1

Unlock the cabinet. Keys are located in department office.

Power on the computer and the Sympodium screen

Press CTL-ALT-DEL to access the login screen.

2

Make sure you are using the correct login. You will log on to your computer with your CampusID and password (W EmplID and SOAR password)

Please select USM in the drop-down box at the bottom if it is not already selected

3

Set the volume level to somewhere between 2 and 3.

Volume control is located next to Sympodium Screen
Power ON the Video Projector (use projector remote control) – point remote the projector.

**NOTE:** If computer screen view is not visible, press “Computer,” “Computer 1” or Input 1 or Input 2 on projector remote.

**5**

**MAIN COMPUTER** should be selected on the Xport Switchbox

**6**

**SMARTPENS** – Toggle between left/right click and colored pen/eraser buttons to make sure they are working correctly. When you toggle back to the mouse (once you click the mouse button), any pen markings made on the screen will disappear.

To change pen settings

1. Access the control panel by either:
   a. Click on the SmarTools icon and select control panel OR
   b. Select Tools, SMARTBoard, then Pen Tray Settings
2. Select the Pen Tray tab and edit the color, width, etc. of each stylus and eraser.
3. You can set one to be a “highlighter” by making it wider and transparent
4. Click OK when finished
7

Keyspan wireless remote should be located in the cabinet next to the projector remote and the vcr/dvd remote. The Keyspan can be used as a remote mouse, laser pointer, or both

- Hold top blue button and bottom white button together for 4 seconds (or until white button flashes red) to activate laser pointer.
- Use top blue button to activate laser.
- Repeat this step to turn laser pointer off (this will help preserve the unit’s batteries).

8

Using an external laptop

Cables are resting at the top of the lectern
- Connect cable from podium to laptop’s serial port; connect other cable to laptop’s monitor port
- Switch X-Port 30 to center button
- If video does not appear, press FN-F8 or FN-F3 on your laptop’s keyboard

9

Using the VCR/DVD

- Power ON VCR/DVD
- Insert VCR tape or DVD
- Select VCR or DVD mode by pressing button on player.
- Press VIDEO OR VIDEO 1 on Video projector remote (be sure to aim at projector). Please note: not all classrooms are alike. Your projector’s Video Input may also be set to INPUT 1, INPUT 2 or INPUT 3. If you cannot get the video to display, make sure you have cycled through all inputs first.
- Select DVD/VCR player on the Xport Switchbox.
- Press PLAY button in DVD/VCR
- When finished, return projector to Computer mode (press “Computer” or  

Playing a cassette tape
1. Select VCR
2. Slide cassette into unit
3. Press Play
4. Stop cassette
5. Rewind / Fast Forward
6. Eject cassette button on unit
“Computer 1” on remote). Press the COMPUTER button (first button) on the Xport.

- Power OFF Video Projector (remote control) and VCR when finished.

10

Using the Visual Presenter (ELMO)

- Power ON presenter (toggle switch on back).
- Press DVD/VCR/VISUAL Presenter button on Symposium Xport Switchbox (last button). You may or may not need to change modes on projector depending on room setup.
- Position lamps and document camera.
- Place object on visual presenter’s surface
- When finished, remove object and power off the presenter.
- Fold down lamp and camera and close and lock the presenter drawer

11

Always power off computer and peripherals
Lock cabinet and return key to department

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