Help Guide
for
Union Auditorium

(Computer users)
STEP 1

• Use switch on stage wall to bring down electric screen.
STEP 2

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

• Touch 4” display screen to activate media system. Touch red “room off” in upper right to activate controls.
STEP 4

- “Room off” will change to “Room on” and turn yellow. Touch “Projector Power” to turn on projector. A progress bar will appear while the projector warms up. Wait for “Projector Power” to turn yellow.
STEP 5

• Connect VGA cable to connection plate of media station, next to touch panel. Connect other end to laptop. DO NOT TURN ON THE COMPUTER YET!
STEP 6

• Touch “sources” button at left 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. Touch “home” icon, to return to the system main page.
STEP 9

- Touch “Room on” button, then choose “yes” to shut down projector. A progress bar will appear as the projector cools down “Room on” will switch to “Room off”.
STEP 10

• Close equipment and control system access doors, and retract electric screen. If you need additional assistance, please contact our main office at (631) 632-9400.