

Using the Smart Cart V-2

Depending on your needs, there are several pieces of equipment on or attached to the cart.

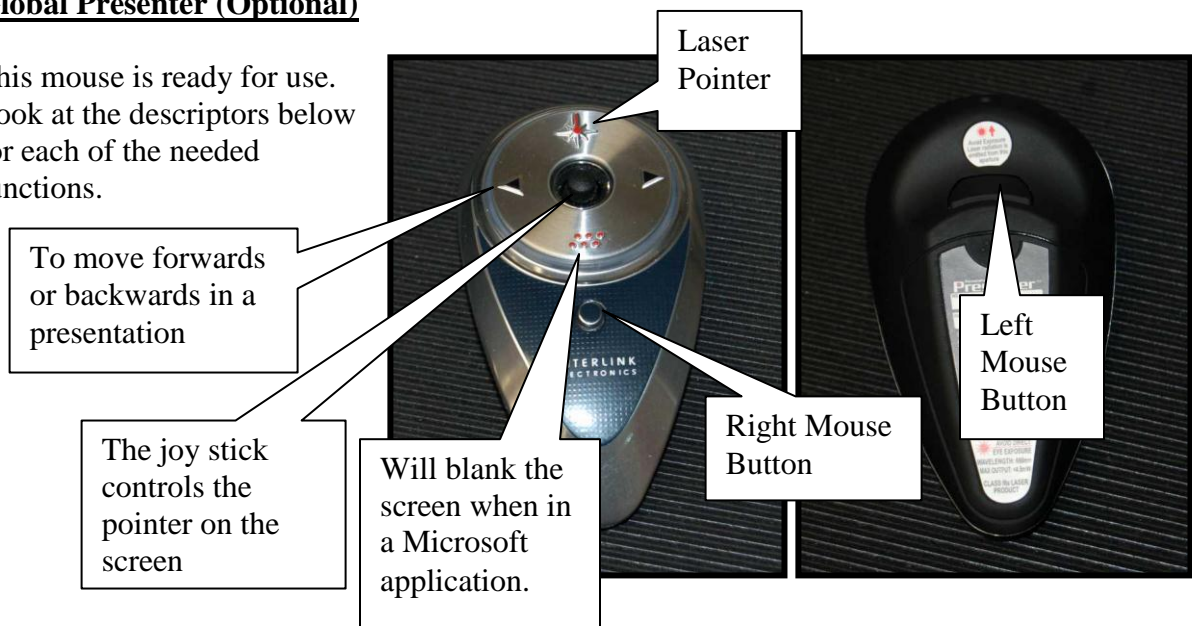
- Global Presenter
- Wireless keyboard/mouse
- Speakers
- Computer (The laptop should be set up for use with the smart cart)
- Data projector
- Computer to play DVD (Power DVD)
- Television (Pinnacle TV Center)
- Document Camera (AverVision 300AF+)

(** Each smart cart may or may not contain the listed components)**



Global Presenter (Optional)

This mouse is ready for use. Look at the descriptors below for each of the needed functions.



***** Make sure all remotes are locked inside the smart cart cabinet before leaving for the day.**

Global Presenter Trouble Shooting

This device will occasionally stop working after working flawlessly. The first thing to try is unplug the USB receiver in the computer or the docking station. Wait 10 seconds and then plug it back into the USB port. The light will flash red and then green. Try using the presenter again. This usually resolves the issue, if not try the following process.

Training your Receiver

Remove the receiver from the USB port, count to 10 and reconnect.

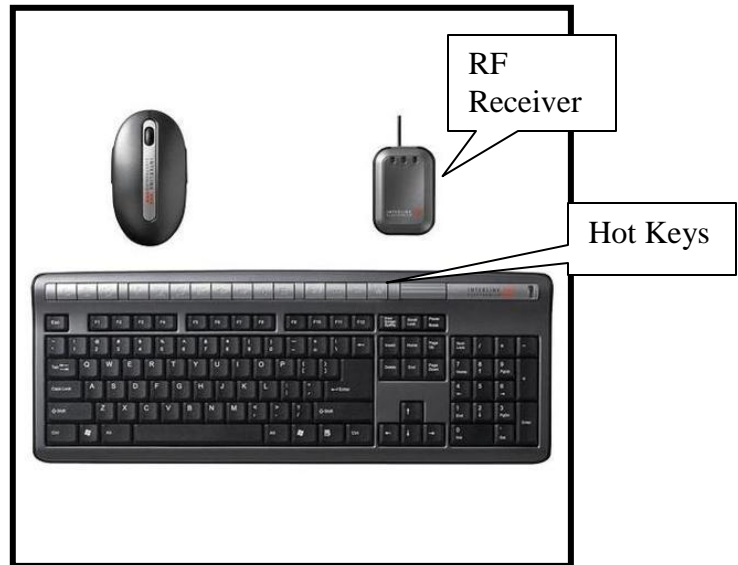
Then press and hold the next button (right arrow) for 10 seconds until the red light around the dial on the presenter turns back on. At the same time the USB receiver light goes from flashing green to solid green to red and then finally back to flashing green.

Test to see if the retraining fixed the problem.



Wireless Desktop Suite (Optional)

- Both mouse and key board have rechargeable batteries. You will need to recharge both as needed. If the mouse or the keyboard is behaving erratically it may be an indication they need to be recharged.
- To charge connect the charging cable to the each one at a time. This is connected to the RF receiver.
- This suite operates using radio frequency and need to be used within 33 ft. of your computer. Once they are connected to the receiver they will stay connected even when they are off. Each piece has a reset button if connection is lost. Press the button and it should reconnect.
- The mouse works best on non-reflective, non-white surfaces.
- The mouse can be used just like your USB mouse to open and close programs etc.
- To use the keyboard open an application like Word or Power Point and begin typing. You may need to click the connect button on the upper right hand side of the keyboard.
- There are 15 Hot Keys at the top. See table below for their use.



Hotkey	Function	Hotkey	Function
Search	Opens a Search box in the current Web browser	Refresh	Reloads the current Web page
Favorites	Opens Microsoft Internet Explorer's Favorites folder.	Mute	Turns off or on any audio output
Back	Goes to the previous page in your Web browser	Email	Launches the default email application
Forward	Goes to the next page in your Web browser	Internet	Launches the default Web browser
Play/Pause	Plays or pauses a video or audio track	Calculator	Launches the default calculator application
Stop	Stops playing the video or audio track	Suspend	Enables power saving mode
Next Track	Goes to the next video or audio track	Media Select	Launches the default media player
Previous Track	Goes to the previous video or audio track		

New Wireless Keyboard Option-Logitech K 520

The keyboard and mouse both have on/off switches to help conserve power. This keyboard does not have rechargeable batteries. The keyboard has two AA batteries that can last up to three years. The mouse has one AA battery that can last up to a year. This is all based on the use of the keyboard.

There is a small wireless receiver inserted into one of the computers USB slots that the keyboard and mouse use to communicate with the computer. It has a range of 33 feet.

The full keyboard includes a number pad and some multimedia keys at the top that will operate some of your computers settings.



Speakers

The speakers are controlled from the main speaker.

Trouble Shooting: No sound? Make sure that the speakers are not muted on the computer. Go down to the Task Bar in the lower right and click on the speaker icon to check.



Speaker Icon on the Task Bar



Helpful Hint: Before starting the computer you may want to check the volume level or it may surprise you and your audience!

The Logitech controller pictured to the right may be found on some smart carts. The speakers themselves are similar to the ones pictured above.



Computer

It is important that you use the computer that is set up for the smart cart since all the needed software to run the hardware is already loaded there. If you have special needs you will need to contact TS for their support.

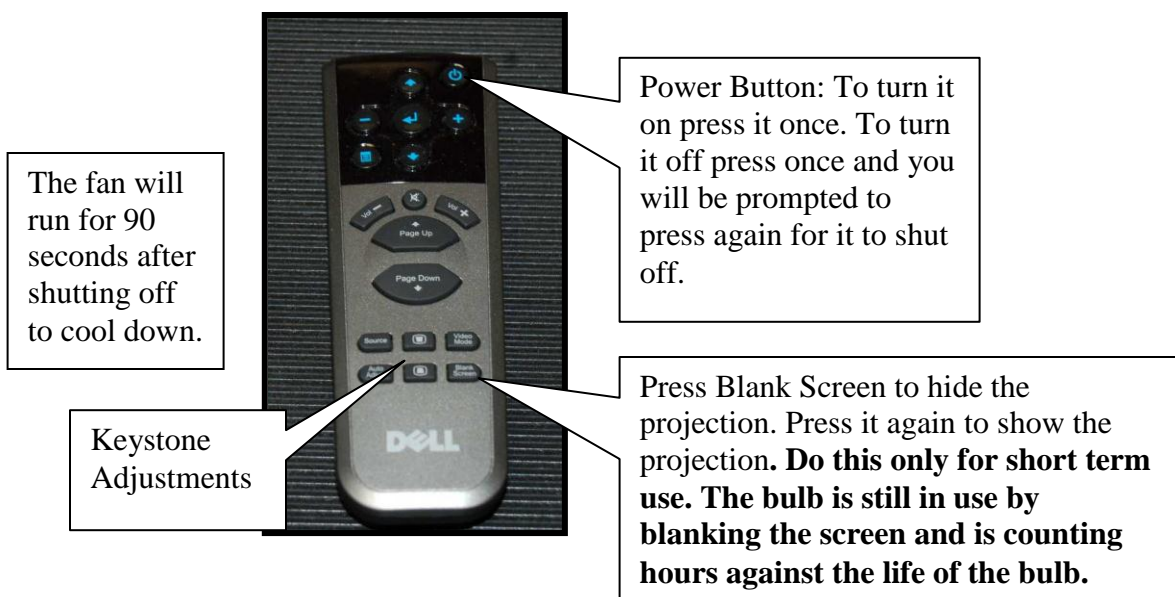
***If you are removing the computer from the docking station make sure to do this by going to Start and selecting Undock from the menu first. OR if the computer is off you can place it or remove it from the dock by depressing the correct button on the docking station. The newer E series laptops do not have the Undock selection in the Start menu. TS recommends that you shut down the computer before you undock the laptop from the cart.

Data Projector

The projector is on the cart or mounted on the ceiling and can be operated by using the remote control. See the descriptors below to assist you with understanding its use.



Important: Turn on the data projector and leave it on at least 5 minutes or it will shorten the life of the expensive bulb. If you need to hide the screen do not turn it off, use blank screen as stated below. **DO NOT LEAVE THE PROJECTOR ON ANY LENGTH OF TIME WHEN IT IS NOT IN USE.** This too will shorten the life of the bulb. (Pictured below is the remote for the 2400, but the remote for the 4210X is similar.)



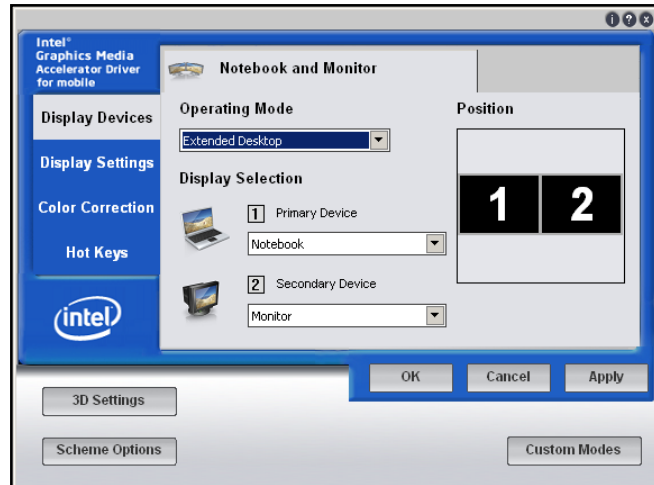
Trouble Shooting:

- Make sure the power light is on, on the data projector. Is the screen blue?
- You can see the image on the computer, but you cannot see it on the screen. Or you can see it on the screen and not the computer. Try holding down the Fn key on the keyboard and pressing the F8 key one time to see if it will sync to be seen on the screen and the computer. Repeat up to two more times.
- If this does not solve the contact your Media Specialist and as a last resort contact TS at 3501 for help.

Extending the Desktop

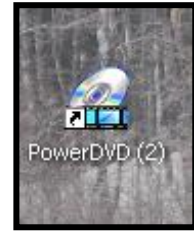
**** Did you know...if your laptop is connected to a data projector you can extend the desktop and continue working on your computer without interrupting what is being projected?

- Connect and turn on the data projector first.
 - Right mouse click on the desktop and drag to select Graphic Properties and this window will open.
 - In the Operating Mode drop down select Extended Desktop.
 - Click Apply.
 - You will be prompted about the change and you want to accept.
 - Once this is done open the application, start the movie etc. and drag it over to the right and it will be displayed on your screen. (You may need to minimize the window before you can drag it to the right.) Now you are at the desktop on your computer and you can continue working without interrupting the presentation.
 - Once you are done just return to the Graphics Properties and select Dual Display Clone and Apply. You will be prompted about the change and you want to accept.
 - This will reset both desktop and projector to the same screen.
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- ❖ If you are not connected to a data projector you will not see the same window above and you will be unable to do this.
 - ❖ If you have this set on your computer and you turn on the data projector you will see a blank screen until you click and drag the application over to the right.
 - ❖ Once this is set on your computer and you keep it on the docking station or connected to the data projector the setting will hold until you change the setting. This includes shutting down and restarting your computer.
 - ❖ If you ever have trouble extended the desktop just repeat the procedure from above.

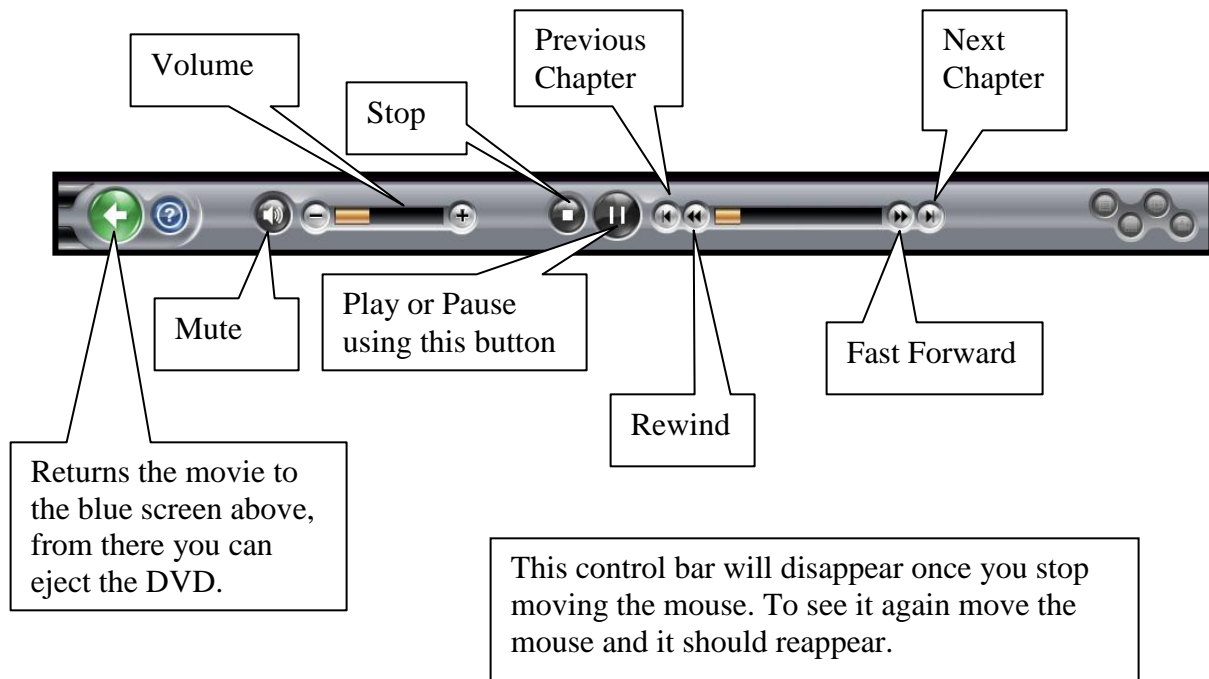


Playing a DVD with Power DVD

****Many DVDs come with a preinstalled program to run the movie and that will work, but if there are issues run the DVD through Power DVD which is installed on all Dell laptops.



- Place the DVD in the drive in the side of the laptop and see what opens. Most DVDs will start automatically as in the case of my example.
- Click on Play when prompted.
- I stopped the movie and the screen to the right will appear. You can resume the movie or restart if needed etc.
- Once the DVD is running see the descriptors below for their use.



The controls will vary based upon the age of the Power DVD software, but the tools are basically the same.

Television Using Pinnacle TV Center

- There are preset channels on the Pinnacle TV Center. Check these out before holding a session in the conference room.
- Double click on the Pinnacle icon on the smart cart computers desktop.
- The below screen will appear and see the descriptors below for their use.



Click here to see all the preset channels. Double click to make a selection.

Channels up or down

Play or Pause

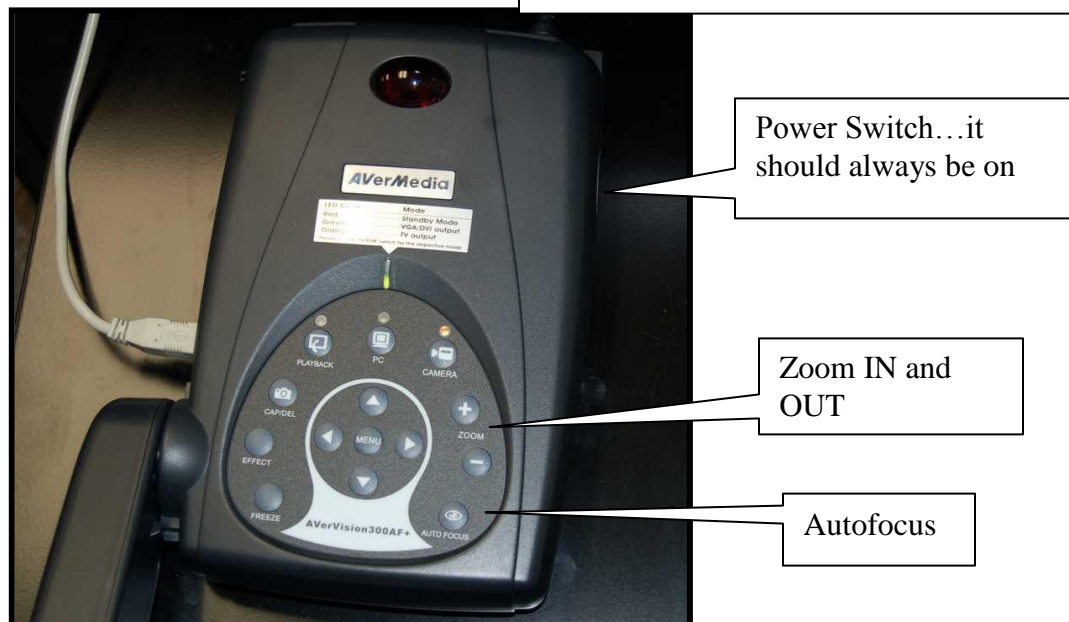
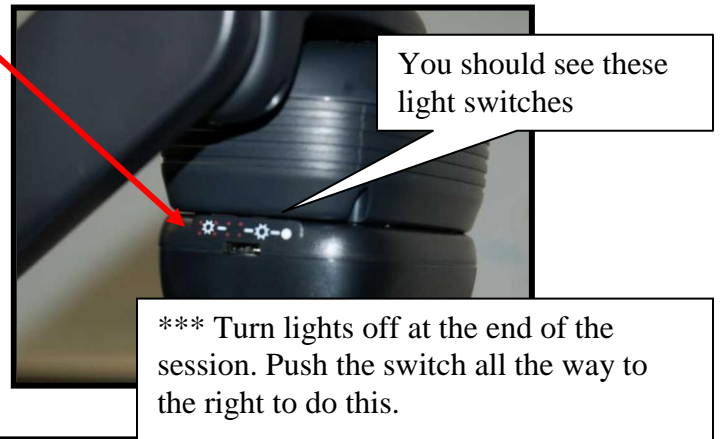
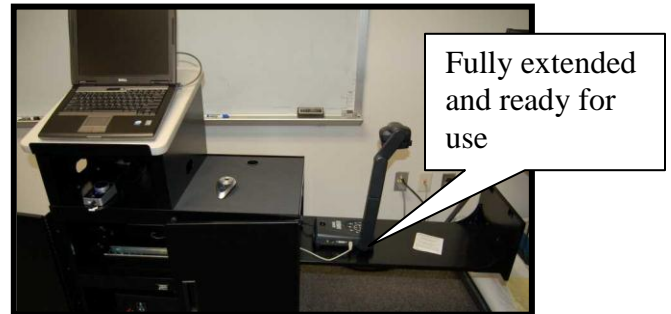
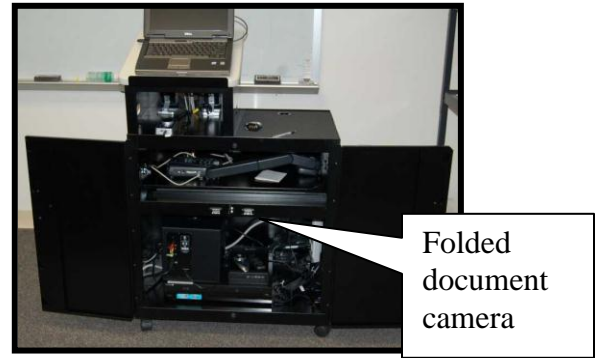
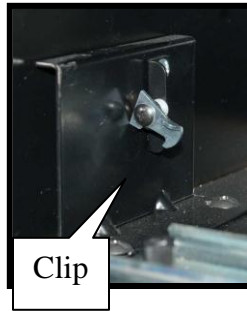
Volume

This control bar will disappear once you stop moving the mouse. To see it again move the mouse and it should reappear.

Document Camera

**** Not all the carts are designed like the one pictured.

- The document camera is stored inside the cart and there is a clip that needs to be released before the shelf can be extended and used.
- Press the clip and carefully extend the document camera shelf fully.
- Carefully lift the arm so the light switches are seen from the front of the cart. It is now ready for use.
- Double click on the AverVision 3 Doc Camera on the smart cart computers desktop.
- Turn on the document camera's lights on the arm. It is best to push the switch all the way to the left so you have the light and the alignment dots. (four red dots that help you align what you are displaying)
- Make sure you have the data projector on so the display can be seen.
- Place the object you want displayed within the red dots.
- Press autofocus and it should clear the image.
- See descriptors below for their basic use of the document camera.



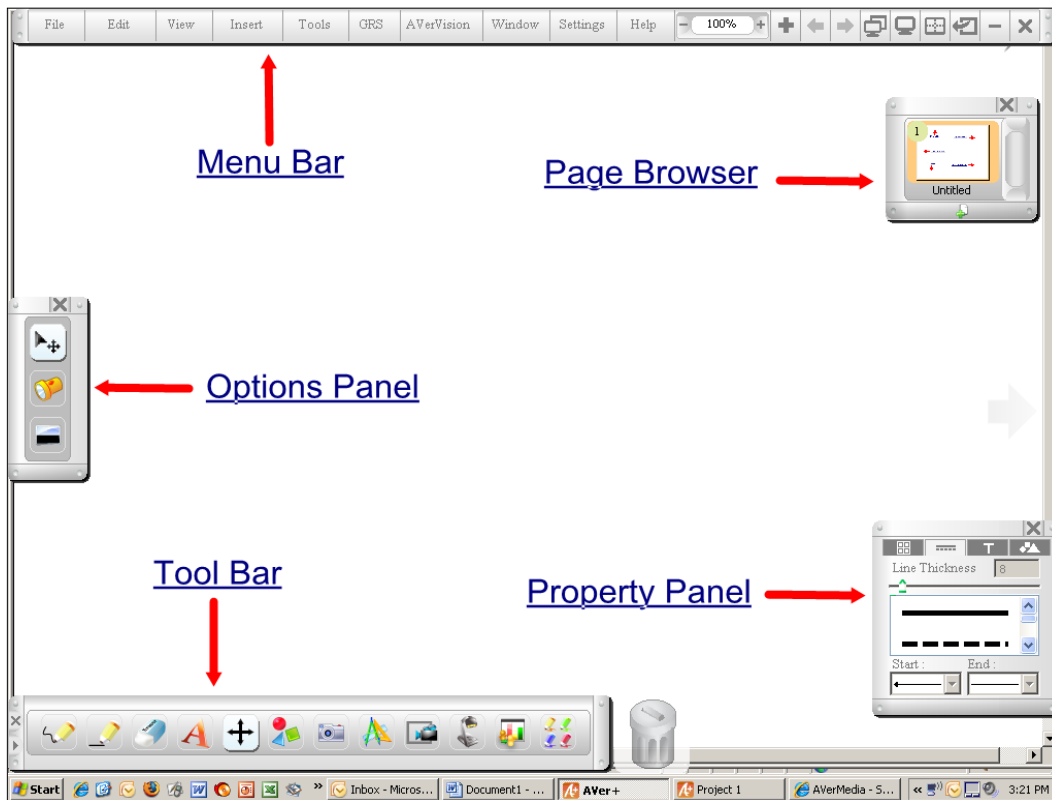
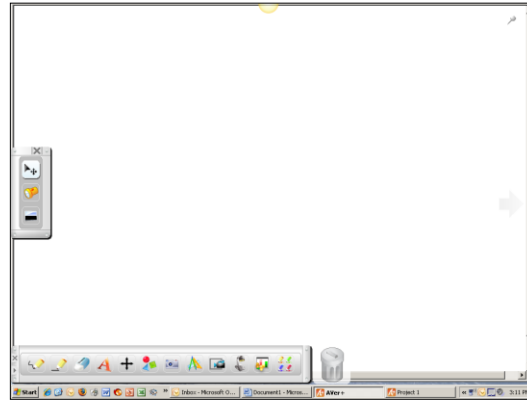
The Document Camera and the Aver+ Software...

This Aver+ software is not loaded on all computers.



- Open the Aver+ Software on the desktop of your computer.

- The screen to the right is the default screen you'll see once you open the software.
- The screen below is showing all needed tool bars. To locate these go to the Menu Bar, find Windows and drag to select the needed tools.



***Helpful hints:

- The menu bar appears only if you hover over top of it.
- If you double click on the white area of the page all the tools will disappear. To restore them double click again and they will return.

Tool Bar

****As you make different selections in the Tool Bar the Option and Property Panels will change to reflect your selection adding functionality.



1. **Freehand** - change color and line thickness etc.
2. **Line** - lines, arrows and thickness
3. **Eraser** – erase small portions up to clearing entire page
4. **Text** – all formatting needs
5. **Move Tool** – the capability to move all that has been created on the page/pages. Also has a spotlight and screen visor feature here.
6. **Shape** – open and solid shapes
7. **Aver+ Capture** – single or multiple screen shots saved in a jpeg format. You will need to set up the save location before capturing data each time you start the Aver+ program.
8. **Special Tools** – math related tools like cubes, tangrams, timers and others. There are two virtual keyboards here as well.
9. **Aver+ Record** – records all actions and sound that take place on the computer and saves it as a video clip. You must select a save location and name before recording.
10. **Avervision Document Camera** – This is where you will find the controls for the camera like auto focus, freeze frame, zooms etc.
11. **GRS (AverPen)**
12. **Multiple Input (AverPen)**

****This is just an overview of the general tools and it is recommended that you explore all in greater detail before classroom use. Remember as you make tool selections the options and property panels will change to reflect those selections.