SMART[®] Sympodium Startup Guide

Power On Sequence

1. **Unlock** Sympodium cabinet (see department's Dean's office for key)

2. Projector—Power On

- A. Lower projector from ceiling if necessary using wall controls. **BE SURE TO LOWER PROJECTOR** <u>COMPLETELY</u>, UNTIL IT STOPS.
- B. Use projector remote to power on projector. Wait a moment to see if projector comes on—do not repeatedly press the power button.
- 3. Screen—lower if necessary.

A. DO NOT LEAVE THE WALL SWITCH IN THE UP OR DOWN POSITION. THIS WILL BURN OUT THE MOTOR. RETURN SWITCH TO NEUTRAL (CENTER) WHEN FINISHED RAISING OR LOWERING THE SCREEN.

4. **Computer**—Power On

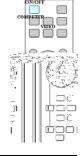
A. Press Power button on front of tower. B. When Login screen appears, use the "LAB103" format—i.e., building abbreviation and room number C. DO NOT use a login called "USM" or "ADMIN" or "ADMINISTRATOR"

5. Make sure appropriate button is pressed on the **Xport**—Computer, Video, or Laptop.



6. **Projector Input**—for computer OR video

A. Make sure projector is on appropriate input via projector remote.



NOTICE: In case of *malfunction or failure of this* <u>equipment</u>, please immediately contact one of the following: 1. Joel Holder, 266-6816, joel.holder@usm.edu

2. iTech Helpdesk, 266-HELP, helpdesk@usm.edu

Power Off Sequence

- 1. Projector—Power Off
 - A. Press power button on projector remote TWICE.
 - B. Raise projector back into the ceiling if necessary.
 - C. Return projector to COMPUTER mode using "COMPUTER" or "INPUT" button on remote.
- 2. Computer-Power Off
 - A. Press Computer button on Xport if not already selected
 - B. Start—Turn Off Computer—Turn Off
- 3. Screen—raise if necessary.
 - A. DO NOT LEAVE THE WALL SWITCH IN THE UP OR DOWN POSITION. THIS WILL BURN OUT THE MOTOR. RETURN SWITCH TO NEUTRAL (CENTER) WHEN FINISHED RAIS-ING OR LOWERING THE SCREEN.

4. Turn off any **additional components** (visual presenter, audio equipment, DVD/VCR, etc.)

5. Check that system **volume** is not set to a high level.

6. Sympodium—**Lock** all cabinets. Sympodium screen will automatically go to "standby" mode— no need to power off the screen.

7. Please turn off room lights and lock classroom doors when you leave.

please contact:

gan Tousignant, Learning Enhancement Center 266-8958, <u>lec@usm.edu</u>