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. **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. 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.

For more information on SMART classrooms, training, tutorials, policies, and more, please visit the SMART® 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:
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 Trounignant, Learning Enhancement Center, 266-6958, lec@usm.edu