

UNIVERSITY VIDEO NETWORK (U.V.N.) OPERATIONS

BH 314

**Equipment Preparation**

1. Find equipment control panel on the side of AV cabinet; push **DISPLAY ON** to turn on projector.
2. Select **DVD/VCR** as the input source for the data projector.
3. Turn on the Close-Caption if needed (the CC button will turn green when on).
4. Turn on the **VCR** and tune to the **assigned UVN channel**.  
(Flip the VCR cover to reveal the buttons or use the VCR remote).  
**Note:** If using the remote, press the up/down buttons by using the ENTER key to tune the channel
5. Adjust the volume.
6. If UVN scroll appears on the screen, proceed to use the phone to access UVN.



**Note:** If all settings are correct but there isn't a UVN signal, check to see if **VCR is set to CABLE** by pressing the Menu or Action button on the VCR remote.

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Using the Phone to Access the UVN System

1. Dial assigned phone extension and wait for the beep.
2. Upon hearing the beep, the phone pad becomes your remote control.
3. See diagrams below for number keys and their corresponding functions.
4. Leave phone off the hook during the show so you may use remote functions at any time.
5. When finished, stop the video and hang up the phone.
6. If classroom phone is faulty, use cell phone to activate the system by dialing 1-818-677-EXTENSION.
7. For further UVN assistance and/or to report phone problems, call extension 2688.

**VHS Remote Control**



**DVD Remote Control**

