SMART Symposium Startup Guide

**Power On Sequence**

1. **Unlock** Symposium 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 RISING OR LOWERING THE SCREEN.**
4. **Computer**—Power On
   A. Press Power button on front of tower.
   B. When Login screen appears, 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
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. **NOT ALL REMOTES ARE ALIKE**, but generally speaking, **INPUT 1 is Computer. INPUT 2 or 3 will normally be video**

**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. Symposium—**Lock** all cabinets. Symposium 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 technical/equipment assistance, contact:
Joel Holder, 266-6816 joel.holder@usm.edu or Brent Sutphin, 266-4022 william.sutphin@usm.edu

For training assistance, contact:
Megan Mulloy, 266-5518 megan.mulloy@usm.edu or Julie Green, 266-6634 julie.green@usm.edu

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