Introduction:
This Quicknote is written as a tool to assist University of Michigan-Flint faculty, staff, and students who use the presentation system in the Smartcart Classrooms.

**Note:** Be sure to turn off the projector and all media equipment before you leave.

Using the Projector:

**Turn Projector On**
1. Open the black door on the top of the cart by pushing the button in and lifting, all in one motion, to position the projector’s mirror.
   **Note:** Never touch or try to clean the mirror--it is easily damaged.
2. Open the cabinet and retrieve the remote control (a picture of the remote is on page 2).
3. Press the Power button on the remote. You should hear the fan start running on the projector. A blue screen will appear after a few moments.
   **Note:** When using the remote you must point it at the mirror on the Smart Cart or at the screen.

**Adjust the Image**
Walk behind the Smart Cart to focus the image on the screen.
1. Rotate the Focus Ring on the projector until the image is focused on the screen.
2. Rotate the Zoom Ring on the projector until the image is adjusted to the desired size.

**Turn Projector Off**
1. Press the Off button on the remote.
2. Press the Off button again to confirm turning the projector off.
   **Note:** When the projector is turned off, the cooling fan will continue to run for about 10 seconds.

Using the Remote:

**Pointer:** Press the Pointer button and then use the Pointer Control button on the remote to move the pointer on the screen.

**Black Screen:** Press the A/V Mute button on the remote control to turn the image black and stop the sound. Press it again to return to your presentation.

**Sources:**
Comp1=Computer
Comp2=Doc. Camera
Video=DVD/VCR
Using the Computer:
1. Turn the computer on.
2. In the Source area on the remote control, press the Comp 1 source (#4) button on the keypad.
3. Login to the computer.
   **Note:** Please turn the computer off when finished.

Using the DVD/VCR Combo:
1. Turn on the DVD/VCR Combo by pressing the Power button.
   **Note:** Inserting a videotape or pressing the DVD Open/Close button will automatically turn the Combo on.
2. Insert a Video Tape or a DVD.
3. In the Source area on the remote control, press the Video source (#2) button on the keypad. A blank blue screen or the Video/DVD will be shown on the screen. If not, press the appropriate Play button.
4. Press the Eject button to remove a Video Tape or the Open/Close button to remove a DVD.
   **Note:** When finished, please turn the DVD/VCR Combo off by pressing the Power button.

Using the Document Camera:
1. Turn the Document Camera on by pressing the Power Switch.
2. Place the item to be shown on the Stage of the Document Camera.
3. In the Source area on the remote control, press the Comp 2 source (#5) button on the remote’s keypad.
   **Note:** Please turn the Document Camera off when finished.
4. To show solid objects, press the Upper indicator light button. Transparencies are best viewed with the upper lamps, not the base lamp.

To Resize Image
1. Press the Tele button on the control panel to enlarge the image.
2. Press the Wide button on the control panel to reduce the image.
   **Note:** The document camera will automatically focus the image.

To Focus on Image
1. If the image is not in focus, press the Auto Focus button to refocus on the image.
   **Note:** The indicator light flashes until the image is focused.
2. To manually focus on an object, use the Near or Far button.
   **Note:** The following objects may not focus well using the auto focus feature.
   ♦ Objects with little contrast
   ♦ Objects with a bright background or excessive contrast

Have Questions or Concerns, Whom Should You Contact?
If you have any questions or concerns regarding the Mediated Classroom, please contact Mediated Classroom Support (MCS) Staff at 237-6628 for immediate assistance or mcs@umflint.edu.

For a list of equipped classrooms, please consult http://www.umflint.edu/its/services/mcs/equipped.htm.