

System Start-Up

- ➔ Press touch screen monitor on faculty desk top with finger to activate
 - Monitor will be black screen (indicating sleep mode) OR black with UConn graphic and written prompt *“Please touch screen to continue”*
- ➔ On screen, press **SYSTEM POWER ON** to turn all functions on
- ➔ Press **SELECT SOURCE** to view function menu
 - Menu will appear on screen
 - ◆ *From SOURCE menu, can operate* **DOC CAM, DESKTOP COMP, LAPTOP COMP, VCR, CD/DVD, SLIDES, TUNER, and AUX PLATE**

System Shutdown

- ➔ Finish Task (stop function use; Stop and eject CD/ DVD/ VHS; Eject PC disk; Unplug laptop; Stop slide show; Close down PC programs, etc.)
 - ⚠ **DO NOT turn of power on functions; Leave all equipment on!!!**
- ➔ On screen, press **SYSTEM POWER OFF** to turn all functions off
 - The Computer will read, “Are you Sure Shutdown System” with a green **YES** and a red **NO**
- ➔ Press **YES** to shut down
 - Monitor will become black with UConn graphic that reads *“Please touch screen to continue”*
 - ◆ *The system is now in sleep mode and all functions are powered off*
- ➔ Lock all cabinets and drawers unlocked during use of functions ⚠