

# Symposium Operation Procedure V1.0

## Start- Up:

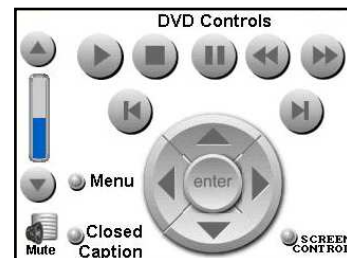
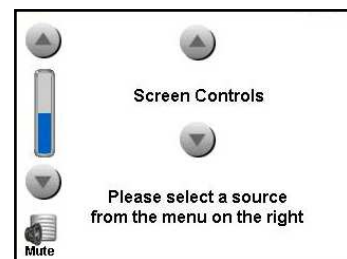
- Press **power** on the control panel. This lowers the screen and turns on the projector.
- Log into **computer**.
- The stylus attached to the Symposium may also be used as a mouse.
- To change stylus tools, press the buttons on the top edge of the Symposium. (i.e.: red pen, highlighter, on-screen keyboard)
- Choose the source you want to go to the projector by selecting it on the **control panel**. (i.e.: Computer)
- Volume may be adjusted using the far left of the **touch screen** on the control panel.
- Viewing video material (VCR, DVD) may be done through the small monitor on the podium. This is only for the instructor. To project the source, select it on the **control panel**.

## Shut Down:

- Press the **power** button on the control panel.
- **Retrieve** any media you may have brought. (i.e.: tapes, DVD's, CD's)
- Be sure to log off of the **computer**.
- **Return** the wireless mouse.
- Turn off VCR, DVD or document camera with the unit's **power switch**.

For troubleshooting see other side.

## **ROOM:**



L / R Click

Eraser

Pen Tools

On-screen Keyboard

For **computer** hardware / login help contact the help desk: **X 5457**  
For **AV system** help contact the East Peoria AV Lab: **X 5246**

# Troubleshooting Guide:

Try these tips first if you have troubles

Problem	Possible Solution	Can't Fix it? Call
The Projector won't turn on.	<ul style="list-style-type: none"> <li>• Press "Power" on control panel.</li> <li>• The projector lamp has a cool down time of 90 seconds after its previous use. If you've come in just after another class, it may need more time to power on again. Be patient. The projector will power on when it's able.</li> </ul>	East Peoria AV Lab X 5246
Screen won't come down / up.	<ul style="list-style-type: none"> <li>• Screen controls can be accessed through the touch panel. Raise or lower as needed.</li> </ul>	East Peoria AV Lab X 5246
No sound	<ul style="list-style-type: none"> <li>• Confirm your source has sound.</li> <li>• Confirm the Computer volume hasn't been muted / turned down from windows.</li> <li>• Un-mute / turn up the volume from the touch screen on the control panel.</li> </ul>	East Peoria AV Lab X 5246
The computer won't display.	<ul style="list-style-type: none"> <li>• Select "Computer" on control panel.</li> <li>• Confirm you're logged in.</li> <li>• Pressing the "Computer" button more than once cycles you through the different computer inputs on the projector. By pressing the button once or twice more can cycle you to the correct input.</li> </ul>	East Peoria AV Lab X 5246
Laser pointer won't work.	<ul style="list-style-type: none"> <li>• The laser on the wireless mouse has a timed shutdown period. If the laser's not working press and hold the small pink button on the top, and the large clear button on the bottom for 5 seconds. The large button will flash red. The pointer should work.</li> </ul>	East Peoria AV Lab X 5246
I can't log in.	<ul style="list-style-type: none"> <li>• Log in using the generic <i>instructor</i> user name in the lab domain.</li> <li>• Log in using you own user name in the icc_domain.</li> </ul>	Computer Help Desk X 5457

For complete smart classroom or Symposium training call Ken Burton, 694-8833 or email at [kburton@icc.edu](mailto:kburton@icc.edu)

For more help with designing PowerPoint presentations or using Web-based material in your smart classroom, contact Patrice Hess, 694-5295 or email at [phess@icc.edu](mailto:phess@icc.edu) or visit the Teaching and Learning Center in 240A on the East Peoria Campus.