

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 COMPLETELY, 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.



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 RAISING 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.

NOTICE: In case of **malfunction or failure of this equipment**, please immediately contact one of the following:

1. Joel Holder, 266-6816, joel.holder@usm.edu
2. iTech Helpdesk, 266-HELP, helpdesk@usm.edu

For **training or other instructional needs**, please contact:

Megan Tousignant, Learning Enhancement Center,
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