



Mobile Tech Lab (MTL) Handbook

Quick Access Instruction Manual and
Activity Guide

Hawaii – 2010

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Overview of Operation: Military Kids (OMK) ¹

When National Guard, Army Reserve and other military parents living in civilian communities are mobilized, their children suddenly become different. Now they are “military kids” but they still *look* the same to teachers, friends, and the rest of the community. Their lives are turned upside down!

Many of their usual support systems may no longer be adequate, Extensive media coverage of on-going military operations creates daily anxiety. These “new” military kids need to connect with other youth in similar situations. They seek friends and adults who can empathize and can help them cope with their new world.

State and County Cooperative Extension staff, community agencies, schools, and 4-H Club youth are reaching out to military youth... **Before, During** and **After** their parents are deployed. This outreach effort is called **Operation: Military Kids (OMK)**. Operation: Military Kids...

- Creates a community support network for military youth “in our own backyard” when Soldier parents are deployed.
- Delivers recreation, social, and educational programs for military youth living in civilian communities.
- Supports military kids coping with the stress of knowing their deployed parents may be in harm's way.
- Collaborates with schools to ensure that staff are attuned to the unique needs of military students.
- Educates the public on the impact of the deployment cycle on Soldiers, families, kids and the community as a whole.
- Becomes a part of the ongoing 4-H Program in the locations where there are military families.

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Overview of Mobile Technology Lab (MTL)

The Mobile Technology Lab is, in essence, a mobile, wireless computer lab. It contains 10 laptop computers, a digital camera, 2 digital camcorders, 2 multifunction printers, and a number of software packages that can be used to create a various media items that can be sent to loved ones who are serving in Active Duty. The lab provides technology to communicate with deployed loved ones, learn about technology, and make videos/pictures etc.

The MTL can be taken to activities and events such as Family Readiness Group meetings, youth conferences, and Yellow Ribbon events. Individuals requesting the MTL at their event must first go through a certification program to be trained to use the lab. You can learn about training opportunities and request the MTL by contacting one of the OMK State Team Members.

General Access to the MTL

Scheduling

All OMK partners have equal access to the use of the MTL. OMK program partners and Extension Educations who are interested in utilizing the MTL for State or county activities should check the scheduling calender on Hawaii OMK's website. They will then send in a request form to use the MTL. Partners will be expected to plan ahead and schedule the use of the MTL as far in advance as possible to avoid scheduling conflicts. MTL scheduling will be on a first come first served basis and subject to the availability of partners to volunteer in supervising the use of the equipment. Training, led in a train-the-trainer format, will be provided to the volunteers on the operation and supervision of the MTL.

Transportation

The following options will be explorer in shipping the MTL within the state. On each scheduled date, the least cost option of transporting the MTL will be utilized.

- A team member will come to the University of Hawaii campus to pick up the MTL.
- A team member will pick up the MTL from another member who used the MTL previously.
- A team member will deliver the MTL to the location where it will be used.
- The MTL will be shipped overnight via UPS or another similar carrier to the scheduled location.

User Policy

- Printing will be available at the wireless printer. Please pick up printed pages immediately to avoid printed pages from accumulating on the printer and mixing with others.
- Use of a computer will be limited to one person at a time, except in the case of an adult working with a child.
- All software, including games, which are loaded on the computers are available for access
- Use of the computer or internet to engage in any activity which constitutes violation of local, state, and/or federal law, including but not restricted to copyright law is strictly prohibited.
- Internet files may not be downloaded and stored on the computer's hard drive.
- Flash drives and CDs may be used to store files.
- Computer use time by an individual user may be limited depending upon the demand at the MTL supervisor's discretion.
- Users should raise their hand to signal an urgent issue that prevents the user from continuing.
- Supervising staff will offer solutions to problems, searching suggestions or answering questions.
- No Food or drink is allowed near the computers.

Emergency

In emergency situations, please do not unpack the MLT. If an emergency situations arises and the MTL is already in use, immediately turn off the main wall switch and proceed to repack the equipment. Emergency situations include storm, fire, and any for of chaos or unexpected circumstance beyond your control.

Inventory

The recipient is expected to take inventory of all the hardware the day the MTL is received. Check off equipment on the inventory sheet prior to unpacking. Confirm receipt of equipment with phone call or e-mail to OMK State Contact prior to use. Check off equipment again during repacking. Put a copy of the completed inventory form in an envelope and place it in Bag 1 before returning the MTL.



Laptop Computer with Wireless Mouse



Digital Camcorder



Wireless Router



Digital Camera



Multifunction Printer

**Please refer to the inventory form at the back of the MTL when doing your checks*

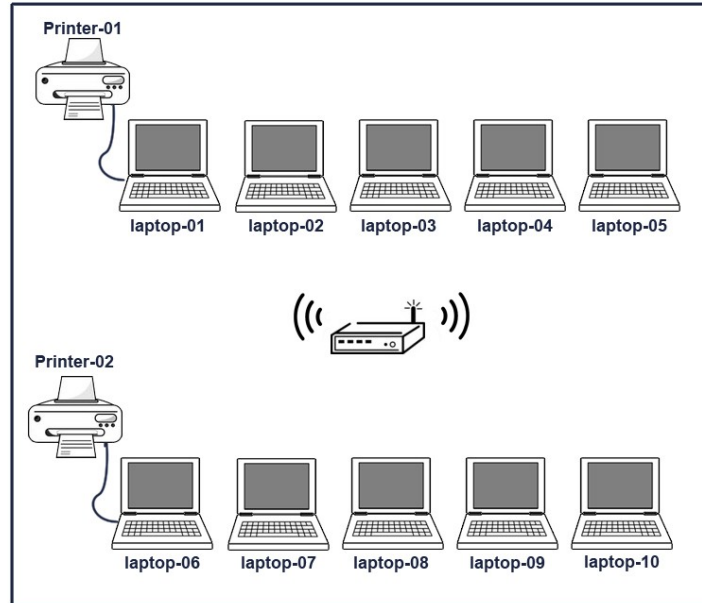
General Unpacking and Set up Procedures of MTL

Follow these procedures to set up the hardware.

NOTE: if any unit does not function, please note the unit and call for assistance.

Unpack and Arrange the Equipment

Printers must be connected by USB to laptops-01 and laptop-06 to host the printer.
All other machines can print wirelessly within their group (laptops 1- 5 and laptops 6-10)



Be Sure to Utilize Surge Suppressors:

To avoid the risk of power spikes, before powering on any device be sure its plugged into a surge suppressor. To prevent a fire hazard as well as to protect the machines avoid “daisy-chaining” power strips whenever possible (plugging in strip into another).

1) Router

The entire OMK MTL kit is networked together for file and printer sharing so the first thing you want to do find a space to setup the **wireless router**. This is a closed network and completely wireless so there is no need for an internet connection or an Ethernet cable. The device will simply act as a relay point for the laptops to communicate in order to share files and process print jobs.

**Note: File sharing is hosted on laptop 1. Printers are shared on laptop 1 and laptop 6*

**Note: There are two routers included within the MTL. However in most situations only 1 will ever be required.*

2) Laptops

Unpacking

There are **10 laptops** in the MTL. Unpack them slowly and arrange the laptops so that

you can see each screen to monitor user activity. The aim should be to group together laptops 1 through 5 and laptops 6 through 10 as they will share access to their respective network printers – this will help you keep track of where the print jobs will end up.

Setup

Setup for these is very simple. Each laptop will have an **AC adapter** which connects to circular power jack at the back of the computer. Take the remaining end of the power cable and connect it to a surge protected outlet. There is also a **USB wireless mouse** for each laptop. To use, simply remove the receiver and plug it into an open USB port on the side of the computer. Ensure the power switch on the bottom of the mouse is set to on. Windows will automatically detect the mouse on start up (this may take several seconds to occur).

**Note about wireless mice: in most situations the receiver will be connected to the bottom of the mouse. However, in the cases of newer hardware some models have the receiver inside the mouse itself. To remove, pull the battery eject button at the bottom of the mouse and simply remove the USB receiver.*

3) Multifunction Printers

There are 2 **multifunction printers** (print/scan/copy) in the MTL. Each has an AC adapter that connects to the back of the printer and a surge protected outlet. Additionally each printer needs to be directly connected to a host machine by a USB cable in order to be available to the rest of the network. Laptops 1 and 6 are designated the hosts for their respective groups (1 through 5 and 6 through 10). Once connected to their host computers simply power on using the power button on top of the unit and they should be automatically connected and made available to the network. (If printers are not found refer to the *Setting Up Network Printing* guide in the appendix of the MTL Handbook)

**Note: when printing over the network occasionally print jobs will be delayed – There is no need to send additional print jobs; this is normal due to network traffic.*

4) Digital Camera

Usage

The MTL also contains a **digital camera** (still). To use, press the power button on the top of the camera. Frame your shot with the LCD viewfinder and press the large circular button on the top.

Copying Images to Your Computer

To copy the pictures to your computer, open the cover on the side of the camera exposing the mini USB jack. Connect the cable included in the camera bag (mini-USB to USB cable). Once connected the camera will automatically switch into transfer mode and the computer will recognize the camera as a USB storage device. Open “My Computer” from the start menu and then the camera directory to browse/copy the pictures to you machine.

Mobile Tech Lab (MTL) Equipment: Dell Latitude 630



The MTL contains 10 laptop kits consisting of: Dell Latitude 630 laptop computer, AC adapter, and a Logitech USB wireless travel mouse. These all are numbered and packaged together be sure to check that you have all components when unpacking or packing up the MTL.

Contents:

- *Dell Latitude 630 Laptop*
- *AC Adapter*
- *USB Wireless Mouse*
(requires AA batteries)

Installed User Applications

- | | |
|--------------------------|------------------------|
| Adobe Photoshop Elements | GoogleEarth |
| Adobe Premiere | Hallmark Greeting Card |
| Mozilla Firefox | Kidpix |
| Internet Explorer | Microsoft PowerPoint |
| Scrapbook Factory Deluxe | Microsoft Word |

Setting Up the Laptop:

1. Carefully unpack everything and confirm you have all the components
2. Connect the AC adapter to your laptop (AC port is in the back)
3. Plug the AC adapter into a SurgeProtectors/Powerstrip outlet.
4. Remove the USB receiver from the mouse and connect it to an available USB port.
5. Switch the mouse to *on* (when applicable)
6. hit the power button on the laptop



Power Button (located at the center of the keyboard near the base of the monitor)

MTL User Notes:

User Login: MTLUser
User Password: [blank]

The *MTLUser account* is designated for users of the computer. This has several levels of security attached to it designed to limit access to various files/folders on the computer. This is for the sake of ensuring the reliability of each machine and preventing software errors where ever possible.

Note: Before Shutting Down / Restarting

It is important to note that part of the security of this machine includes an application (DeepFreeze) that will restore the computer to a saved restore point on every reboot. This means all saved files will be deleted and removed whenever the computer reboots. Any files you wish to save permanently need to be saved to an external media or ask the administrator to temporarily disable the security.

Mobile Tech Lab (MTL) Equipment: Cisco Wireless-G Router



Regardless if the activity will use the internet or not the Cisco Wireless-G Router is a key piece of the MTL. The router is how everything is connected and enables network printing and file sharing for the laptops.

Contents:

- Cisco Wireless-G Router WRT54GL
- AC Adapter
- Ethernet Cable

Setup:

Setup is very fast because all connections are wireless so its simply a matter of plugging it in. The laptops have profiles for these routers so they should automatically detect and connect to the network. If there are other open wireless networks in the area this may create complications when connecting so below is detailed information regarding the router should you need to connect troubleshoot or manually to the network.

Note: The MTL contains 2 Cisco Wireless-G Routers. However, for most purposes only one will ever need to be used. Each have identical settings so they are completely interchangeable.

Wireless Router Information	
Router IP	192.168.1.1
User	admin
Password	mtladmin
SSID (Wireless)	OMK

Troubleshooting

If you encounter network problems communicating with other devices within the MTL first check that you are connect to the right network as there may be other open wireless networks in the area.

If you do not see the wireless icon in your system tray (at the lower right corner of the screen) go to **Start** → **Control Panels**. Within the Control Panel open **Network Connections**. If the option for your Wireless adapter is grayed out tis indicates it was somehow disabled. To enable simply right click on the icon and select **Enable** from the pop-up menu.

If you are connected and are unable to find the wireless printer refer to the *Setting Up Network Printing* guide in the appendix of the MTL (Specifically *Adding a Shared Printer*)

If you are connected and are unable to connect to the File Share refer to the *Setting Up Network File Sharing* in the appendix of the MTL.

Mobile Tech Lab (MTL) Equipment: HP Deskjet F4180 Multifunction Printer



The MTL contains 2 Multifunction Printers (Print/Scan/Copy) that are available to all laptops in the MTL.

Contents:

- Deskjet f4180 Printer
- AC Adapter
- USB Cable

Setup:

The multifunction printers require their own power source connect the AC adapter to the printer (back left) and to a socket on the surge suppressor. In addition the printers need to be connected to the specified host machines in order to be available to the entire network. Laptops 1 and 6 are designated the host machines so the printer must be connected via USB to one of these two stations.

Printing

Paper is loaded in the bottom tray at the front of the printer. Take caution when loading paper to not overload the tray (particularly when using card stock) as they may lead to paper jams.

Scanning and Copying

To use the scanner/copier lift the lid on the cover on the top of the unit and place your image face-down against the the clear lens. To copy use the quick access buttons on the top of the machine. For scanning refer to instructions for he particular software package you're using.

Mobile Tech Lab (MTL) Equipment: Cannon PowerShot SD 1000 Digital Camera




There is one digital still camera in the MTL it is very user friendly and easy to operate.

Contents

- Digital Camera *uses AA batteries
- USB Cable
- SD storage card (inside camera)



The MTL's digital camera is very simple to use. For the most part you will just want to use the automated settings. The power button is elliptical shaped and on the very top on the camera. To take a picture, simple frame your shot using the LCD viewfinder and press the large circular button on top of the camera.

To view photos or to load them onto a computer move the switch from the *camera icon* down to the *playback icon* 

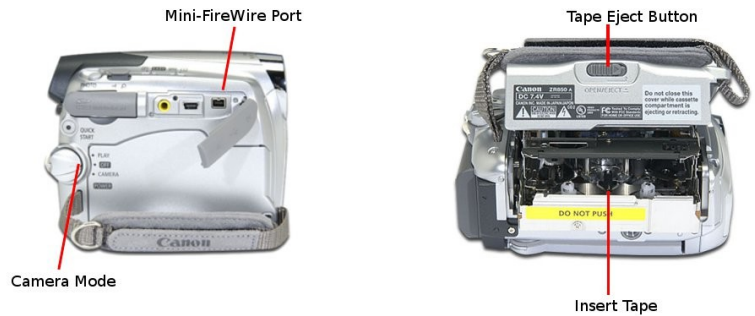
Mobile Tech Lab (MTL) Equipment: Cannon ZR800 Mini Digital Camcorder



The MTL contains **2 digital camcorders** that record to Mini-DV tape. Camcorders can be connected to any laptop in the MTL using the provided **Mini-FireWire** cable and captured using Adobe Premiere Elements. (Find tutorials on capturing to PC and Editing video in the Software & Activities Guide)

Contents:

- 2 Digital Camcorders
- 2 Batteries
- 2 AC Adapter /Chargers
- 2 Mini-FireWire cables



Basic Usage:

To load a new tape slide the Tape Eject button to the side. Insert your tape and close the chamber. (if recycling media remember you may need to rewind the tape)

To record new footage ensure that the camera mode (the switch located by your right thumb) is set to *camera*. Then simply frame your shot using the LCD viewfinder and press the record button by your thumb.

(Zoom controls can be located by you right index finger.)



Hawaii Operation: Military Kids - Mobile Technology lab
Inventory Form

Bag 1 (Contains Sets 1,2, and 3)				Bag 2 (Contains Sets 4 & 5)			
Qty	Equipment	In	Out	Qty	Equipment	In	Out
3	Dell Latitude			2	Dell Latitude		
3	Dell Latitude AC Adapter			2	Dell Latitude AC Adapter		
3	Logitech Wireless Mouse			2	Logitech Wireless Mouse		
3	Logitech USB Wireless Receiver			2	Logitech USB Wireless Receiver		
1	Microsoft USB Mouse			2	OMK Mouse Pad		
4	OMK Mouse pad						
Bag 3 (Contains Sets 6, 7, & 8)				Bag 4 (Contains Sets 9 & 10)			
Qty	Equipment	In	Out	Qty	Equipment	In	Out
3	Dell Latitude			2	Dell Latitude		
3	Dell Latitude AC Adapter			2	Dell Latitude AC Adapter		
3	Logitech Wireless Mouse			3	Logitech Wireless Mouse		
3	Logitech USB Wireless Receiver			3	Logitech USB Wireless Receiver		
3	OMK Mouse pad			2	OMK Mouse Pad		
Digital Still Camera				Digital Camcorder			
Qty	Equipment	In	Out	Qty	Equipment	In	Out
1	Canon Powershot SD 1000 Camera			2	Canon ZR800 mini-DV Camcorder		
1	Canon Powershot Battery Charger			2	ZR800 AC Adapter		
1	Canon Powershot RCA Cables			2	ZR800 RCA Cables		
1	Canon Powershot USB Cables				Mini-DV Tapes		
					Mini-DV Tape Cases		
Qty	Equipment	In	Out	Qty	Equipment	In	Out
2	Wireless-G Router			2	120GB Firelite External Hard Drive		
2	Wireless-G Router AC Adapter			2	Firelite AC Adapter		
4	Wireless-G Router Antenna			2	Firewire Cable		
2	Ethernet cable			1	USB A-B Cable		
2	HP DeskJet (Print/Scan/Copy)			4	Plantronic Headset		
2	HP DeskJet AC Adapter			4	Analog to USB dongle		
2	25 ft Extension Cords						

Software Tutorials: Hallmark Card studio 2007 Quick Start Guide

Creating a New Card

Start from Scratch

To start your greeting card from scratch you need to determine some initial setup.

- To begin select: **File → New**

This will bring up a menu on the left-hand side of the screen where you can select from a variety of different document formats ranging from Awards/Gift-Certificates, to Stationary, and Cards/Invitations.

- For our greeting card project select: **Cards/Invitations**

Now the right-hand side of the screen is displaying the various types of card styles available.

- Click Select: **Side Quarter-fold Blank Vertical (A4)**

Working with this card format as a standard will simplify printing and keep things consistent.

Upon selecting this option it will create a booklet type card with a cover, inner left/right pages, and a back face to the card. Now you're ready to begin adding content to your card!

Start with a Template

- Alternatively you can start from a preexisting card which will already be themed and have graphics, greetings, etc. This can be a great way to jump start the activity if working under strict time conditions.
- To browse through these cards, from the homepage select one of the 5 buttons on the left (Birthdays, Holidays, Special Days, Day by Day, or Other Projects).
- Once you find a suitable card you can select it to view an enlarged version, and click the button "Art Studio" in the lower left to be able to edit the contents.

There are a large amount of cards to choose from so this can also be distracting and time consuming if left undirected. In order to narrow the focus, try to select and save a few cards in advance. These can then be opened and viewed through the "Saved Projects" tab at the top of the homepage.

Adding Content to your Card

The left-hand menu contains 5 circular buttons that allow you to add objects to your greeting card. Simply click on any of these buttons to bring up a floating window that will let you browse and select what you want to add.

Text Greeting Clip Art Shape Photo

Text

Clicking on text will bring up a window where you can enter your own personal message. In the pop up window type in the desired message and this will create a text-group.

Text-Groups are editable objects and once added to your card can be customized in many ways. You can find all the controls for font-style, size, color, and even curvature in the left-hand menu.

Greeting

Greeting will provide you with pre-written card phrases and messages based on theme for the entire card.

Note: in most cases this should be avoided so the individual can write their own saying.

Clip Art

Clip Art is a library of stock images that can be used to creatively develop your card. You can browse through the various themes in the left scroll box which will display all associated images with that theme on the right.

Alternatively you can enter in a key word in the search box. Once you find an image you want to add to your card, simply left click it and the image will be added to your current page. You can find all the controls flip vertical/horizontal, and skew in the left-hand menu.

Note: there is a large library of clip art so this can be very time consuming as well.

Shapes

Similar to Clip Art, shapes is a library of stock images that are just creative shapes not depicting anything specific but can be used to accent your card. You can find all the controls color, flip vertical/horizontal, and skew in the left-hand menu.

Photo

Photos are how the user can add outside images to their project. This button will bring up a *file browsing dialog* that will allow you to navigate to where the file is save and load your desired image or photo.

Editing Your Card

Editing you card is fairly simple. First you will want to select an object. To do this **Left Click**, and the object will be highlighted with a border with several editing points.

From here there are several ways to manipulate a selected element:

Delete

- when an object is selected use the **delete key**.
- With an object selected click the **erase** button on the *right hand menu*

Move

- **Left Click and Drag** on a selected object.
- With an object selected use the **arrows** on either under *move* on the *right-hand menu* or the arrows on the *keyboard*.

Scale

- With an object selected; using your mouse click and drag one of the points around the object. (corners will have a proportional scale, while the top, bottom, and sides allow you to distort the image.)
- Alternatively you can use the “+” and “-” buttons under *size* in the *right hand menu*

Rotate

- There will be 2 lines that form an “L” going though the center of the image with a circle at the end. The circle on the right is your *rotation handle*. To use **left click and drag** this circle.
- With and object selected use the arrows under *rotate* in the *right-hand menu*.

Skew

- Similar to the Rotate Handle; Using the circle handle at the top of the image **left click and drag** left or right. This will slant or skew the image.

Appendix: Setting Up Network Printing

The MTL has two all-in-one (Print/Scan/Copy) units and when utilizing one of the wireless routers to create a network, print jobs can be sent to these remotely. The printers are in a “share” and must be plugged directly into a hosting laptop (these are designated Laptop01 and Laptop06). The laptops are also divided into groups (laptops 1-5 and laptops 6-10) to split the workload.

To setup shared printing

Hosting a Printer

- open the Control Panel
- open the menu Printers and Faxes
- switch to the Sharing tab
- click on the blue link that says “if you understand the security risk...”
 - (This will bring up a pop-up – select “just enable printer sharing”)

The printer will now be visible to other machines on the network.

Adding a Shared Printer

- open the Control Panel on the laptop you want to add your printer
- open the menu Printers and Faxes
- in the left margin select *Add a Printer*
- in the wizard click next, and select Add a Network printer and click next
- select Browse for printer
 - Alternatively if you know the computer/printer name you can enter it directly in this format: [\\computerName\printerName](#)
- find the laptop that is hosting the printer and in the drop down tree select the printer you wish to use and select the printer name from the list.

Your printer should now automatically install the required drivers and be available for printing

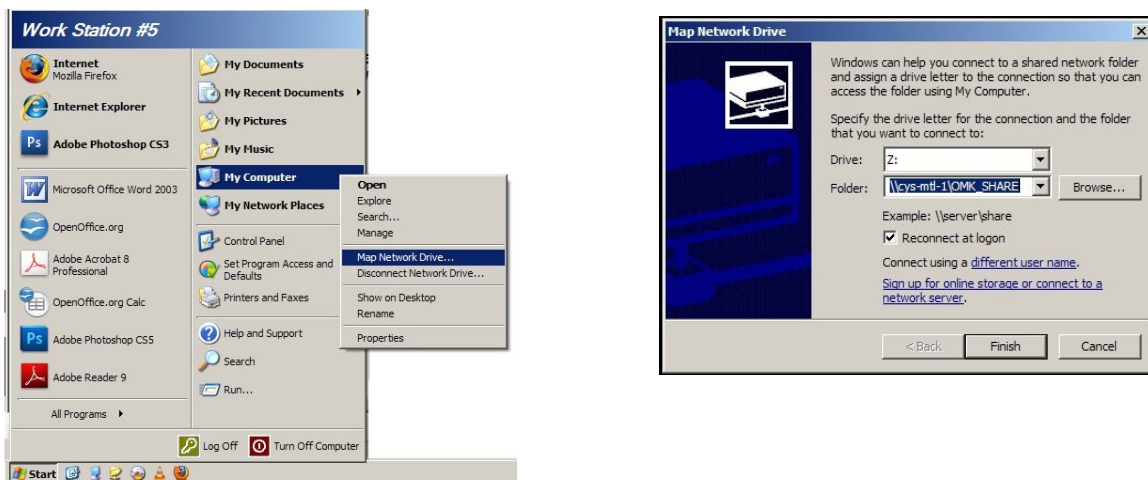
Appendix: Setting Up Network File Sharing

File sharing is a great help when you need to distribute files to the MTL. It maintains consistency and removes the need to carry around hardware such as the digital camera to each individual laptop. This is also a great way to keep the laptops clean for future users as well as to prevent the undesired loss of files (reference deep freeze).

Note: Due to privileges setup for the machines only laptop 1 is configured and available to host files to the other machines so this tutorial is merely to connect to the existing share.

To Connect to the Network Share...

- Go to and **Start** and **Right Click** on the **My Computer** icon.
- From the pop-up menu select **Map Network Drive**. (this will bring up a wizard)
- Change the drive letter to **U:** and in the **Folder** field enter the address: **\\cys-mtl-1\OMK_SHARE** (address is case sensitive)
- Hit finish and a windows explorer window will pop up showing you the newly connected directory.



*Note: File sharing should already be enabled when you power on the laptop so the above is only necessary if for whatever reason the **U:** drive is not listed in the My Computer/Network Places.*