

Audiovisual Instructional Guides

Guide to using: COW (computer on wheels)

Please Read the Following:

- ☞ Please do not dismantle the COW without permission from the AV Technician.
- ☞ Improper shut down can cause damage to the equipment.
- ☞ Files saved to the hard drive will be automatically deleted when the computer is turned off.
- ☞ Always save your work to the A:\ drive, USB Memory or Zip drive.
- ☞ Cows are in very high demand, please return promptly after use.

What you get

- ☞ Computer with Data projector on a cart. Cable for internet connection.
- ☞ The standard software listed below is available on each C.O.W

Standard Software on the COW's (as of March 2007)

Software	Description
Microsoft Windows XP	Operating System
Microsoft Office 2003	Word, Access, Excel, Powerpoint
Internet Explorer Ver. 6.0.29	Internet Web Browser
Mozilla Firefox Ver. 1.5.0	Internet Web Browser
Adobe Acrobat Reader Ver. 7.0	.pdf Document Viewer
CutePDF Writer	.pdf Document Creator
EasyZip 2000 Ver. 3.5	File Compression/Decompression
McAfee Ver. 8	Virus Scanner
Windows Media Player Ver. 11.0	Multimedia File Viewer
Real Player Ver. 10.5	Multimedia File Viewer
QuickTime Ver. 7.1.3	Multimedia File Viewer
Irfan Viewer Ver. 3.85	Graphics File Viewer
Macromedia Shockwave	Multimedia Plugin
Macromedia Flash	Multimedia Plugin
Ipix Viewer	ActiveX Control Plugin
iTunes Ver. 7.0.2.16	Audio Player
Cyberlink Power DVD Ver. 5	DVD Viewer
Java 2 SE Ver. 1.5.0	Program Runtime Environment
DirectX Ver. 10	Multimedia Drivers
Lotus Notes Weblink	KUC Web Email Application
Banner Weblink Ver. 7	KUC Database Application
MyKwantlen Weblink	Internet Link to KUC MyKwantlen Login
myFiles Weblink	Internet Link to KUC myFiles Login
VoloView Express	Drafting/Design Viewer Program
Maple Ver. 10	Math/Graphing Program

If you need software loaded that is not listed above, please contact The Information Technology Librarian, Caroline Daniels @ 599-2701.

Only licensed software will be loaded on this computer.

If you require network access, please contact the IET Helpdesk to confirm network access prior to your booking @ 599-2116.

Basic Operation - Setup

Step 1 - If you are using the KUC network, or the internet, the data cable must be plugged in to the data port prior to turning on the computer.

Step 2 - Plug the extension cord attached to the cart, into an electrical outlet.

Step 3 - Turn on the Data Projector by holding down the "On/Power" button for 2-3 seconds.

Step 4 - Turn on the Computer and monitor.

Step 5 - Once the operating system has loaded, the C.O.W. is ready for use. If the data cable has been connected to a live port the C.O.W. is now ready to access the internet and KUC network.

Shut down

Step 1 - Click the START button, select SHUT DOWN, then select OK

Step 2 - The computer will automatically shut off.

Step 3 - Turn off the monitor

Step 4 - Turn off the Data projector by holding down the "On/Power" button for 2-3 seconds.

If you are connected to the network, or the internet, disconnect that data cable now.

Proper use allows for the data projector to be cooled down after each session. Once the projector is turned off, leave it plugged in to allow the fan to cool the projector.

Step 5 - Unplug the extension cord and return C.O.W. to the Audiovisual Dept.

Operating Tips

- ☞ The closer the Data projector is to the projection screen/wall, the brighter the image.
- ☞ 10-12 feet away from the projection screen/wall is ideal for best image projection.
- ☞ To avoid image distortion (keystoning), place data projector perpendicular to the projection screen.
- ☞ Re-focus if you move the C.O.W closer or further away from the projection screen/wall.

Advanced Features/instructions

- ☞ Use the "pic mute" button on the data projector remote (NEC models only) to turn off the Data projector lamp until you are ready to project your image to your audience.
- ☞ Audio is available through the data projector, or the attached speakers.

Troubleshooting

Symptom	Solution
The image is projected, but there's no image on the monitor.	<i>Check that the Data projector is "On".</i>
The data projector is on, but the image is not being projected & there is no light coming from the projector.	<i>Return the equipment to the AV Technician for troubleshooting.</i>
The computer won't read my CD.	<i>Return the equipment immediately to the AV Technician for troubleshooting.</i>
I've turned on the speakers, but there is no audio.	<i>Return the equipment immediately to the AV Technician for troubleshooting.</i>

Further Assistance

If you would like to book a training session, please call an Audiovisual Technician at the campus nearest you to setup an appointment.

An Audiovisual Technician is available Monday – Friday, 8:30 am – 4:30pm.

Langley campus	(604) 599-3209	Richmond campus	(604) 599-2582
Surrey campus	(604) 599-2216	Cloverdale campus	(604) 598-6041