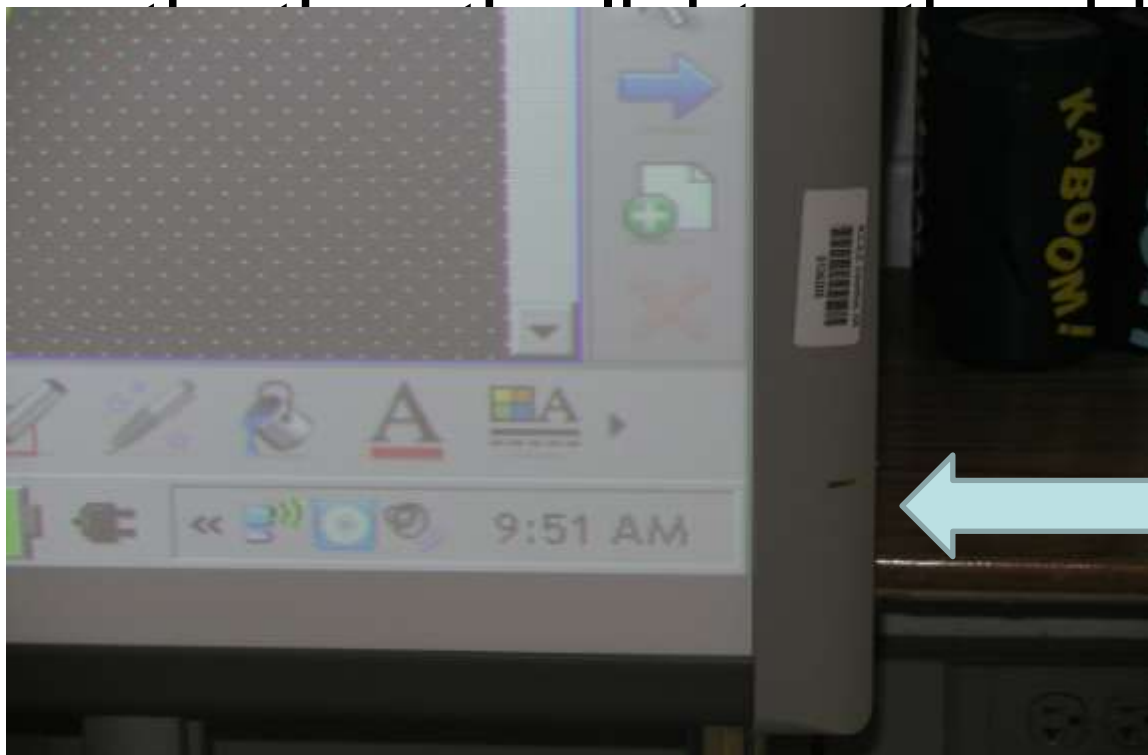
By Gem Butterfield

- Before starting/connecting your SMART Board, you should have already downloaded the software for the system. If your system operates on a WAN, this may have been done during one of the system update sessions.

- If you are using a portable SMART board, make sure you lock the legs in place once you have positioned the board.



- Connect the white board and projector to the computer with the USB adapter.
  - Turn on the projector and then the computer.
  - While the computer and white board are
- ... the light will be red.





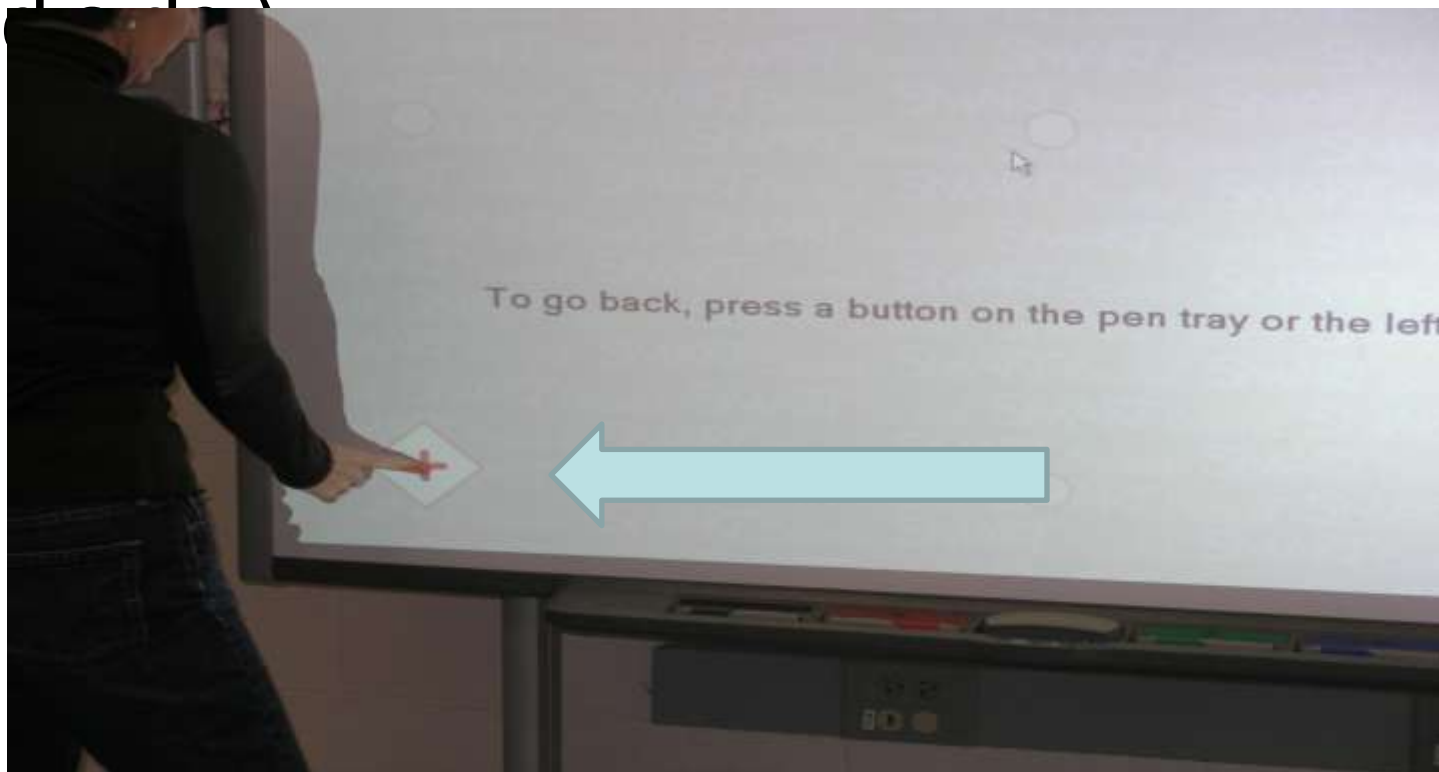
- Log on to the computer.(on the computer keyboard) The indicator light will turn green when it is ready for use.
- Once the light has turned green, you should “orient” the white board. (the board is now *touch sensitive*.)



- To “orient” the white board, press and hold the *keyboard* and *right mouse button* located on the pen tray at the SAME time.

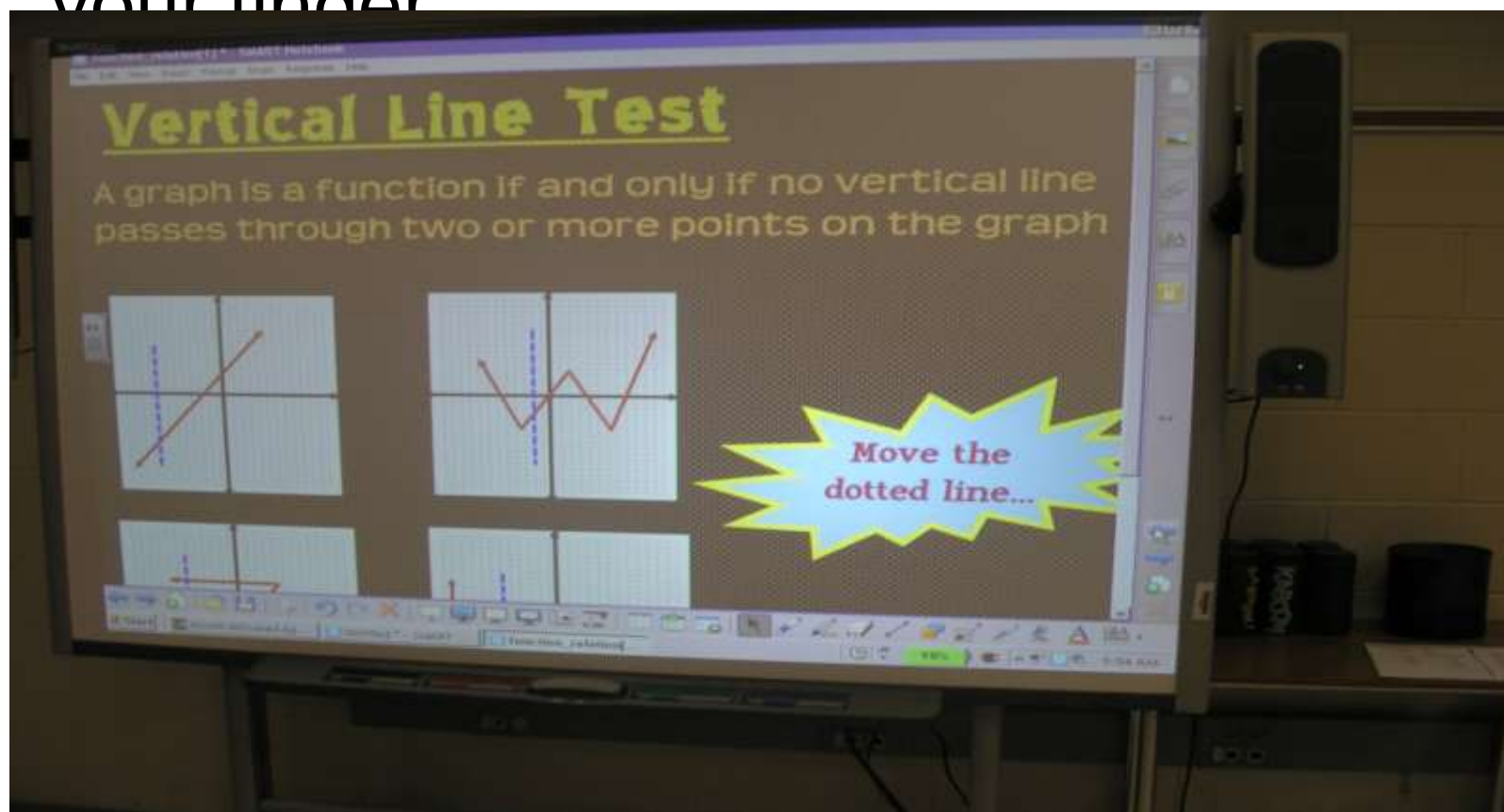


- An image of a cross inside a diamond will appear on the screen. Press the image. Another image will appear in another spot on the board, press it also. You will do this in several spots on the board. (Each corner and the middle)






- Your white board is now ready to use. You can open applications using your finger. For example, you can open your internet browser by double pressing the icon with your finger


























- To write on the white board, pick up one of the pens from the pen tray. The eraser is also located here.
- \*Each time you use a pen or the eraser, replace it in the tray before using a different pen or the eraser. Other wise it may not recognize a new tool.

# Resources


**Quick Reference** 





**Notebook Software Version 9.5 Toolbars**

**Notebook Software Toolbar**  
The Notebook™ software toolbar gives you access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page. If you prefer to not see anything with young students, it may be more convenient to move the toolbar to the bottom of the page. To do this, press the down arrow on the far right of the toolbar.

| Button  | Use This Tool To:  | Button  | Use This Tool To:   |
|---|--|---|---|
|  | Display the previous Notebook page.                                    |  | When any object on the page will grow larger on screen.                 |
|  | Display the first Notebook page.                                       |  | Shrink or show on the Notebook page with the current size.              |
|  | Create a blank Notebook page directly after the current Notebook page. |  | Erase or draw on the Notebook page with the erasing pen tool.           |
|  | Open an existing Notebook file.  |  | Enter digital ink on the Notebook page.                                 |
|  | Save your Notebook page.   |  | Draw a line.  |
|  | Print (send) objects on a Notebook file.                               |  | Create a shape.   |
|  | Undo the last action you performed.                                    |  | Create a tool-entry tool for typing.                                    |
|  | Redo the action you performed.   |  | Use the color of a drawing tool or selected object.                     |
|  | Close any selected object.   |  | Set the transparency of a drawing tool, a selected object or an object. |
|  | Show/Hide the Screen Shade on the current Notebook page.               |  | Adjust the line properties of a drawing tool or selected object.        |
|  | Open Full Screen mode.   |  | Change the toolbar in the bottom of the Notebook page.                  |
|  | Reset the Screen Shade window.   |   |   |

**Full Screen Toolbar**  
The Full Screen toolbar allows you to work with your Notebook file while in full screen mode.



| Button  | Use This Tool To:                   | Button  | Use This Tool To:  |
|---|-------------------------------------|---|--|
|  | Display the previous Notebook page. |  | Adjusts a window of screen objects. To hide/show the Screen Shade, click on this icon. |
|  | Display the first Notebook page.    |  | Close the page.  |

**Quick Reference** 

**SMART Board Interactive Whiteboard Basics**


**Your Finger Is Your Mouse**  
Pressing the SMART Board interactive whiteboard is the same as if you click with a mouse. To right click, press the "right mouse" button on the SMART Board tool.  
To interact using the SMART Board, move the application icon with your finger to open an application such as an internet browser.

**Writing and Erasing Notes**  
To write over your drawing object or application, just click a pen from the pen tray with the interactive whiteboard. To write on a different color, click up a different colored pen. The color recognition comes from the optical sensor in the pen tray slots and not from the pen themselves.  
Pick up the screen from the pen tray and move it in a smooth motion over your notes to erase them.  
**Note:** The interactive whiteboard only recognizes the right mouse from the pen tray. For example, if you choose from a pen to draw but when you pick up the screen, the interactive whiteboard will assume you want to erase. Regardless of whether you touch the board with a pen or an eraser. To avoid confusion, return each tool to its proper slot when you have finished using it.

**Notebook Software**  
Notebook software will act as an electronic clipboard that can be used to add, save and distribute information within any SMART Board interactive whiteboard. Open Notebook software by pressing Start > Programs > SMART Board Software > SMART Notebook.  
SMART hardware is an easy choice for taking notes and writing because the software is specifically designed for using with the SMART Board.


Approved training institution how to use Notebook software is available at [www.smartboard.com/training](http://www.smartboard.com/training).  
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**User's Guide**



**SMART Board® Software**  
for Windows 98, 2000, ME, XP  
and Windows RTM®

SMART Board Interactive Whiteboards  
Power Presentation SMART Board Interactive Whiteboard  
SMART Board for Training/Enterprise/Healthcare/Manufacturing  
SMART Board for Retail/Transportation/Utilities



## References

Smart Board Interactive White Board Basics  
(2006)

<http://www.mansfieldct.org/schools/mms/smart/files/SMART.pdf>

SMART Board Users Guide, (2005)

<http://www.mansfieldct.org/schools/mms/smart/files/SMART.pdf>

SMART Notebook Software Toolbars,  
(2006)

<http://www.mansfieldct.org/schools/mms/smart/files/SMART.pdf>



# Setting up a SMART Response PE System

By Gem Butterfield



SMART Response System PE

- First, connect the receiver's USB cable to a USB port on your computer.



- The light on the receiver will turn on to show it is receiving power.  
(\*The SMART Response software will automatically activate when you connect.)



- Before setting up a class, you should have already created or imported a class list.  
(see the complete users guide)



(SMART Technologies Inc., 2006)

- There are two modes you can set up a class in; *Sign In mode* and *Anonymous Mode*.
- To set up a class in Sign In mode, in the SMART software, select *Response--Start Class*. You will then select the class you want to start.
- The ready light on the receiver will flash, then turn green and the transmit light will flash green. Students can now connect.



- To start a class in Anonymous mode, in the SMART software, select *Response--Start Class*, then select *Anonymous Mode*.
- The ready light on the receiver will flash, then turn green, and the transmit light will flash green. Students may now connect.
- \*Be sure that you have given the students the class name to connect to with their clickers.

# Student Clicker Connect Directions

- Press the **POWER** button for 1 second
- Press the **DOWN** button and select *“find a class”* then press *enter* when you find *your class*.
- A connect message will appear then ask for an ID number. (your teacher will have given you this number.)





- Using the **NUMBER** (letter) buttons, enter your ID number and press *enter*.
- A message should appear requesting confirmation.
- You may then begin your lesson/assessment.



## References

SMART Technologies, 2006, SMART Response PE Users Guide, PDF.