Help guide
for
Staller for Music
0113
(Computer users)
STEP 1

• Lower the projection screen via the switch labeled “screen” on the side wall (next to prep room).
STEP 2

• Touch 4” display screen to activate media system. The control panel is located on the front of the lectern, approximately 6 inches below the computer monitor.
STEP 3

• Touch red “power” icon in the lower left corner to turn on the projector. A progress bar will appear while the projector warms up.
STEP 4

- When the system is ready, the “power” icon will turn white. From the home screen, choose the “sources” icon, the second icon in the top left corner.
STEP 5

• Select proper computer source from one of the four computer projection options listed. The installed computer is “lectern compute”.
STEP 6

- To wake the installed computer, move and double click mouse and ensure the “monitor power” button turns green. For laptop users, connect via VGA or HDMI cable, to the inputs on the right side of the lectern.
STEP 7

• Login on the installed computer using your NetID & password. For laptop users, login and if not projecting an image, clone/mirror your displays (see step 7A).
STEP 7A

• For laptop users, if no image is displaying, ensure your laptop is outputting a signal by holding down the function key (fn) and tapping the appropriate f key (f1-f12) for your laptop! For Macs, mirror your display images by clicking Apple icon ->System preferences->Displays->Arrangement->Mirror displays.
STEP 8

• At the session’s end, shut down and disconnect your laptop computer, or log yourself out of the installed computer for your own network security.
STEP 9

- Touch “power” icon in lower left, then choose “yes”, to shut down the system. A progress bar will appear as the projector cools down.
STEP 10

• Retract electric screen. If you need additional assistance, please contact our support office at (631) 632-9400.