



## Media Equipment Operations

Education 1117

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The following is a list of media equipment available in this classroom. Locate the media equipment you are trying to use and simply follow the steps to operate.

### Computer Projection – Laptop Computer

1. Turn on Projector using control panel on located black box by pressing **Display ON** button.
2. Press **Laptop** on control panel.
3. Connect laptop computer to VGA input located on black box.
4. If laptop display does not appear on projection screen, please refer to the [Laptop Troubleshooting Guide](#) for instructions.

To play back audio files:

1. Connect computer to **PC audio** cable located on black box. Connect cable to headphone jack on laptop.
2. Press **Laptop** button on control panel.
3. Adjust volume on control panel.

### DVD/VHS Playback

1. Turn on Projector using control panel located on black box by pressing **Display ON** button.
2. Press **DVD/VCR** button on control panel.
3. Turn on DVD/VHS player, load disc or tape and play.
4. Adjust volume on control panel.

### CD Playback

1. Press **DVD/VCR** button on control panel located on black box.
2. Turn on DVD/VHS player, load CD and play.
3. Adjust volume on control panel.

### University Video Network (UVN)

1. Turn on Projector using control panel on located black box by pressing **Display ON** button.
2. Press **DVD/VCR** button on control panel.
3. Turn on DVD/VHS player and tune to assigned channel.

4. Use telephone and remote control instructions to control play back.
5. Adjust volume on control panel.

#### **Closed Caption Decoder**

1. To enable closed captioning, press the **CC** button on the control panel-button will be **green**.
2. To disable closed captioning, press the **CC** button on the control panel-button will be **orange**.

For more information, contact Kevin Glasson via email at [Kevin.glasson@csun.edu](mailto:Kevin.glasson@csun.edu). To report equipment problems, call Classroom Technology at campus extension 3062.

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