Help Guide for Humanities Media Stations (Computer users)
STEP 1

• Pull down manual screen located on the front wall.
STEP 2

• Locate walk-up media system. Flip down front panel to access equipment.
STEP 3

• Touch 4” display screen to activate media system.
STEP 4

- Touch red "power" button to turn on projector. A progress bar will appear while the projector warms up. Wait for “proj.” indicator to turn yellow.
STEP 5

• Connect HDMI or VGA cable (dependent on your laptop’s output) to the labeled port under the display screen. Connect other end to laptop. DO NOT TURN ON THE COMPUTER YET!
STEP 6

- Press “sources” button at top of system page, then choose “HDMI” (or VGA, dependent on your laptop’s output).
STEP 7

• NOW turn on the computer. You will see your projected desktop image after logging in.
STEP 7A

- 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 session’s end, shut down your laptop and disconnect cable. Press “power” button, then choose “yes” to exit the system. A progress bar will appear as the projector cools down.
STEP 9

• Close equipment access door, and retract manual screen. If you need additional assistance, please contact our support office at (631) 632-9400.