



## Media Equipment Operations

Eucalyptus Hall 2225

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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.

Switches to lower and raise screens are located on North wall adjacent to screens.

### Computer Projection –Classroom Computer

1. Turn on Projectors using control panel located on podium by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons.
2. Press **PC** on control panel.
3. Turn on computer. The computer is located inside podium.
4. Keyboard and mouse are located in drawer inside podium.
5. Log onto computer using your CSUN username and password. Log off computer when finished.
6. **To hear audio, projector 1 must be turned on.**
7. Turn projectors off after use by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons on control panel.

### Computer Projection – Laptop Computer

1. Turn on Projectors using control panel located on podium by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons.
2. Press **Laptop** on control panel.
3. Connect laptop computer to VGA input located podium. Cables are located in drawer inside podium.
4. If laptop display does not appear on projection screen, please refer to the [Laptop Troubleshooting Guide](#) for instructions.
5. Turn projectors off after use by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons on control panel.

To play back audio files:

1. Connect laptop computer to **PC audio** input located on podium. Connect cable to headphone jack on laptop.
2. Press **Laptop** button on control panel.
3. **To hear audio, projector 1 must be turned on.**
4. Adjust volume on control panel.

### **CD/DVD/VHS Playback**

1. Turn on Projectors using control panel located on podium by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons.
2. Turn on DVD/VHS player located inside podium.
3. Press **DVD** button on control panel to play a CD or DVD. Press **VCR** button on control panel to play a VHS tape.
4. Load disc or tape and play.
5. Adjust volume on control panel.
6. **To hear audio, projector 1 must be turned on.**
7. Turn projectors off after use by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons on control panel.

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

1. Turn on Projectors using control panel located on podium by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons.
2. Turn on DVD/VHS player located inside podium. Press **VCR** button on control panel.
3. Tune to assigned channel using channel up/down controls on DVD/VCR player.
4. **To hear audio, projector 1 must be turned on.**
5. Use telephone and remote control instructions to control play back.
6. Adjust volume on control panel.

### **Elmo Document Camera**

1. Turn on Projectors using control panel located on podium by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons.
2. Press **DOC CAM** button on control panel.
3. Turn on Elmo Document Camera located on podium.
4. Use controls on Elmo to manage zoom and focus functions.
5. Turn projectors off after use by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons.

### **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 assistance with classroom technology call x1500, visit the IT Help Center in Oviatt 33, or online at <http://techsupport.csun.edu>