



Media Equipment Operations

Johnson Auditorium

JA 100

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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. Keys to open the AV closet can be obtained by contacting Media Services. Please call x6363 for more information.

The switch to raise and lower the Projection screen is located on the east wall inside the AV equipment closet in front of the room.

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. Classroom computer is located inside podium on the lower left side. If computer is turned off, turn on.
4. Log on to computer using your CSUN username and password(Log off computer when finished).
5. Turn Projector off after use by pressing Display OFF button.

To play back audio files:

1. Turn on equipment rack by pressing Equipment Rack Power ON/OFF 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 located inside podium on lower right side.
4. If laptop display does not appear on projection screen, please refer to the [Laptop Troubleshooting Guide](#) for instructions.
5. Turn Projector off after use by pressing Display OFF button.

#### To play back audio files:

1. Connect laptop computer to PC audio cable located inside podium on lower right side. Connect cable to headphone jack on laptop.
2. Turn on equipment rack by pressing Equipment Rack ON/OFF button on control panel.
3. Adjust volume on control panel on podium and by using laptop volume control.

#### DVD Playback

1. Turn on Projector using control panel on podium by pressing Display ON button.
2. Turn on equipment rack by pressing Equipment Rack ON/OFF button on control panel.
3. Turn on DVD/VHS player by pressing VCR/DVD ON/OFF button on control panel.
4. Press DVD button on control panel.
5. Open AV closet and load disc into DVD/VHS player.
6. Control DVD functions and adjust volume on control panel on podium.
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. Turn on equipment rack by pressing Equipment Rack ON/OFF button on control panel.
3. Turn on DVD/VHS player by pressing VCR/DVD ON/OFF button on control panel.
4. Press VCR button on control panel.
5. Open AV closet and load tape into DVD/VHS player.
6. Control VHS functions and adjust volume on control panel on podium.
7. Turn projector off after use by pressing Display OFF button.

#### CD Playback

1. Turn on equipment rack by pressing Equipment Rack ON/OFF button on control panel.
2. Turn on DVD/VHS player by pressing VCR/DVD ON/OFF button on control panel.
3. Press DVD button on control panel.
4. Open AV closet and load disc into DVD/VHS player.
5. Control CD playback 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 equipment rack by pressing Equipment Rack ON/OFF button on control panel.
3. Turn on VCR by pressing VCR/DVD button on control panel.
4. Press VCR button on control panel.
5. Tune to assigned channel using VCR tuner control on control panel.
6. Adjust volume on control panel on podium.
7. Use telephone and remote control instructions to control playback.
8. Turn projector off after use by pressing Display OFF button.

### Closed Caption Decoder-Mycap

AV closet must be opened to access and operate CC decoder.

1. Turn on Mycap decoder.
2. Press the Caption/Text button and select Caption.
3. Press the L1/L2 button and select L1.

### 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.
4. Use controls on Elmo to manage zoom and focus functions.
5. Turn Projector off after use by pressing Display OFF button.

### Overhead Projector

1. An overhead projector is stored inside the AV closet in the front of the room.

### Wireless Microphone

1. The wireless microphone is stored in the AV closet in the front of the room.
2. Turn on equipment rack by pressing Equipment Rack Power ON/OFF button on podium control panel.
3. Turn on Audio Mixer Amplifier inside the AV closet in the front of the room.
4. Turn on wireless microphone with switch on body pack transmitter.
5. Adjust volume on Audio Mixer Amplifier at Wireless Mic Input and Master Volume Control.

### Podium Microphone

1. Turn on equipment rack by pressing Equipment Rack ON/OFF button on control panel.
2. Turn on Audio Mixer Amplifier inside the AV closet in the front of the room.
3. Adjust volume on Audio Mixer Amplifier at Podium Input and Master Volume Control.

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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