



Media Equipment Operations

Nobbs Auditorium
Sequoia 104

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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 equipment cabinet can be obtained by contacting Media Services. Please call x6363 for more information.

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. If computer is turned off, turn on computer.
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 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 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** input on podium. 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/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. Press **VCR/DVD** on control panel.
4. Open left door of equipment rack to access DVD/VHS player.
5. Turn on DVD/VHS player and load disc or tape.
6. Control DVD/VHS functions and adjust volume on control plane 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 **VCR/DVD** button.
3. Open left door of equipment rack to access DVD/VHS player.
4. Turn on DVD/VHS player and load disc.
5. 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 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 button labeled **VCR** on control panel.
5. Tune to assigned channel using **VCR turner control** on control panel.
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

Equipment rack must be unlocked and 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 metal cabinet in the front of the room.

Wireless Microphone

1. The wireless microphone is stored in the metal cabinet in the front of the room.
2. Turn on equipment rack by pressing **Equipment Rack ON/OFF** button on podium control panel.
3. Turn on wireless microphone with switch on body pack transmitter.
4. Audio level is available for optimum classroom volume.

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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