Media Equipment Operations
Eucalyptus Hall 2227

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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. There are two projectors in this room: **Projector 1** and **Projector 2**. The **Projector 1** will turn on first when you press the **Power** button. If you want the side projector on (Projector 2), press **Projector 2** and press the **Power** button. This room does not have closed captioning.

**Computer Projection – Classroom Computer**
1. To activate system, touch control panel screen located on black box.
2. Press **ON** under **Display** to turn on the projector.
3. Touch **PC** icon on control panel.
4. If power button is not blue, press button to turn on computer located inside black box.
5. Log on to computer using your CSUN username and password.
6. To adjust volume, touch buttons under **Volume** located on right side of control panel.
7. Log off computer when finished.

**Computer Projection – Laptop Computer**
1. To activate system, touch control panel screen located on black box.
2. Touch **Laptop** icon on control panel.
3. Connect installed vga cable to laptop.
4. If using audio, connect audio cable to the headphone jack on laptop.
5. If laptop display does not appear on projection screen, please refer to the **Laptop Troubleshooting Guide** for instructions found in classroom instructions online.
6. To adjust volume, touch buttons under **Volume** located on right side of control panel.

**DVD/CD/VHS Playback**
1. To activate system, touch control panel screen located on black box.
2. Press **DVD/VCR** icon on control panel.
3. Turn on DVD/VHS player, load disc or tape and play.
4. To adjust volume, touch buttons under **Volume** located on right side of control panel.
5. Turn off DVD/VCR player when finished.

**University Video Network (UVN)**
1. To activate system, touch control panel screen located on black box.
2. Press **DVD/VCR** icon on control panel.
3. Turn on DVD/VHS player and tune to assigned channel.
4. To adjust volume, touch buttons under **Volume** located on right side of control panel.

**Elmo Document Camera**
The document camera is not an option on the control panel.
1. To activate system, touch control panel screen located on black box.
2. Touch **Laptop** icon on control panel.
3. Document camera is in the black cabinet below the black box. Put it on the table.
4. Connect the power cord.
5. Connect installed vga cable on hook on black box.
6. Use controls on doc cam to zoom and focus.
7. Turn off doc cam after use. Return all items back to where they were found.

**Turning off the System**
1. Press **System Off** icon located on lower left corner of the touch screen.
2. “*Do you want to turn the system off?*” will display. Press **Power Down** button.

Please lock black box after use.

For assistance with classroom technology, call **x1500**, visit the IT Help Center in Oviatt 33 or go online at [http://techsupport.csun.edu](http://techsupport.csun.edu).

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