



## Media Equipment Operations

Eucalyptus Hall 2132

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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 – Classroom Computer

1. Turn on Projector using control panel on podium by pressing **Display ON** button.
2. Press **PC** button on control panel.
3. Turn on computer. Computer is located inside the podium.
4. Select user icon on screen to use computer.
5. Turn on Flat Panel TVs using Pioneer remote control.
6. Press **PC** button on Pioneer remote control.
7. Turn Flat Panel TVs off after using Pioneer remote control.
8. Turn projector off after use by pressing **Display OFF** button.

To play back audio files:

1. Press **PC** button on control panel.
2. Adjust volume on control panel on podium.

### **Computer Projector – Laptop Computer**

1. Turn on projector using control panel on podium by pressing **Display ON** button.
2. Press **Laptop** button on control panel.
3. Connect laptop to VGA cable on podium.
4. If laptop display does not appear on projection screen, please refer to the [Laptop Troubleshooting Guide](#) for instructions.
5. Turn on Flat Panel TVs using Pioneer remote control.
6. Press **PC** button on Pioneer remote control.
7. Turn Flat Panel TVs off after use using Pioneer remote control.
8. Turn projector off after use by pressing **Display OFF** button.

To play back audio files:

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

### **DVD Playback**

1. Turn on Projector using control panel on podium by pressing **Display ON** button.
2. Press **DVD** button on control panel.
3. Turn on DVD/VHS player by pressing **VCR/DVD ON/OFF** button on the control panel.
4. Open podium and load disc.
5. Control DVD functions and adjust volume on control panel on podium.
6. DVD does not display to Flat Panel TVs.
7. Turn projector off after use by pressing **Display OFF** button.

### **VHS Playback**

1. Turn on projector using control panel on podium by pressing **Display ON** button.
2. Press **VCR** button on control panel.
3. Turn on DVD/VHS by pressing **VCR/DVD ON/OFF** button on control panel.
4. Open podium and load tape.
5. Control VHS functions and adjust volume on control panel on podium.
6. VHS does not display on Flat Panel TVs.
7. Turn projector off after use by pressing **Display OFF** button.

### **CD Playback**

1. Press **DVD** button on control panel.
2. Turn on DVD/VHS player by pressing **VCR/DVD ON/OFF** button on control panel.
3. Open podium and load disc.
4. Control CD playback and adjust volume on control panel on podium.

### **University Video Network (UVN)**

1. Turn on projector using control panel on podium by pressing **Display ON** button.
2. Turn on VCR by pressing **DVD/VCR ON/OFF** button on control panel.
3. Press **VCR** button on control panel to activate television tuner.
4. Tune to assigned channel using **VCR turner control** on control panel.
5. Turn on Flat Panel TVs using Pioneer remote control.
6. Press **ANT** button on Pioneer remote control.

7. Use telephone and remote control instructions to control playback.
8. Turn Flat Panel TVs off after use by using Pioneer remote control.
9. Turn projector off after use by pressing **Display OFF** button.

### **Closed Caption Decoder**

CC decoder is part of the projector and is activated via on-screen menus.

1. Press **Menu** on the Epson remote control to bring up the on-screen menu.
2. Select **Extended** and press enter.
3. Select **Display** and press enter.
4. Select **Closed Caption** and press enter.
5. To enable closed captioning, select **CC1** and press enter.
6. To disable closed captioning, select **Off** and press enter.
7. Press **Menu** to clear screen menu.

### **Elmo Document Camera**

1. Turn on projector using control panel on podium by pressing **Display ON** button.
2. Press **DOC CAM** button on control panel.
3. Turn on Elmo Document Camera on the podium.
4. Use controls on Elmo to manage zoom and focus functions.
5. Turn projector off after use by pressing **Display OFF** button.
6. Elmo does not display to Flat Panel TVs.

### **Wireless Microphone**

1. The wireless microphone is stored inside the podium.
2. Turn on wireless microphone with switch on body pack transmitter.
3. Audio level is preset for optimum classroom volume.

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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