



Media Equipment Operations

Oviatt 25

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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 (The computer is located inside podium on the lower right side).
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 Marantz amplifier located inside podium on lower left side.
2. Press **PC** button on control panel.
3. 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 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. Turn on Marantz amplifier located inside podium on lower left side.
3. Press **Laptop** button on control panel.
4. Adjust volume on control panel on podium.

DVD Playback

1. Turn on Projector using control panel on podium by pressing **Display ON** button.
2. Turn on Marantz amplifier located inside podium on lower left side.
3. Press **DVD** button on control panel.
4. Turn on DVD/VHS player located inside podium on upper left side and load disc.
5. Control DVD functions and adjust volume on control panel on podium.
6. 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 Marantz amplifier located inside podium on lower left side.
3. Press **VCR** button on control panel.
4. Turn on DVD/VHS player located inside podium on upper left side and load tape.
5. Control VHS functions and adjust volume on control panel on podium.
6. Turn Projector off after use by pressing **Display OFF** button.

CD Playback

1. Turn on Marantz amplifier located inside podium on lower left side.
2. Press **DVD** button on control panel.
3. Turn on DVD/VHS player located inside podium on upper left side 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 Marantz amplifier located inside podium on lower left side.
3. Turn on VCR by pressing **VCR/DVD** button on control panel.
4. Press **VCR** button on control panel to activate television tuner.
5. Tune to assigned channel using **VCR** tuner control.
6. Use telephone and remote control instructions to control playback.
7. Turn projector off after use by pressing **Display OFF** button.

Closed Caption Decoder-Mycap

1. Turn on Mycap decoder located inside podium on upper left side.
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 located on the drawer on the right side of the podium.
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 on a cart in the front of the room.

Wireless Microphone

1. The wireless microphone is stored in the drawer on the right side of podium.
2. Turn TOA amplifier located inside podium on lower left side.
3. Turn on wireless microphone with switch on body pack transmitter.
4. Control volume **Input 1** to TOA amplifier.

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

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