



Media Equipment Operations

Sierra Hall 285

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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 – Laptop Computer

1. Turn on Projector using control panel on black box by pressing **Display ON** button.
2. Press **Laptop** button on control panel.
3. Connect laptop computer to VGA input on control panel.
4. If laptop display does not appear on projection screen, please refer to the [Laptop Troubleshooting Guide](#) for instructions.

To play back audio files:

1. Connect computer to PC audio input on control panel. Connect cable to headphone jack on laptop.
2. Press **Laptop** button on control panel.
3. Adjust volume on control panel.

DVD/VHS Playback

1. Turn on Projector using control panel on black box by pressing **Display ON** button.
2. Press **DVD/VCR** button on control panel.
3. Turn on DVD/VHS player, load disc or tape and play.
4. Adjust volume on control panel.

CD Playback

1. Press **DVD/VCR** button on control panel.
2. Turn on DVD/VHS player, load CD and play.
3. Adjust volume on control panel.

University Video Network (UVN)

1. Turn on Projector using control panel on black box by pressing **Display ON** button.
2. Press **DVD/VCR** button on control panel.
3. Turn on DVD/VHS player and tune to assigned channel.
4. Use telephone and remote control instructions to control playback.
5. Adjust volume on control panel.

Closed Caption Decoder

1. To enable closed captioning, press the **CC ON/OFF** button on the control panel – button will be **green**.
2. To disable closed captioning, press the **CC ON/OFF** button on the control panel – button will be **red**.

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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