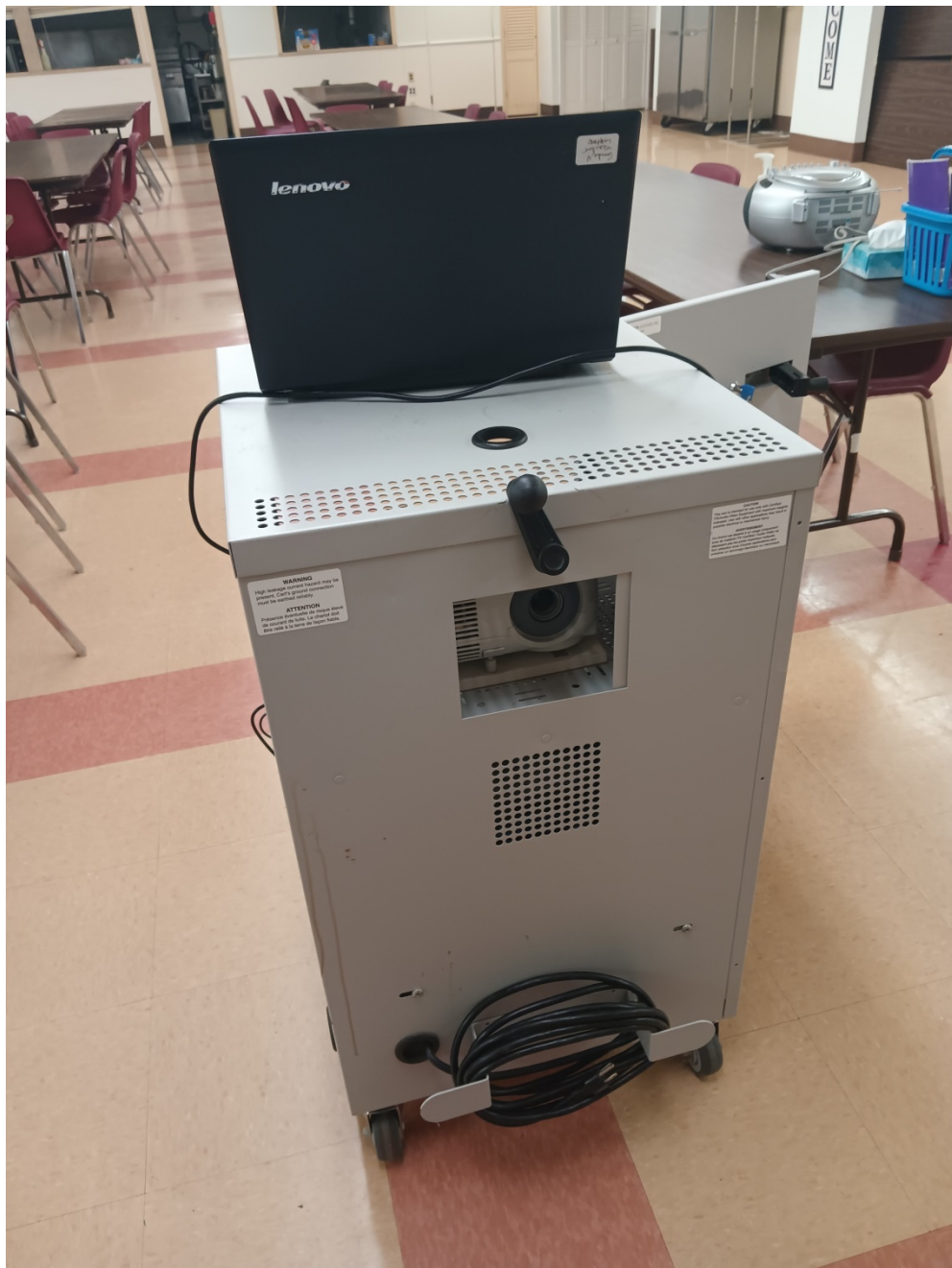


***The following information describes the use of the Friendship Hall Media Cart for PreK Staff personnel. All Non-PreK Staff should receive training in the use of this cart if they intend to request use of it for Parish purposes.***

The Media Cart: It is typically stored on the left side of Friendship Hall near the art storage room closet.



This is the Key for the Media Cart it can be found in the Secretary's office



This is the lock for the Media Cart. After opening the lock lift the handle. When locking put the handle back in first, then lock the cart.





This is the NEC projector controller. The project can be turned on and off and adjusted from this remote control.



This is the rear of the NEC projector. Three options for Video Connections exist. Blue –VGA, White HDVI, Gold HDMI. For the laptop in the Cart use the Blue cable.



This is the power cord for the Laptop. Please plug this in to the laptop when setting it up on the cart. The Green plug is an Audio Jack for the laptop as well if using sound in the video.



This is the mobile sound unit that is plugged into the cart. It is best used for larger groups of more than 20 and can be used with an external microphone as well.





This is the built in sound system for the Media Cart. It is best used for smaller groups of no more than 20 people sitting close to the Media Cart and Projector Screen.

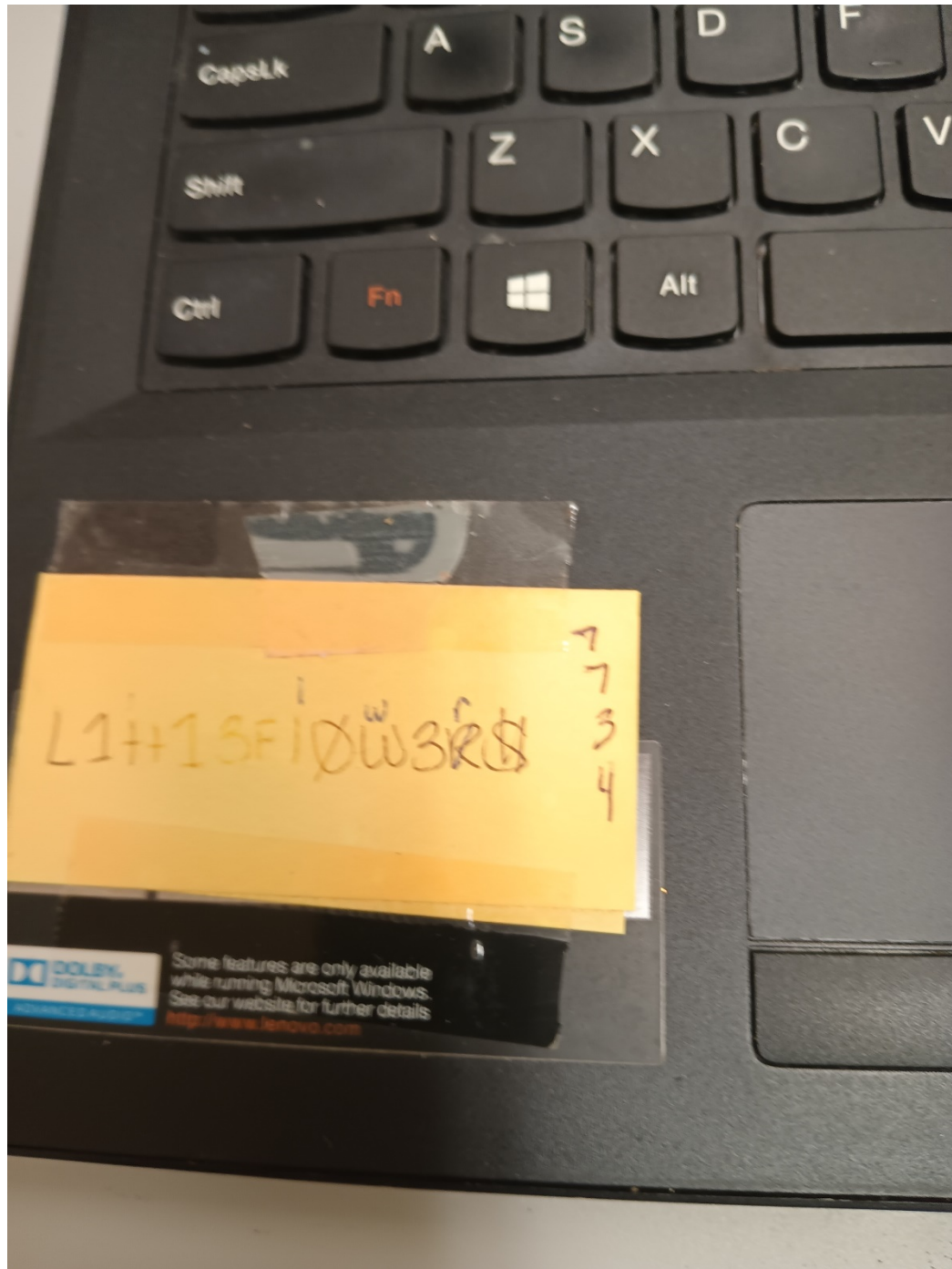


This is the VGA cable end that goes into the Laptop VGA port on the left side of the laptop.





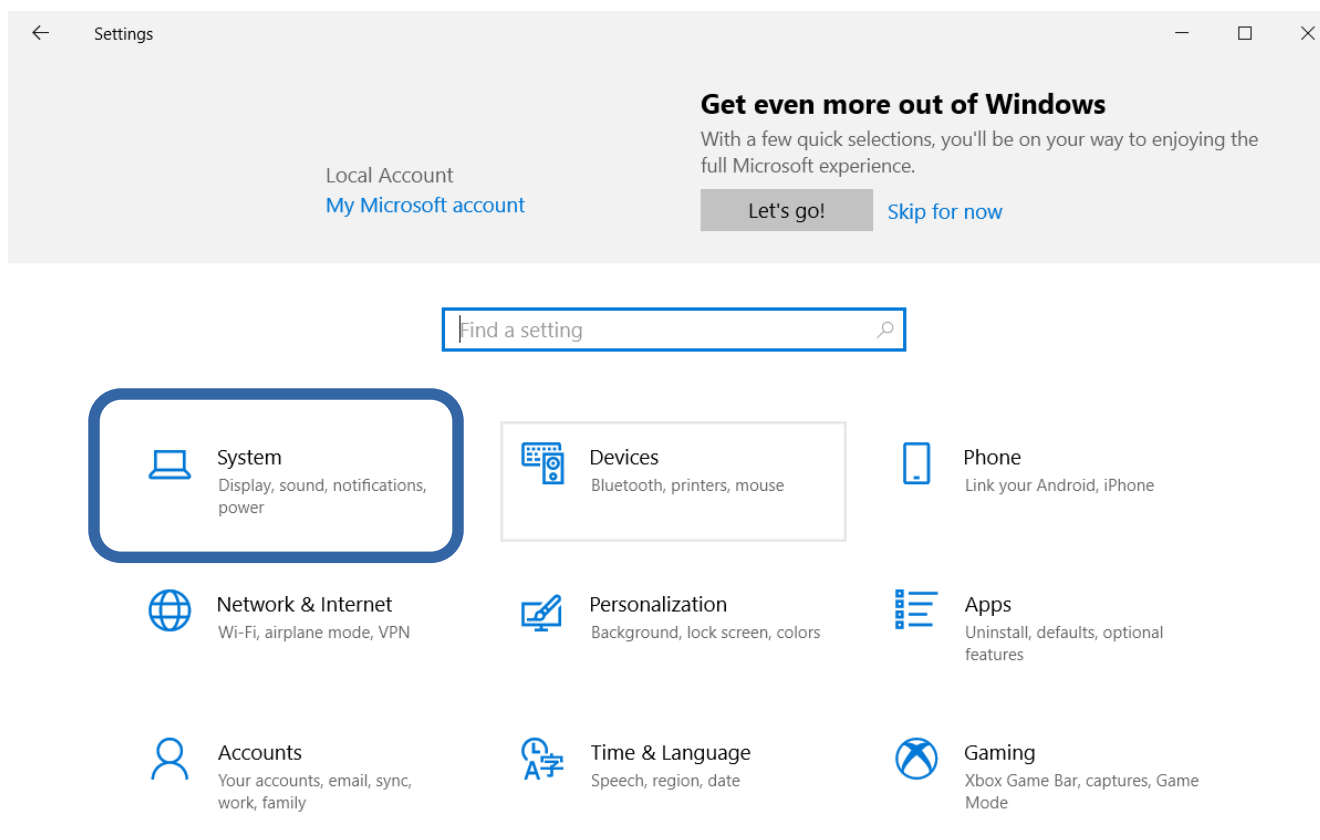
This is the Password and Pin number card for logging on to the laptop. Please do not remove it from the Laptop.

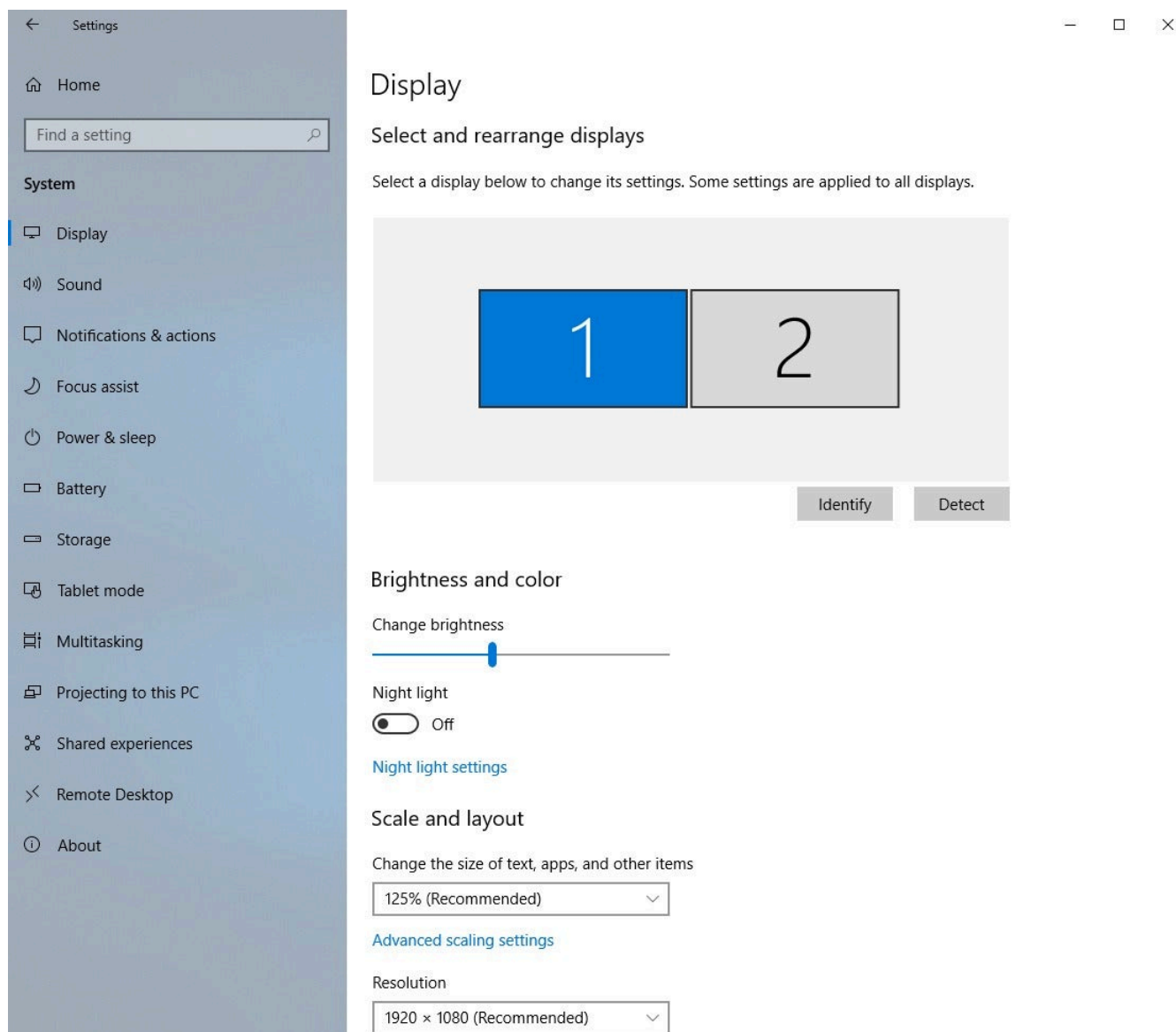


**FINAL NOTES ON THE MEDIA CART:**

1. Plug in all cables including power cords before turning on the laptop or the projector.
2. Projector takes a few minutes to warm up so don't be surprised if the image doesn't appear on the screen right away.
3. The laptop will also need a few minutes to start up so give it time before seeing the content on the screen when you login.
4. Check Settings on the Laptop to make sure that you are mirroring the laptop screen to the Projector.  
(See information below)







When you are in the Windows 10 Display Settings you should see the two screen display above. One will be for the computer Monitor and One for the Projector. If you don't see that one of the two devices is not correctly connected.