



## Media Equipment Operations

Sierra Hall 307

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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 black box by pressing **Display ON** button.
2. Press **PC** button on control panel.
3. Turn on computer located inside black box.
4. Log on to computer using your CSUN username and password. Log off computer when finished.

### 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 on black box.
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](mailto:Kevin.glasson@csun.edu). To report equipment problems, call Classroom Technology at campus extension 3062.

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