

# Cloverdale Portable Cart Guide



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## Mobile Cart Features

This cart was designed to be a mobile instructor-teaching aide. The cart can act like a stand-alone videoconference classroom, live presentation display, and recording station.

All this being controlled by the front control panel and the camera remote.

The main features of this cart are:

1. **Presenting content in your room** - using the attached camera, cart PC, or the side mounted HDMI cable you can present the image on the 70" display for teaching students from a distance. With the option of using the wireless headset microphone for live voice reinforcement in the room.
2. **Content recording** - Using the attached camera and the wireless headset microphone, you can insert a USB memory stick and record the camera content and your voice. Using the camera remote for recording control. For *advanced users* there is also the option of recording through the cart PC using the same headset microphone, but with the option of using the camera or the HDMI cable as USB video options.
3. **Videoconferencing** – Using the cart PC, connected to Wi-Fi and using the installed KPU programs and features. You can do a videoconferencing session with students outside KPU with the option of having students inside too. With the option of using the HDMI cable or attached camera as your USB video signal. And the wireless headset microphone as your USB audio.

## Parts of the Portable Cart



- #1 - Speaker bar** – all audio will come out of this speaker – not the display.
- #2 - LCD display** – all video presented on this main display only.
- #3 - Extron Controller** – all cart video and audio controls p3, except internal camera functions. Use camera remote for camera controls like zoom, focus, and camera recording start stop.
- #4 - Camera remote** – use this for all camera controls like, camera USB recording, zoom, and focus. See Detailed Camera Remote section p6 for all controls and features. See Advanced Camera control items section p7, for more camera info.
- #5 - WolfVision Camera** – allowing you to display your image on the display and internal USB recording. With the option of PC USB video for video conferencing, when using the cart PC. See detailed section on Wolfvision Camera for more detail p5-7.
- #5 - Camera Ball Head adjustment** - use this to aim the camera once the tripod is in the general area. More detailed info on p9
- #6 - Camera Tripod** – use this tripod to get the camera in the general position you want. See Detailed Tripod section for use. p9
- #7 - Front storage location** – there will be a storage location in the front to hold the following items
  - **Wireless keyboard and mouse**
  - **Wireless headset microphone**
  - **Wolfvision remote control**
  - **Instructional Guide**
- #8 - Cable snake** - the cable snake that attaches the camera to the AV cart does not have a disconnect plate. There is a Velcro to attach the cable, once the camera is attached. This will help to easily moved as one piece.
- #9 - Back Storage location** – On the back you will find the storage location for the camera (on left) and the storage location for the cable snake (bottom right)

## Using the Extron Controller



- #16** - Press "ON" to turn on the display.
- #17** - Press "OFF" to turn off the display.
- #18** - Press "PC" to display the cart PC on the display. There is a wireless keyboard and mouse for each cart.
- #19** - Press "LAPTOP" to display what is connected to the Laptop HDMI cable on the display.
- #20** - Press "DOC CAM" to display the WolfVision Camera on the display.
- #21** - (When displaying the cart PC **#18**) Press "LAPTOP" **#21** to select what is plugged into the Laptop HDMI cable and have it as a USB input source for the cart PC, like any USB camera.
- #22** - (When displaying the cart PC **#18**) Press "DOC CAM" **#22** to select the WolfVision camera to function like a standard USB camera for the cart PC only. Being able to use it for any cart PC videoconferencing programs.
- #23** - Press "MIC MUTE" to MUTE / stop the Head set microphone from coming out speaker **#1**, this will stop and start your voice from coming out of the speaker. The microphone will still be available for USB Camera recording, and cart PC videoconferencing.
- #24** - Turn clockwise or counter clockwise to control the presentation audio volume on the cart speaker **#1**.
- #25** - This will display the current volume level coming out of the main speaker **#1**. It will go up and down as you turn knob **#24**

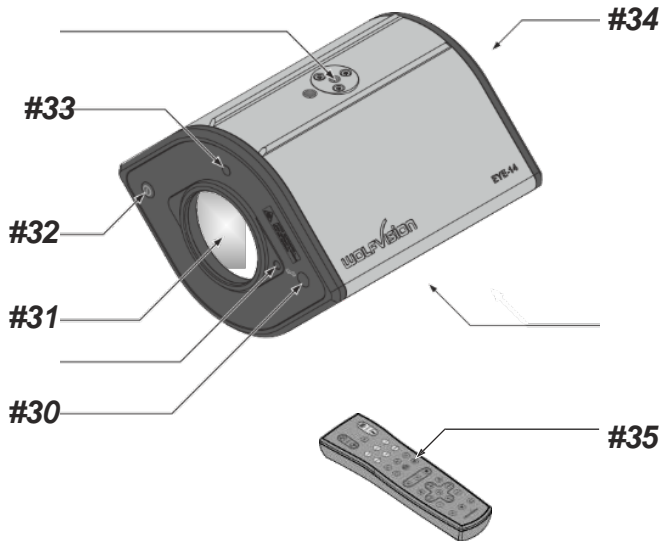
## Using the Camera

1. Wheel the cart to the desired location.
2. Unhook the camera and set up the camera / tripod in the location you want.
3. Ensure that the camera is powered on. **#32**
4. The power indication LED on the camera unit **#32** is illuminated. (White for Standby and Green for fully powered-up).
5. Press ON **#16** and DOC CAM **#20**, you should see the camera image on the display.
6. If recording, plug in your USB recording stick to camera **#40, #41**. The onscreen will state a USB stick was plugged in.
7. If wanting to have audio find headset microphone with body pack and turn it on. See p10 for help and what the display looks like.
8. When recording, ensure the audio microphone headset body pack is powered on **#7 p10**, securely on your head, and the audio mute is off **#9 p10**
9. If you want the audio to come out the cart speaker #1, ensure button #23 is not RED (red = muted).
10. Aim the camera to the location needed, viewing the Image on the main display. Having the red laser as your guide, as to where the camera is pointing. Note you will not see the red laser in your image.
11. Use Record buttons on remote if Recording, described in this PDF **#51, #52, #61**
12. When done Recording press STOP **#61** and allow 3 Seconds of time before removing USB stick to ensure all data is done transferring.
13. When recording with a USB stick that is plugged in, the recording will automatically record to the USB stick, ready to view later on your computer.

## Trouble shooting guide

Camera not powered up	<ol style="list-style-type: none"> <li>1. Ensure that the main power cable is plugged into a working power supply</li> <li>2. Look at the camera <b>#5</b> and ensure that the network cable is connected to the network port <b>#39</b>.</li> <li>3. Try to use the power button <b>#32</b> on the camera in case the remote control's battery is dead</li> </ol>
No audio on recording	<ol style="list-style-type: none"> <li>1. Check that the audio cable at the Camera is connected to Audio In <b>#37</b></li> <li>2. Make sure the power is ON for the Headset Body pack <b>#7 p10</b>. And you see the onscreen display.</li> <li>3. Make sure the audio MUTE is not ON <b>#9, #11 p10</b></li> </ol>
No Camera image on display – camera is powered up	<ol style="list-style-type: none"> <li>1. Ensure “ON” <b>#16</b> is selected on the Extron controller, and “Doc Cam” <b>#20</b> is selected. Controller is on below the display</li> <li>2. If buttons do not light up <b>#16 - #22</b>, check the power to the cart.</li> </ol>
Camera remote control does not work	<ol style="list-style-type: none"> <li>1. Point the remote to the front of the camera <b>#5</b></li> <li>2. Check to make sure batteries are not dead <b>#51</b></li> <li>3. You may be too far from the camera</li> </ol>
Extron Controller does not work.	<ol style="list-style-type: none"> <li>1. Make sure the cart is plugged into a working power outlet.</li> <li>2. After plugging in cart power it does take up to 1.5 minutes for the Extron controller to fully power up, to work.</li> </ol>
USB stick does not work	<ol style="list-style-type: none"> <li>1. Please check the USB storage section on p7 for supported file systems.</li> </ol>
Cart PC – No signal	<ol style="list-style-type: none"> <li>1. Press ALT P to power on the computer, this might take 15-30 seconds</li> </ol>

## WolfVision Camera Parts



**#30 Center Laser marker** - : Do not stare directly into the laser beam. This is hazardous for your eyes!

**#31 Camera lens**

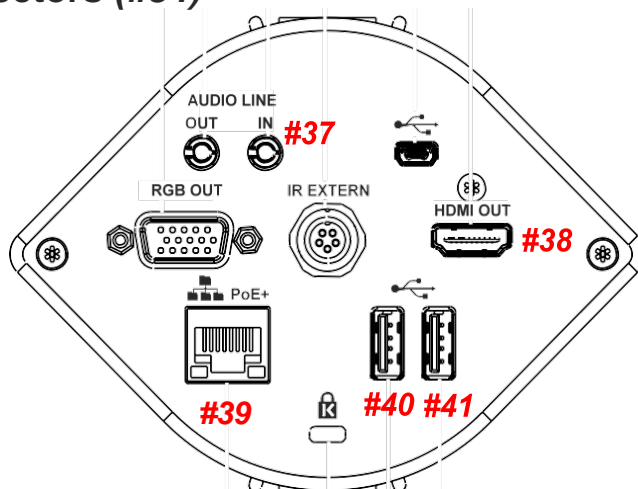
**#32 Power Button** - Check that the power light indication LED on the camera unit is illuminated (white = standby, green = fully powered up)

**#33 IR-receiver** – Note: there is only one, and it is on the front of the camera

**#34 Rear Connectors** (see below)

**#35 IR-remote control** (shown on next page)

## Rear Connectors (#34)



**#37 AUDIO Line In** connected to **#48 Microphone unit** for audio signal

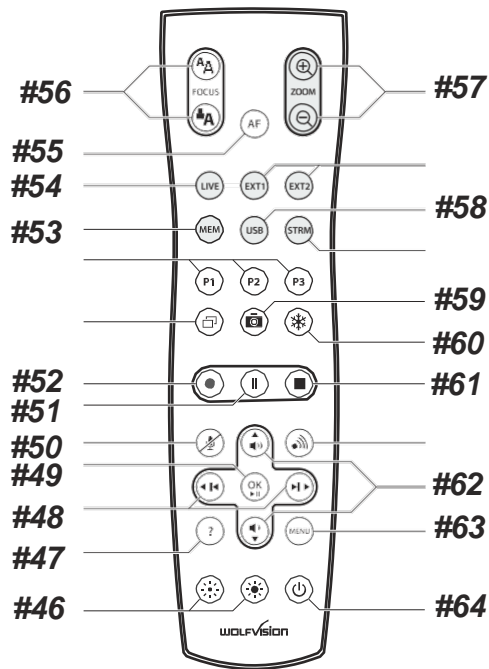
**#38 HDMI Output**

**#39 LAN port** this is how the unit gets its power

**#40 & #41 USB port to USB storage device – For Recording**

*USB ports #40 and #41 are interchangeable.*

## Detailed camera Remote Control (#35)



### Keys on the IR-Remote Control

- #46 Manual EXPOSURE keys (brightness adjustment)** - When the EXPOSURE keys are pressed, the unit changes the image brightness
- #47 ? HELP / INFO key for on-screen menu** - Shows the info screen to inform you about current state of recording and audio
- #48 Backward-Forward keys / MENU NAVIGATION keys (double function)** For navigating through the memory in MEM and USB mode. For navigating through the on-screen menu while it is activated.
- #49 OK key** - Acts as Enter key while the on-screen menu, MEM or USB mode is activated
- #50 Audio Mute key** - Mutes the Audio inputs
- #51 Video Recording Pause key** - Pauses video recording, click again to resume
- #52 Video Recording key** - Start video recording
- #53 MEM key** - For displaying pictures and videos from the internal memory
- #54 LIVE key** - For displaying the live image of the camera
- #55 AUTO FOCUS (AF) key** - Pressing this key toggles the Auto Focus on and off
- #56 Manual FOCUS keys** - For focusing the picture
- #57 ZOOM keys** - Controls the camera zoom to change size of pick-up area.
- #58 USB key** - For displaying pictures and videos from the USB memory
- #59 SNAPSHOT key** - Pressing this key activates the SNAPSHOT function
- #60 FREEZE key** - Freezes the current image
- #61 Video Recording Stop key** - Stops video recording
- #62 Audio Volume keys / MENU NAVIGATION keys (double function)** To increase / decrease volume of audio output. For navigating through the on-screen menu while it is activated
- #63 MENU key** - Pressing MENU key activates the on-screen menu
- #64 POWER key** - Pressing this key switches the unit on and off. When powering on, the unit runs the power-on preset.



## Advanced Camera control items

### Focusing / Autofocus #56

For special applications the autofocus can also be switched off using the on/off switch (#30). The autofocus is also switched off when the manual FOCUS keys are used.

### Optical Zoom / Digital Zoom #57

When you zoom in, the zoom will be stopped at optical end position, when you zoom in further the digital zoom is automatically activated to extend the optical tele. However please be aware that when the digital zoom is used, the resolution of the picture is not as good as before.

### Automatic / Manual Exposure #46

EYE-14 is equipped with an auto exposure to control gain, shutter and mechanical iris. This means that the brightness of the camera image adjusts automatically. Using the EXPOSURE keys (#19) manually darkens or brightens the image.

### Freeze #60

The current live image can be captured by pressing the FREEZE key (#37) *then take a snapshot.*

### Status Icons #47

At the left lower corner, respective icons will inform you about active recording and mic status.

### Snapshot - Storing Single Shots #59

By pressing the SNAPSHOT key (#59) the current image is stored.

The EYE-14 uses the external storage device for snapshots and video recordings.

All pictures are stored in JPG format consecutively numbered with date and time stamp

### Video - Recording Video Clips

The EYE-14 supports video recording (video file extension is \*.avi).

Just select the live button #29 and start recording with the REC key (#52). The recording can be paused and resumed with the PAUSE key (#51) and stopped with the STOP key (#61). Use the Audio VOLUME keys (#40) to adjust the volume or the MUTE key (#50) to mute audio.

*Hints: A symbol in the left lower corner indicates active recording function.*

The video files will save onto the external USB storage device when connected. Files will be named with date and time stamp

*An on-screen message will tell you the name of the recorded file after recording is stopped.*

### External storage device connected

The EYE-14 camera uses the external storage device for snapshots and video recordings. Videos can be viewed on a computer when plugging the USB stick in.

*Please note, a video file is recorded each time you press the REC key. If file size exceeds 4GB, a new file will be created automatically.*

### USB Storage #40 #41

To use the USB storage stick just insert in **#40 OR #41**

*Please note formatting the USB storage device will delete all data.*

*Supported file systems are FAT16 and FAT32.*

*Supported picture file format is JPG format.*

*Supported video file format is a multimedia-container with codec H.264 (video file extension is \*.avi).*



## Camera Maintenance

### Cleaning

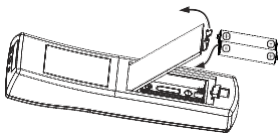
**Cabinet:** Clean the cabinet by gently wiping it with a soft, lint-free cloth.

**LENS:** Clean the lens by gently wiping them with a soft, lint-free cloth (do not use a paper tissue!). Clean by breathing on the lens to create moisture then wipe with lint-free cloth (If not clean, use special optical cleaner only!).

**Never use strong cleaning agents such as acetone or benzene! These substances can damage the surface and anti-reflex coating!**

### Infrared Remote Control

Please note that an infrared remote control **#35** can only be used up to a certain distance from the unit. Objects situated between the Camera and the infrared remote control, and weak batteries, interfere with reception.



If the camera remote can only control the camera from a close distance, you may need to change the batteries.

If the camera remote cannot control the camera, you may need to change the batteries. Open the cover on the back of the remote control and replace both 1.5V AAA batteries with new ones of the same type.

**Check the polarity of the batteries!**

## Detailed Tripod Positions

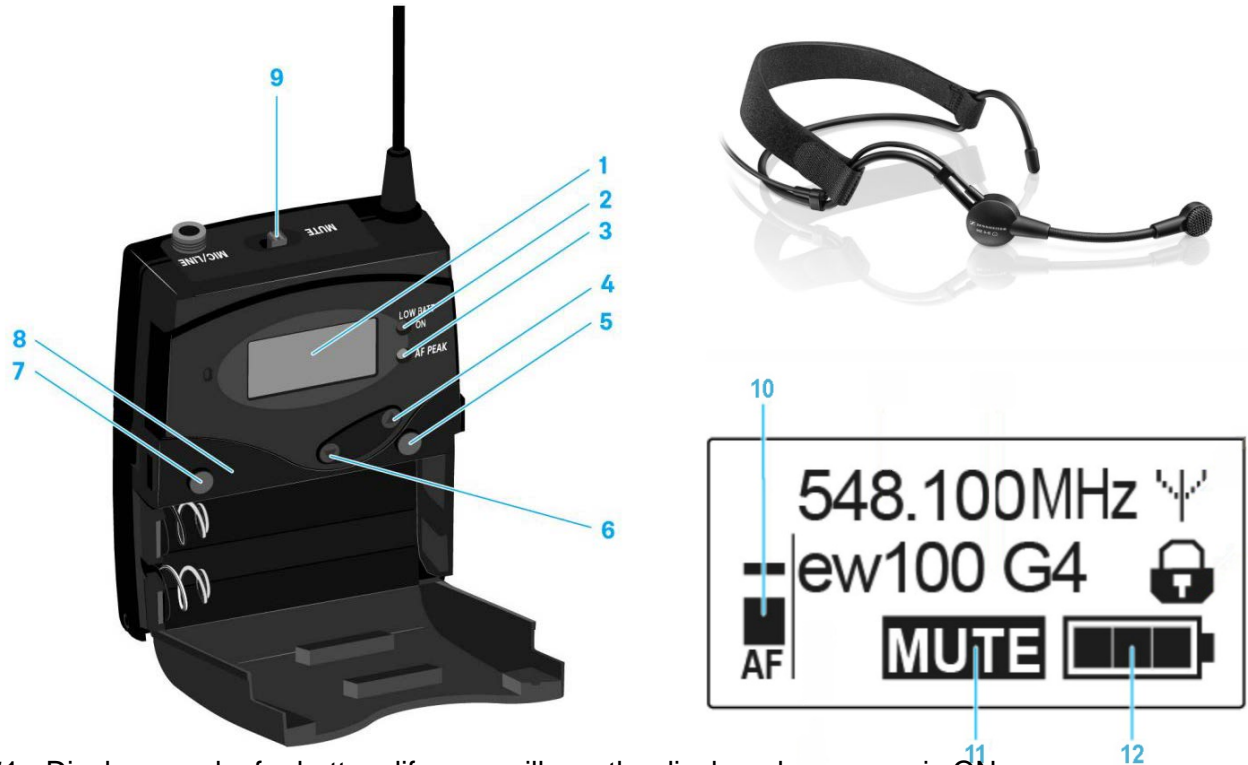


**#70 Height adjustable tripod legs** - there are 2 extensions per leg with the ability to move in and out. Note there are locking clips on each extension for each leg

**#71 Height adjustable tripod neck**, with the ability to move up and down and 90 degree to top at a right angle **#73**. Press **# 74** to allow the neck to move all the way up then 90 degrees.

**#72 camera adjustment handle** to re-aim camera to a new position just grab the handle and squeeze it, adjust angle to new position and release. Squeezing handle releases ball swivel movement, releasing the handle re-tightens the ball swivel so it will not move.

## Sennheiser Headset Body pack



- #1 - Display panel – for battery life, you will see the display when power is ON
- #2 - Operation and battery indicator, RED LED • illuminated = ON. • Flashing = LOW BATTERY
- #3 - Audio overload indicator, yellow LED • illuminated = AF PEAK (overload) move mic away from your mouth to stop this.
- #4 - UP button • for menu only
- #5 - SET button • for menu only
- #6 - DOWN button • for menu only
- #7 – POWER ON/OFF button • Switch the transmitter power on or off
- #8 - Infra-red interface • for advanced features
- #9 - MUTE switch • Deactivate and activate audio signal (AF mute)” • Deactivate and activate RF signal See “Deactivating the RF signal (RF mute)”
- #10 – AF – Audio Level. This will bounce up and down as you talk
- #11 – AF MUTE. By using button #9, when ON the word MUTE will appear #11 . This will mute all audio from the microphone to the entire cart.
- #12 – Battery Status. This will show the status of the batteries inside the body pack

	100 %	> 8 h
	70 %	4 - 6 h
	30 %	2 - 3 h
LOW BATT		