Lectern Power Sequence for PC

**Power On**

1. **Main Power Switch**
   The switch will have a red glow when turned on.

2. **Projection Unit**
   Use the front, Panel Mounted Switcher and hold for 2 seconds.

3. **Computer/PC**
   To login to the computer, use your NetID and NetPassword.

4. **Extron Control Box**
   Select "Computer" (by pressing the button above the "Computer" label) on the top Extron Control Switch Box.

**Power Off**

1. **Computer/PC**
   Log Off and shut down.

2. **Projection Unit**
   Use the front, Panel Mounted Switcher and hold for 2 seconds.

3. **Confirm that the Projection Unit did power off.**
   If not, contact the Help Desk and they will visit the room to power off the projection unit.

4. **Main Power Switch**
   The switch will not have a red glow when turned off.

---

**Projector Information**

- On occasion, the projector will not power down correctly. If this occurs, contact the Help Desk and they will visit the room to ensure the projection unit is powered off.
- When a projection unit is powered off, wait at least 5 minutes before powering the unit on again. In some instances, the projector appears to be off, yet it actually may not be. When this occurs, the projection unit will not accept any incoming messages from the lectern to power on.

---

**CONTACT INFORMATION**

Voice: 325-1403  
Email: help@ctl.msstate.edu  
Web: ctl.msstate.edu

A publication of The Center for Teaching and Learning, Mississippi State University