Fall 2013

Lectern Power On and Off Sequences

Power On Sequence

1. **Lectern Power Up**
   a. Power up the lectern by pushing the top of the main power switch. Once on, the main power switch will glow red.

2. **Projector Start Up**
   a. Press and hold the **Projector Power** button on the Extron panel for approximately 3-4 seconds.
   b. When **Release Pwr** appears on the Extron display, release the **Projector Pwr** button.
   NOTE: At this time the green indicator lights on the projector should be on and an image should be displayed within 30 seconds. If the projector fails to power on, return to Step 2a.

3. **Computer/PC Start Up**
   a. Press the **Computer/PC toggle** switch to power up the PC.
   b. Press the button labeled **Computer** on the lectern desktop OR press the **PC** button on the Extron panel.
   c. Once the PC has completed the power up sequence, you should see the **Novell Client login screen** on the lectern monitor and projector.
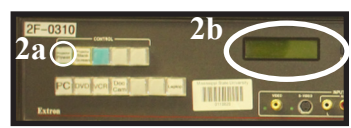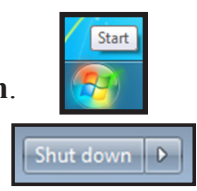

4. **Computer/PC Login**
   a. Login to the lectern computer with your **NetID** and **NetPassword**.
   b. Allow at least **60 seconds** for completion of the Novell login.

Power Off Sequence

1. **Computer/PC Shut Down**
   a. Click the **Windows Start icon**.
   b. Click **Shut Down**.

2. **Projector Shut Down**
   a. Press and *hold* the **Projector Power** button on the Extron panel for approximately 3-4 seconds.
   b. When **Release Pwr** appears on the Extron display, release the **Projector Power** button.
   NOTE: At this time the green indicator light indicating an **on** status will turn to red.

3. **Lectern Shut Down**
   a. Power down the lectern by pushing the bottom of the main power switch. Once off, the main power switch will no longer glow red and the indicator lights will be off.

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