

Computers On Wheels (COWs)

Specifications:

Software			
(Computers on Wheels) COWs			
Mac OSX 10.6.4		Windows 7	
Adobe CS5 Suite:		Adobe CS5 Suite:	
Acrobat Pro	iLife '09:	Acrobat Pro	Adobe Dreamweaver CS4
Bridge	Garageband	After Effects	Audacity
Dreamweaver	iDVD	Encore	3D Studio Max 2011
Flash	iMovie	Premier Pro	Maya 2010 and 2011
Fireworks	iPhoto	Photoshop	SoftImage 2011
Illustrator	iWeb	Flash	Mudbox 2011
InDesign	iTunes	Illustrator	Motion Builder 2011
Photoshop	Photo Booth	Soundbooth	Rhino V.4
Audacity	Quicktime Pro	Catalyst	Microsoft Visual Studio 2005
Suitcase Fusion	Office 2008	Flash Builder	Quicktime Pro
Fetch	Toast 9 Titanium	Fireworks	
Font Book	VLC	On Location	
FireFox		Contribute	
iWork '09:			
Pages			
Keynote			
Numbers			
Hardware COWS			
20 " iMac Intel Core Duo 2Ghz 4GB RAM CD/DVD R/W		Corei3-530 Dual Core / 2.93GHz 8GB RAM CD/DVD R/W	

Booking Procedure:

There are two ways to book a COW:

- **Visit AV in person.** Audio Visual (room 205) has Computer Equipment Request forms available for faculty. Simply fill out the form and submit to AV to book a COW.
- **By email:** Email AV at "bookav@ecuad.ca" and include the information you would otherwise have written on the form (see attached for an example booking form).

Note: Projectors are generally included in COW bookings. When filling out this section of the request form, please specify whether you want a projector with a COW or if you intend to use a projector with your own laptop.

General Notes about Booking:

- **Important: COWs cannot be transported between the North and South buildings.**
Requested COWs should be in the same building as your class.
- It is possible to book the COWs in advance for a whole term.
- It is also possible to pick up a COW on the same day if there is one available (usually in emergencies) but **AV would prefer as much notice as possible.**
- COWS bookings require that you sign out a key from AV which **MUST BE RETURNED** once the COW has been returned, **otherwise no one else will be able to access the COW.**

COW Locations:

North Building:

- **Two Mac COWs** are in **room 156.**
- **One Mac COW** is in **room 205 (AV).**
- **One PC COW** is in **room 203** just outside room 203e (the Mac labs).

South Building:

- **One Mac COW** is in **room 410.**
- **One PC and one Mac COW** are in the **hallway** just inside the double doors leading to Design **outside room 343.**

Note: The key AV issues for a COW will have the room number of where the COW is stored printed on it.

Connecting a Data Projector to a COW:

- First plug in the cart's extension cord. **Do not turn on the computer** yet.
- Unpack **the projector only** (don't worry about the cords that came with it in the case, you won't need them).
- Place the projector on the cart in the area labeled "Place Projector Here". Make sure it is facing the right direction.
- Lock the data projector to cart (the lock should be on the cart already and the key is with the COW key).
- Find **the power cord that is attached near the area marked "Place Projector Here"**. Plug the power cable into the projector (it is located on the front of the projector).
- **Find the VGA cable** attached in the same location. Plug it into the **Input VGA port.**

Laptops and Projectors

If you intend to use your own laptop with a projector **it is necessary that you bring a DVI-VGA adapter, or miniDisplayPort-VGA adapter if it is a Macintosh. AV may be able to supply the adapter.** In an emergency visit the mac techs in 203e— we might have one but we can 't guarantee it.

Hook up the projector to your laptop using the video cable included with the projector. **Plug one end into the input on the projector. Plug the other end into the DVI-VGA adaptor, then connect this to the VGA port on your computer**

Turn on the projector and then turn on your computer.

If you have a **Mac and the projector is not mirroring the image on your monitor** go to 'System Preferences' Choose 'Displays' and click on the checkbox located beside 'Mirror Desktop'.

If you **have a PC and the projector is not mirroring your screen try holding down the 'alt + F5' keys** simultaneously and wait a second. (These keys may be different depending on the laptop model – there should be an icon that looks like a monitor above the function key to use). You can also go to 'Control Panels' and then 'Display' and then click on 'Settings' to find the option to mirror the desktop.

Alternatively, clicking on those keys may cause a window to pop up in which you can then select the desired video mode, either mirroring a monitor or extending the desktop.

Operating the Data Projector:

- **Take off the lens cap for the projector, and press the power button on top of the projector for one second.** The light beside that power button should turn green and light should start beaming out of the projector, however **it takes about a minute for the bulb to heat up and an image to appear** on the screen. If nothing lights up, check that the power switch on the projector itself is set to the on position, then try pressing the power button again.
- Turn on the computer.
- **Adjust the focus of the image using the focus dial** that surrounds the lamp.
- Adjust the **height of the image using the adjustable feet** (the adjusters are usually on the front sides of the unit).
 - Adjust the overall size of the picture (not the resolution mind you) using the slider located next to the focus dial.

Cow CPU FAQs :

iMac COWS:

The iMac's power button is on the left-hand side, lower rear of the computer.

The software available on the COWs is listed at the beginning of this document. This pdf is available for download at www.ecuad.ca/its

All the COWs have wireless network/internet access. No logins are required to connect to the

wireless network. **Large file transfers are not recommended** using the wireless network however, as it is much slower than a wired network connection. It is also not recommended that you rely on a 'live' network connection for presentation purposes. Best to bring your presentation materials on a disk, such as a CD, on a disk (none of the Macs can read floppy disks however), a USB memory stick or an external hard drive

Internet and printing services should work on the COWs like a lab machine. All print jobs will go to the print server and must be released to print using a print card. There is no access to the mailroom printer.

There is a **status light that shows the signal strength of the wireless connection** if you need to troubleshoot problems with the network. It is located in the Menu bar in the top right hand side of the screen. It looks like a radar arc or a cone. **The more black bars, the stronger the connection.** If only one bar is black there may be problems with the network connection. Move the COW to a different location to see if you can improve the signal at all.

PC COWs :

Please note, the PC COWS **will only display images on their monitors only after the computer has completely booted up** so it may take longer than expected to display something on the screen.

Proper Projector Shutdown Procedures and the Reasons Why:

It is important to shut down the projectors properly. The lamps get VERY hot and the heat needs to be dissipated before they projector can be put back in its case otherwise this heat could damage the projector as well as the lamp itself. Lamps cost, on average, about \$400. The projectors, considerably more.

To turn off the projector properly, press the power button on the top of the projector for one second. A message will appear on the screen asking if you're sure you want to turn off the projector. To confirm that you do, just press the power button one more time.

The lamp will turn off at this point and you will hear some fans running inside the unit. These are cooling everything off. The light beside the power button on top of the unit will blink orange. **When this light stops blinking and remains a steady orange it is now safe to turn off** the power switch at the back of the projector and unplug the power and video cables.

Return the projector to its case just as it was found.

Return to AV.