Media Cart Instructions

This document covers operation of the media on the cart. The Touch Pad makes it easy to switch from one type of media to another. If at any point you experience difficulty, contact support as described at the end of this document. Below you will find steps to:

- **Start** the System (with the touch pad)...... pg 1
- **Start** the Desktop Computer (PC)............. pg 1
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### Start the System

1. Touch the Touch Pad anywhere on a blank screen and the start-up screen will display.

2. Touch the Touch Pad anywhere and the system will boot up turning on the TV/projector screen and supplying power to the doc camera.

You will now be able to control:

- Desktop Computer (PC)
- Laptop & mobile devices
- Doc Cam
- Blu-ray player
- Volume
- Display Power
- System Power
- Mute Video

### Desktop Computer (PC)

1. Press the PC icon to log in to the Computer.
2. Use the mouse to **click the image** displayed on the computer screen

3. Use the keyboard to log in with your **my.emich username** and **password**

4. Press the **Login** button.

**IMPORTANT:** Be sure to **log off** when you are finished using the computer.

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**Laptop & Mobile Devices**

The Media Cart contains a Cable Cubby which holds all the connectors needed to attach your mobile devices.

**NOTE:** In addition to the USB cable in the Cable Cubby, there are USB ports on the left side of the Computer Monitor.

**Adapters are NOT provided** for iPads and other mobile device.

**VCRs are NOT provided** on the cart. If you bring in a VCR it will need to have inputs for composite cables.
The Cable Cubby also contains electrical sockets for your mobile devices.

1. Connect your device to the appropriate cable
2. Press the Aux icon on the Touch Pad.
3. Select the cable icon that is connected to your device to display an image of your screen.

**Document Camera**

1. Press the Doc Cam icon and it will display material on the TV/projector screen.
2. Use the Touch Pad to turn the lights on and zoom in and out.

**NOTE:** You do NOT need to turn the power on the Doc Cam on the Touch Pad as it was powered up when you turned on the system.

**Blu-ray Player (+DVD & CD)**

1. Press the Blu-ray icon.
2. Press the Eject button on the Touch Pad.
3. Insert your Blue-ray, DVD or CD disk in the Blu-ray player located on the shelf below the counter top. Your disk should automatically play.
4. Use the volume icons on the keypad to adjust audio.

**NOTE:** If you’re disk doesn’t play see below.
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If you have music or pictures on your disk and it doesn’t automatically play, use the arrow keys on the Touch Pad to move to the note or camera symbol and press Enter on the Touch Pad.

**NOTE:** If your disk doesn’t play, check that the power light is lit on the Blu-ray player, if not, press the button on the top right of the player. Disks you burn may not play and you will have to use a laptop to play them.

**Shut Down the System**

**IMPORTANT:** When you have finished using the Media Cart:

1. Log off the Desktop computer if you have logged in.
2. Press the **System Off** icon in the lower right corner of the Touch Pad screen.

3. Press the **Power Down** icon on the Touch Pad screen. This will turn off the TV/Projector, Doc Cam and Blu-ray player.

**Support**

If you experience difficulty, press the **button** next to the **Support** text displayed on your phone’s LCD screen. If you wish to have a private conversation, pick up the receiver after the phone starts ringing. Help Desk staff will answer and dispatch a College tech to assist you and also try to correct the problem remotely until the tech arrives.

**IMPORTANT:** Be sure not to press the DPS – 911 button unless you have an emergency as it will call the police.