

From Set up to Broadcasting

Using the Mobile Broadcast Cart – Elementary/Middle School



Be extremely careful when rolling this cart with cables attached. When this unit is not in use, stow all cables in cabinet drawer, and lock both cabinet drawers. Store camera in a separate, locked location. Roll cart into safe location.

SET UP

1. Roll cart into desired location near a CATV drop.
2. Unlock and open both doors.
3. Connect power cord located on left side of cabinet to AC power.
4. Connect the CATV cable (about 30 ft. long) to the RF port on the rear connector panel of the cart and to the CATV drop on the wall.
5. Connect Video Camera, Microphones, Laptop, VID, as needed, to the connector plate located on the backside or top of the cabinet. Connectors are:

- | | |
|------------------|----------------|
| ◆ Video Source 1 | ◆ Mic 2 |
| ◆ Video Source 2 | ◆ Mic 3 |
| ◆ Video Source 3 | ◆ Camera Audio |
| ◆ Video Source 4 | ◆ Aux Audio |
| ◆ Mic 1 | |

NOTES:

1. TV speaker sound can not be heard from the VCR if TV is set in *Video mode*. Place TV in *TV mode* to hear VCR sound.
2. If TV set is in *Video mode*, only camera video/audio, and other audio sources can be heard if cameras are connected and playing.

CONNECTING THE VIDEO CAMERA

1. Attach the video camera to the fixed pedestal platform on top of the cart.

When disconnecting the MBC, leave the camera attached to the pedestal platform and unhook the platform from the pedestal. To do this, push the small lever and large lever forward until they lock in place. Then lift camera and platform off the pedestal. To re-attach, slide platform in and snap down into place.

2. Connect the power cord to the camera and plug the adapter in on the rear connector panel of the cart.
3. Connect the RCA cable to yellow slot on the camera and the cart (top ports next to pedestal).

NOTE: When using these connections the video 1/cam audio RCA connectors on the rear connector plate can not be used. Similarly, if Video 1/cam audio on the rear connector plate is used, then the camera connections next to the fixed pedestal can not be used.

CONNECTING THE MICROPHONE

1. Set up the microphone with the microphone stand.
2. Plug the microphone cable into the Microphone 1 port on the rear connector panel.

OPERATION

1. Turn on main power switch on the rear connector panel of cabinet. The red light indicates that it is on.
2. Turn on video camera.
3. Turn on 14" monitor (volume must be turned all the way down to avoid feedback).
4. Turn on the VCR and set to Auxiliary (using the remote control).
5. Select a video source on the 8 - position push button Video Switcher. 1, 2, 3, and 4 are selected when using the corresponding ports on the back panel. 6 is selected when using the camera ports on the top of the cart.
6. The 14" monitor shows LIVE video output available to the cable system.
7. Depending on the audio components connected as described above in the set up, set the Shure SCM268 audio mixer audio using gain control 1, 2, 3, Aux, Master.

NOTE: Selection of the audio source gain controls should be set to proper levels without overloading. Observe LEDs on mixer (no more than 5 LEDs should come on). Audio will also be output to the cable system via the RF modulator.

BROADCASTING TO THE BUILDING

Turn on TVs in classrooms and set to school channel. The channel can be found on the front of the cart above the 14" monitor.

RECORDING A BROADCAST

1. Insert a blank tape into the VCR.
2. Press record when broadcast begins.

TROUBLESHOOTING TIPS

1. If power to any of the cabinet components does not come on after main power cord is connected and power switch is turned on, check each components power switch to make sure it is on.
2. If still no power to cabinet components, check circuit breaker at rear panel, and A/C power source at room wall outlet.
3. If not video or audio is present on the video monitor, be sure the switcher and audio mixer is set up correctly.
4. Make sure all connections are securely fastened.
5. To check the cart, put a tape in the VCR and play it. This will override all inputs. If the tape DOES NOT play, there is a problem with the cart. If the tape plays the problem is elsewhere in the building.
6. Isolate the fault by choosing only one camera/audio output to RF connector or VCR. If that works, verify the next source in line until fault is found.
7. Consult the operations manual for each system component to be sure no operational errors are being made.
8. If you need assistance, contact your building Librarian or CTA.