**Operating Instructions for Presentation Cart:**

*Retreat and Ecology Campus*

The **Mobile Presentation Cart** consists of three primary units: 1) **Data Projector**; 2) **Laptop Computer**; and 3) **DVD Player** (shown below). The cart also includes a PowerPoint remote and wireless keyboard and mouse kit.

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**To Turn on the Data Projector:**

Press the **Main Power** button on the data projector or the projector remote.

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**To Boot up the Laptop Computer:**

Press the Main Power button on the laptop and wait for the login prompt.

1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard
2. Type your UVID Username and Password and click the blue arrow button.

For conference users, check the **Workstation only** box then set the username to `.localuser` and enter the password `lurec1`.

**PLEASE NOTE:** The audio out cable may be directly connected to the laptop (shown right). If so, it is recommended that DVDs be played using the laptop’s built-in DVD player rather than disconnecting the cables and reconnecting to the separate DVD player located on the lower shelf.

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For assistance, please contact the **Campus Manager**
To Use the Wireless Devices:

**Keyboard and Mouse Kit:** The laptop has been preconfigured for use with a wireless keyboard and mouse. Make sure the USB receiver is connected to the laptop (shown below). If it has been disconnected, the **Connect** button located on the underside of the keyboard may need to be pressed again in order to sync the devices. The mouse is located on the lower shelf in the charging bay (shown below). Depending on the room configuration, the keyboard might be located on the cart or at the podium (shown below).

**PowerPoint (PPT) Remote:** Make sure the USB receiver is connected to the laptop (shown below). It is shorter than the USB keyboard/mouse receiver. Depending on the room configuration, the remote might be located on the cart or at the podium (shown below). You do not need to manually sync the two devices.

Shutdown:

*Please remember to turn off the data projector and shut down the laptop when finished. Thank you!*