### The system

Turn on and login to the computer in the normal way.

The Sympodium allows you to draw on the screen using the attached stylus or your finger. To use your finger, the stylus must be docked at the bottom of the Sympodium (as in the illustration).

The color of the stylus or finger is set by the buttons above the Sympodium screen.

The left-most button above the Sympodium screen activates the computer mouse.

The Video monitor shows either the instructor, student, or document camera, depending on the Video source selected (see below).
**First**

Press the touchscreen to activate the system.

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**To Connect a Laptop**

a. Connect data, USB, and Monitor cables to back of laptop  
b. Connect audio cables to side of laptop

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**Projector Power**

c. Press Projector on Touch Pad  
d. Press ON  
e. Press RGB 1 or RGB 2 to project the computer screen

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**To Record the Session on the PC or Laptop**

a. Press Main key  
b. Under Record Destination, press PC (for the desktop computer) or Laptop
**Projector Source**

**PC or Laptop**

a. Press Main key  
b. Under RGB, press PC (for the desktop computer) or Laptop

**Video – Instructor or Student Camera**

a. Press Main key  
b. Under Video, press Instructor Camera, or Student Camera

**Video – Document Camera (Overhead)**

a. Turn on Camera using the Power button on the Samsung remote control or the camera base  
   **Note:** the RED light in the base indicates that the camera is OFF  
   b. Press Main key  
   c. Under Video, press Document Camera  
   d. To turn the lamp on, press the Lamp button on the Samsung remote control
Video – DVD or VHS videotape

a. Turn on video player (under document camera)
b. Press Main key
c. Under Video press DVD/VCR
d. Press VCR/DVD key
e. Press DVD or VCR button
f. Insert tape or DVD.
g. Use buttons on Touch Pad or on player to access DVD menu, play, pause, fast forward, etc.
h. Press Volume Up and Down keys to set volume

Microphones

a. Wireless – Turn on
b. Wired – Plug in and turn
c. On touchscreen control unit, press Volume Up and Down keys to set volume

NOTE: the microphone does not affect sound in the classroom, only online.
When you are done

a. Logoff computer
b. Press Projector button
c. On touchscreen, under Projector, press OFF
d. Press System Off
e. Press YES on the touchscreen to confirm that you want to turn the system off