Help Guide for Walk-Up 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 “status” 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 VGA cable to the port under the display screen. Connect other end to laptop. DO NOT TURN ON THE COMPUTER YET!
STEP 6

• Press “source” button at top of system page, then choose “computer”.
**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.
STEP 8

• At session’s end, shut down your laptop and disconnect cable. Press “status” 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 main office at (631) 632-9400.