Media Equipment Operations

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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 located on black box by pressing **Display ON** button.
2. Press **PC** button on control panel.
3. If power button is not blue, press button to 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 located on black box by pressing **Display ON** button.
2. Press **Laptop** 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.
6. Adjust volume on control panel.

**DVD/CD/VHS Playback**
1. Turn on projector using control panel located 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.

**University Video Network (UVN)**
1. Turn on projector using control panel located 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. Adjust volume on control panel.
5. Use telephone to control play back.
Elmo Document Camera
(Note: Only for rooms with a document camera)
1. Turn on projector using control panel on black box by pressing Display ON button.
2. Press Doc/Laptop button on control panel.
3. Take document camera out of black box and place on desk.
4. Plug VGA cable attached to document camera into VGA input adjacent to control panel.
5. Turn on document camera. Use controls on document camera to manage zoom and focus functions.
6. After use, turn off document camera, unplug VGA cable and return to black box.

Closed Caption Decoder
1. To enable closed captioning, press CC button on control panel, button will be green.
2. To disable closed captioning, press CC button on control panel, button will be orange.

Please turn off projector after use.

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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