



Media Equipment Operations

USU 2207B

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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.

The switch to raise and lower the Projection screen is located on the podium.

Computer Projection – Classroom Computer

1. Turn on Projector using control panel on podium by pressing **Projector ON** button.
2. Press the **Podium PC** button on control panel.
3. Turn on computer (The computer is located inside podium on the lower left side).
4. Log on to computer using your CSUN username and password. (Log off computer when finished).
5. Keyboard and mouse are located inside the podium on the upper left side of pull-out shelf.
6. Turn projector off after use by pressing **Projector OFF** button.

To play back audio files:

1. Press **PC** 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 **Projector 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 **Projector 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. Press **Laptop** button on control panel.
3. Adjust volume on control panel on podium.

DVD Playback

1. Turn on Projector using control panel on podium by pressing **Projector ON** button.
2. Press **DVD/VCR** button on control panel.
3. Turn on DVD/VHS player located inside podium on lower right side and load disc.
4. Control DVD functions with Panasonic remote control.
5. Adjust volume on control panel on podium
6. Turn Projector off after use by pressing **Projector OFF** button.

VHS Playback

1. Turn on Projector using control panel on podium by pressing **Projector ON** button.
2. Press **DVD/VCR** button on control panel.
3. Turn on DVD/VHS player located inside podium on lower right side and load tape.
4. Control VHS functions with Panasonic remote control.
5. Adjust volume on control panel on podium
6. Turn Projector off after use by pressing **Projector OFF** button.

CD Playback

1. Press **DVD** button on control panel.
2. Turn on DVD/VHS player located inside podium on lower right side and load disc.
3. Control CD playback with Panasonic remote control.
4. Adjust volume on control panel on podium.

University Video Network (UVN)

1. Turn on Projector using control panel on podium by pressing **Projector ON** button.
2. Press **DVD/VCR** button on control panel.
3. Press **VCR** button on Panasonic remote control.
4. Tune to assigned channel using Panasonic remote control.
5. Use telephone and remote control instructions to play back.
6. Adjust volume on control panel on podium.
7. Turn Projector off after use by pressing **Projector OFF** button.

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.

Elmo Document Camera

1. Turn on Projector using control panel on podium by pressing **Projector ON** button.
2. Press **DOC CAM** button on control panel.
3. Turn on Elmo Document Camera located on the left side of the podium.
4. Use controls on Elmo to manage zoom and focus functions.
5. Turn Projector off after use by pressing **Projector OFF** button.

Wireless Microphone

1. The wireless microphone is stored inside the podium.
2. Turn on wireless microphone with switch on body pack transmitter.
3. Audio level is preset 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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