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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.

When media system is turned on, projector powers up and screen lowers automatically. A manual switch to raise and lower screen is located on the north wall behind the podium. Switches to control the room lighting are on the west wall adjacent to the equipment rack.

**Computer Projection - Classroom Computer**
1. To activate system, touch control panel screen on podium.
2. Press Power On button on control panel.
3. Turn on computer located inside podium.
4. Press PC button on the left side of the control panel under Sources.
5. Log on to computer using your CSUN username and password. Log off computer when finished.
6. Press the up and down buttons on the right side of control panel or use the black knob on the center of the panel to adjust volume.
7. Press the Audio Mute button to mute the sound. The button will blink. Press Audio Mute again to turn off.

**Computer Projection - Laptop Computer**
1. To activate system, touch control panel screen on podium.
2. Press Power On button on control panel.
3. Press Laptop button on the left side of the control panel under Sources.
4. Connect laptop computer to VGA cable located on top of podium. If using audio, connect audio cable to headphone jack on laptop.
5. Press the up and down buttons on the right side of control panel or use the black knob on the center of the panel to adjust volume.
6. If laptop display does not appear on projection screen, follow instructions found online at http://www.csun.edu/sites/default/files/laptoptroubleshooting.pdf, the Laptop Projection Troubleshooting Guide.
7. Press the Audio Mute button to mute the sound. The button will blink. Press Audio Mute again to turn off.

**DVD/CD Playback**
1. To activate system, touch control panel screen on podium.
2. Press Power On button on control panel.
3. Press DVD button on the left side of the control panel under Sources.
4. Load DVD/CD into player located in the equipment rack on the west wall.
5. Press the **up and down buttons** on the right side of control panel or use the **black knob** on the center of the panel to adjust volume.
6. Use controls on touch screen to control the DVD.
7. Press the **Audio Mute** button to mute the sound. The button will blink. Press **Audio Mute** again to turn off.

**VCR Playback**
1. To activate system, touch control panel screen on podium.
2. Press **Power On** button on control panel.
3. Press **VHS/Tuner** button on the left side of the control panel under Sources.
4. Load VHS tape into player located in the equipment rack on the west wall.
5. Press the **up and down buttons** on the right side of control panel or use the **black knob** on the center of the panel to adjust volume.
6. Use controls on touch screen to control the tape.
7. Press the **Audio Mute** button to mute the sound. The button will blink. Press **Audio Mute** again to turn off.

**Wireless Microphone**
1. The wireless microphone is stored inside podium.
2. Turn on wireless microphone with switch on body pack transmitter.
3. Press the **up and down buttons** on the right side of control panel or use the **black knob** on the center of the panel to adjust volume.
4. Turn off microphone when done.
**Speech Mute** mutes the microphone. It is located on the lower right corner of the control panel.

**University Video Network (UVN)**
1. To activate system, touch control panel screen on podium.
2. Press **Power On** button on control panel.
3. Press **VHS/Tuner** button on the left side of the control panel under Sources.
4. Press the numbers on the control panel to assigned channel.
5. Press the **up and down buttons** on the right side of control panel or use the **black knob** on the center of the panel to adjust volume.
6. Use the controls on the touch screen to control playback.
7. Press the **Audio Mute** button to mute the sound. The button will blink. Press **Audio Mute** again to turn off.

**Elmo Document Camera**
1. To activate system, touch control panel screen on podium.
2. Press **Power On** button on control panel.
3. Press **Doc Cam** button on the left side of the control panel under Sources.
4. Turn on Elmo Document Camera located in the right side drawer on the podium.
5. Use controls on the touch screen to manage zoom and focus functions or use controls on the doc cam.
6. Turn off doc cam when finished.

**Auxiliary Inputs**
For ipod, camera, MP3 players. Inputs are in cable cubby on top of podium.
1. To activate system, touch control panel screen on podium.
2. Press **Power On** button on control panel.
3. Press **Aux** button on the left side of the control panel under Sources.
4. Use the device controls for playback.

**Closed Caption Decoder**
CC decoder is automatically activated when the system is turned on.
To **disable** closed captioning, press the **Closed Captioning is On, Press to Deactivate** button.

**Turning off the System**
1. Press **System Off** button located on lower right corner of the touch screen.
2. Press **Power Down** button.
The screen will automatically rise and projector will shut down.
**Note:** System takes about 3 minutes to shut down.
For assistance with classroom technology, call x1500, visit the IT Help Center in Oviatt 33, or online at http://techsupport.csun.edu

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