



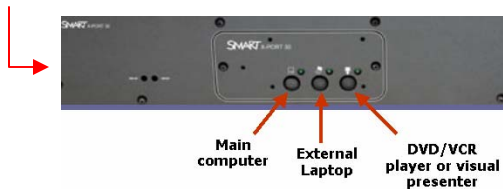
# LEARNING ENHANCEMENT CENTER

AT THE UNIVERSITY OF SOUTHERN MISSISSIPPI

## SMART<sup>®</sup> Sympodium Startup Guide

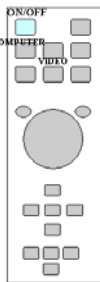
### Power On Sequence

- Unlock** Sympodium cabinet (see department's Dean's office for key)
- Projector**—Power On
  - Lower projector from ceiling if necessary using wall controls. **BE SURE TO LOWER PROJECTOR COMPLETELY, UNTIL IT STOPS.**
  - Use projector remote to power on projector. Wait a moment to see if projector comes on—do not repeatedly press the power button.
- Screen**—lower if necessary.
  - 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.**
- Computer**—Power On
  - Press Power button on front of tower.
  - When Login screen appears, use the "LAB103" format—i.e., building abbreviation and room number
  - DO NOT use a login called "USM" or "ADMIN" or "ADMINISTRATOR"
- Make sure appropriate button is pressed on the **Xport**—Computer, Video, or Laptop.



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

- Make sure projector is on appropriate input via projector remote. **NOT ALL REMOTES ARE ALIKE**, but generally speaking, **INPUT 1 is Computer. INPUT 2 or 3 will normally be video.**



### Power Off Sequence

- Projector**—Power Off
  - Press power button on projector remote TWICE.
  - Raise projector back into the ceiling if necessary.
  - Return projector to COMPUTER mode using "COMPUTER" or "INPUT" button on remote.
- Computer**—Power Off
  - Press Computer button on Xport if not already selected
  - Start—Turn Off Computer—Turn Off
- Screen**—raise if necessary.
  - 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.**
- Turn off any **additional components** (visual presenter, audio equipment, DVD/VCR, etc.)
- Check that system **volume** is not set to a high level.
- Sympodium—**Lock** all cabinets. Sympodium screen will automatically go to "standby" mode—no need to power off the screen.
- Please **turn off room lights and lock classroom doors** when you leave.

For more information on SMART classrooms, training, tutorials, policies, and more, please visit the SMART<sup>®</sup> classroom section of the Learning Enhancement Center's website:

<http://www.usm.edu/lec/smart.html>

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

- Joel Holder, 266-6816, [joel.holder@usm.edu](mailto:joel.holder@usm.edu)
- iTech Helpdesk, 266-HELP, [helpdesk@usm.edu](mailto:helpdesk@usm.edu)

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

Megan Tousignant, Learning Enhancement Center, 266-6958, [lec@usm.edu](mailto:lec@usm.edu)