Help Guide for Union Auditorium

(Video 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

• Touch “sources” at left of system page, then choose “DVD/VHS”.
STEP 6

• Choose “DVD” or “VCR” in center of page, dependent on your choice of media.
STEP 7

• Control your media by using the pages for DVD control or VHS control.
STEP 8

• Touch the “home” icon in the upper left of the page to obtain volume control.
STEP 9

- At session’s end, touch “home” icon, to return to the system main page. Touch “Room on”, then choose “yes” to shut down projector. A progress bar will appear as the projector cools down. “Room on” will switch to “Room off”.

![Image of projector interface]

![Image of projector interface]

Stony Brook University
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.