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. To activate the system, **touch** control panel screen on podium to begin. The sources are listed along the top of the touch screen.
2. Touch the screen and select **PC** icon.
3. Turn on the computer located in the podium.
4. Turn monitor on.
5. Log on to computer using your CSUN username and password.
6. Keyboard and mouse are located inside the podium box.
7. Use the touch screen volume control to adjust volume.
8. Log off computer when finished.

**Computer Projection – Laptop Computer**
1. To activate system, **touch** control panel screen on podium.
2. Touch **Laptop** icon on the control panel.
3. Connect laptop computer to VGA cable located on covered cubby located on top left of podium.
4. If using audio, connect audio cable to headphone jack to laptop.
5. Use the touch screen volume control to adjust volume.
6. If laptop display does not appear on projection screen, please refer to the [Laptop Projection Troubleshooting Guide](#) found on the web for instructions.

**DVD/CD**
1. To activate system, **touch** control panel screen on podium.
2. Touch **Blu-Ray** icon on the control panel.
3. Turn on Blu-Ray with the power button.
4. Load DVD/CD into player located in the podium.
5. Use the touch screen volume control to adjust volume.
6. Use controls on touch screen to control the DVD/CD.
7. For closed caption, touch **Closed Caption** button. Touch button again to turn off.

**University Video Network (UVN)**
1. To activate system, **touch** control panel screen on podium.
2. Touch **Tuner** icon on the control panel.
3. Tuner controls will display.
4. Touch numbers on the control panel to assigned channel.
5. Use the touch screen volume control to adjust volume.
6. For closed caption, touch **Closed Caption** button. Touch button again to turn off.

**Elmo Document Camera**
1. To activate system, **touch** control panel screen on podium.
2. Touch **Doc Cam** icon on the control panel.
3. The document camera is located under the desk on the right side above the podium.
4. Lift up Elmo arms.
5. Turn on document camera located on the top right hand corner of camera.
6. Use controls on the document camera to control zoom and focus functions.
7. Turn off document camera after use.

**Wireless Microphone**
1. The wireless microphone is stored in the podium.
2. Press button on body pack transmitter to turn on wireless microphone. Hold until green light comes on.
3. Use the touch screen volume control to adjust volume.
4. To mute mic, press button once quickly, light will be amber.
5. Press button again (a few seconds) on body pack to turn off microphone.
6. Replace back in podium when done.

**Turning off the System**
1. Press **System Off** button on touch screen.
2. The screen will automatically rise and projector will shut down.
3. Lock podium door when finished.

For assistance with classroom technology, call x1500, visit the IT Help Center in the Learning Commons (first floor of Oviatt), or online at [http://techsupport.csun.edu](http://techsupport.csun.edu).

2/14/2014