



## Media Equipment Operations

JR 315

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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

1. Turn on main power using **green** button.
2. Turn on projector on control panel using **red** button.
3. Select **Computer** input on pane using green button. Press until **Computer 2** displays on screen.
4. Connect laptop computer to VGA cable installed inside drawer box in black box.
5. If laptop display does not appear on projection screen, please refer to the [Laptop Troubleshooting Guide](#) for instructions.

To playback audio files:

1. Connect computer to PC audio input on black box.
2. Turn on amplifier and select **PC audio** volume.

### DVD/VHS Playback

1. Turn on main power using **green** button.
2. Turn on projector on control panel using **red** button.
3. Select **Video** input on panel using **green** button.
4. Turn on DVD/VHS player, load disc or tape and play.
5. Turn on amplifier and adjust **DVD/VHS** volume.

### CD Playback

1. Turn on main power using **green** button.
2. Turn on DVD/VHS player and load disc.
3. Turn on amplifier and adjust **DVD/VHS** volume.

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

1. Turn on main power using **green** button.
2. Turn on projector on control panel using **red** button.
3. Select **Video** input on panel using **green** button.
4. Turn on DVD/VHS player and tune to assigned channel.
5. Turn on amplifier and adjust **DVD/VHS** volume.
6. Use telephone and remote control instructions to control playback.

### **Closed Caption Decoder**

VGIS decoder must be activated with VGIS remote control.

1. Press **Menu** on the VGIS remote control. On the Menu page, select **[4]**.
2. To turn captions **ON**, select **[2]**.
3. To turn captions **OFF**, select **[1]**.
4. Press **Menu** on the VGIS remote control to exit.

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.