



## Media Equipment Operations

Sierra Hall 302

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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 Epson remote control.
2. Press **Computer 2** on the Epson remote control.
3. Turn on computer located inside black box.
4. Log on to computer using your CSUN username and password. Log off from computer when finished.
5. Select **CPU** on switch inside black box located adjacent to computer.

To playback audio files:

1. Turn on amplifier and select **CPU**.

### Computer Projection – Laptop Computer

1. Turn on projector using Epson remote control.
2. Press **Computer 2** the Epson remote control.
3. Connect laptop computer to VGA input inside black box.
4. Select **Laptop** on switch inside black box located adjacent to computer.
5. 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 inside black box.
2. Turn on amplifier and select **Laptop**.

### DVD/VHS Playback

1. Turn on projector using Epson remote control.
2. Press **Video** on the Epson remote control.
3. Turn on DVD/VHS player, load disc or tape and play.
4. Turn on amplifier and select **VCR/DVD**.

### **CD Playback.**

1. Turn on DVD/VHS player, load CD and play.
2. Turn on amplifier and select VCR/DVD.

### **University Video Network (UVN)**

1. Turn on projector using Epson remote control.
2. Press Video on the Epson remote control.
3. Turn on DVD/VHS player and tune to assigned channel.
4. Turn on amplifier and select VCR/DVD.
5. Use telephone and remote control instructions to control playback.

### **Closed Caption Decoder**

VGIS decoder must be activated with the 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.

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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