OPERATION OF MULTIMEDIA CART
and MEDIATED ROOM EQUIPMENT
Health Science and Human Service
College Computing
Ext. 5312

Host Computer
- Turn on laptop and StarBoard EM Panel (if available)
- Turn on projector and push input button to Input #1. Projector may take a few seconds to warm up
- Logon on to the UTAD domain using your UTAD username and UTAD password
- The computer screen should display on the projector screen shortly. If it does not press Function+F8 to switch the display modes (computer only, projector/starboard only, or both computer and projector/starboard simultaneously)
- When finished make sure projector is still set to Input #1 and turned off (press OFF button twice), computer is shutdown, and StarBoard powered off

VHS (if available)
- Turn on projector and push input button to Input #3
- Turn on VCR and insert tape
- Power off projector (press OFF button twice) and VCR when finished

ELMO (if available)
- Turn on projector and push input button to Input #4
- Turn on Elmo
- Power off Elmo and projector (press OFF button twice) when finished

“H” Drive
- To retrieve your “H” drive files open an internet browser
- Type files.utoledo.edu into the address bar and hit Enter
- You will be prompted for credentials
- Enter your UTAD username and UTAD password and hit Enter
- You will then be directed to your “H” drive

NOTE: Please turn off all equipment when finished. The projector off (or standby) button is pushed ONCE to turn off lamp and pushed TWICE to power off completely.