

Health Sciences Library Multimedia Equipment Instructions

The Health Sciences Library has a Laptop Computer and Data Projector that may be checked out either together or separately by CCHS Faculty, Staff or Residents. It is for use in locations that do not have multimedia equipment available, either on or off campus. Please remember, as with all library materials, you are responsible for the equipment while you have it checked out.

Laptop Computer

1. After lifting the top of the laptop, turn on the computer by pressing the round button at the top of the keyboard on the left side. Windows 98 and various Microsoft software products, including PowerPoint, have been installed on the computer. You can bypass the Windows password by pressing cancel.
2. The computer may be powered by battery or by using the power cord, which plugs into the first outlet on the right side of the computer. The battery may be charged by using the power cord with the power either off or on. You can check how much charge the battery has by positioning the cursor over the little battery icon on the bottom right of the computer screen.
3. The mouse is the touchpad and two buttons located toward the bottom center of the keyboard. Move your finger over the touchpad to move the cursor on the screen. Tap the touchpad to “click” or use the buttons below the touchpad.
4. If you need to be connected to the network there is a network cable in the laptop case. Insert the end with the flat connection (marked 3Com) into the outlet on the right side of the computer toward the back. Insert the other end into the wall outlet for the network. Do this before turning the computer on. After the computer is turned on you will be asked to logon to the network.

PowerPoint Presentations

- Microsoft PowerPoint is available on the computer. It is usually better to load your presentation onto the C Drive rather than running it from a diskette. Just double-click on the PowerPoint Icon to use the software.

How to Connect and Use the Data Projector with the Laptop Computer.

1. Use the black computer cable that has a 15-pin connector on each end. Insert one end into the blue outlet on the back of the laptop. Insert the other end into the RGB input outlet on the projector. Also connect the power cord to the projector and insert into electric outlet.
2. Press the On/Standby Button to turn on the projector.
3. Next turn on the laptop computer. ***(Do not turn on the computer before turning on the projector.)*** Whatever is on the computer screen should now be displayed through the projector. If not, press the Input Button on the projector to select RGB to project images from the connected computer.
4. To focus the picture, turn the small ring around the lens. To adjust the picture size, turn the large ring around the lens.
5. To adjust the tilt of the projector, use the foot adjusters. Lift the front of the projector and press the release buttons on each side. Release the buttons to lock in position. Turn the foot adjusters clockwise to lift up and counterclockwise to lower. To put the foot adjusters back, hold down the release buttons and lower slowly.
6. To turn off the projector when finished, press the On/Standby Button. The lamp indicator will turn off. The fans continue to work for about 3 minutes more to cool the inside to the projector. After confirming that the fans have stopped, unplug the power cord.

How to Use the Remote Control with the Laptop Computer and Data Projector.

1. Make sure the computer is turned off. Connect the infrared sensor unit to the computer. Insert the 8-pin connector into the IBM/MAC outlet on the back of the infrared unit. This cable should be connected to a short cable labeled PS/2. Insert the 6-pin connector into the outlet on the left side of the computer.
2. To operate the computer and the projector by remote control, place the infrared unit close to the projector. The projector has an infrared sensor near the lens. Also, the remote control works better in a darkened room.
3. To move the pointer, press the pointer control in the direction you want it to move. This is the big round button on top of the remote. To click, press the button on the back of the remote. To right-click use the button below the pointer control.

Projecting Images with the Document Imaging Camera.

1. Open the purple cover on the projector. With the projector handle facing you, pull up the arm until it clicks and stays fixed. Then pull up the upper part of the arm. Turn the camera head so that it points down at the top of the projector.
2. With the projector power cord plugged in, press On/Standby.
3. Place the white document pad (from the projector case), foam side down, on top of the projector. This is where you will lay the documents you want to project.
4. Turn on the fluorescent light switch.
5. Select "Camera" by pressing the Input Button.
6. Use the Focus and Zoom Buttons on the camera control panel to adjust the picture or use the camera buttons on the remote.
7. When finished, turn off the fluorescent light and return the camera and arm to the original position. Remember to press the On/Standby Button to let the projector cool down before unplugging the power cord.

For more detailed instructions check the manuals inside the projector case and the computer case.

For questions, to report problems, or to reserve the equipment, call the Reference Office in the Health Sciences Library at 348-1364.