

AV INSTRUCTIONAL GUIDE

Using a C.O.W (computer on wheels)

Introduction

The acronym C.O.W stands for computer on wheels. A C.O.W is a multimedia setup used by instructors and students for class instruction and presentations.. As of March 31 2007, the following list of software is standard on all C.O.Ws. Only LICENSED SOFTWARE will be installed on the COWS.

Standard Software Applications and Equipment

Software	Description
Microsoft Windows XP	Operating System
Microsoft Office 2007	Word, Access, Excel, PowerPoint
Internet Explorer Version 6.0.29	Internet Web Browser
Mozilla Firefox Version 1.5.0	Internet Web Browser
Adobe Acrobat Reader Version 7.0	.PDF Document viewer
CutePDF Writer	.PDF Document viewer
DeepFreeze	Security
EasyZip 2000 Version 3.5	File compression/decompression
McAfee Version .8	Virus scanner
Multimedia Applications	
Windows Media Player Version 11.0	Multimedia file viewer
RealPlayer Version 10.5	Multimedia file viewer
QuickTime Version 7.1.3	Multimedia file viewer
Irfan Viewer Version 3.85	Graphics file viewer
Macromedia Shockwave	Multimedia plug-in
Macromedia Flash	Multimedia plug-in
Ipix Viewer	ActiveX Control Plug-in
iTunes Version 7.0.2.16	Audio Player
Cyberlink Power DVD Version 5	DVD Viewer
Java 2 SE Version 1.5.0	Program Runtime Environment
DirectX Version 10	Multimedia drivers
Kwantlen Applications	
Lotus Notes Weblink	KUC WebEmail application
Banner Weblink Version 7	KUC database application
MyKwantlen Weblink	Internet link to KUC MyKwantlen Login
MyFiles Weblink	Internet Link to KUC MyFiles Login
Custom Applications	
VoloView Express	Drafting/Design Viewer program
Maple Version 10	Math/graphing program

Standard Equipment

Computer	Internet access available to employees
Data projector	Mouse
Internal CD/DVD/RW drive	Large cart
Speaker system	Wireless remote presenter
USB ports	

Care

- ✓ Use caution when moving equipment
- ✓ Do not disconnect any equipment without permission from the AV Technician
- ✓ Chalk can cause serious internal damage to equipment. Keep chalk away from equipment
- ✓ Follow proper USB ejection procedures before disconnecting a USB device from your computer.

Basic operation

- Step 1** If you require the use of the KUC network, or the internet, the data cable must be plugged into 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** Power *ON* the projector by pressing the *ON/Power* button.
- Step 4** Power *ON* the monitor and the computer.
- Step 5** Once the operating system has loaded, the C.O.W is ready to use. If the data cable is connected to a data port access to the KUC network and the internet is available.

Shut Down

- Step 1** Click the *Start* button, select *Shut Down*, then select *OK*. The computer will automatically shut off.
- Step 2** Power *OFF* the monitor.
- Step 3** Power *OFF* the projector by pressing the *ON/Power* button. Leave the extension cord plugged in to allow the fan to cool the projector.
- Step 4** If you connected the data cable to a data port, disconnect it now.
- Step 5** Once the projector is cooled the fan will shut off. Unplug the extension cord, and return the C.O.W to the Audiovisual Department in the Library.

Operating Tips

- ✓ The closer the projector is to the projection screen, the brighter and smaller the image. Place the projector 10-12 feet from the screen for the best projected image.
- ✓ Avoid projected image distortion (keystoning) by placing the projector perpendicular to the screen.
- ✓ Re-focus if you move the equipment closer to or further away from the screen.

Advanced Features/instructions

Audio is available through the projector speakers.

Troubleshooting

Please call the Audiovisual Technician at the campus nearest you, or return the equipment to the Audiovisual Technician for assistance.

Training

If you would like to book a training session, please call the 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
Cloverdale campus	(604)598-6041	Surrey campus	(604) 599-2216