Media Equipment Operations

Live Oak Hall 1117

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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. Note: Press Pic Mute button to blank out the image being displayed on all sources.

**Computer Projection – Classroom Computer**
1. Turn on projector using control panel on podium 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 podium.
4. Log on to computer using your CSUN username and password.
5. Adjust volume on control panel.
6. Log off computer when finished.

**Computer Projection – Laptop Computer**
1. Turn on projector using control panel on podium by pressing Display ON button.
2. Press Laptop button 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 on the web.
6. Adjust volume on control panel.

**DVD/CD/VHS Playback**
1. Turn on projector using control panel on podium 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.
5. Turn off DVD/VCR player when finished.

**University Video Network (UVN)**
1. Turn on Projector using control panel on podium by pressing Display ON button.
2. Press VCR button on control panel.
3. Turn on DVD/VHS player and tune to assigned channel.
4. Use telephone to control playback.
5. Adjust volume on control panel.

**Elmo Document Camera**
1. Turn on projector using control panel on podium by pressing Display ON button.
2. Press **Doc Cam** button on control panel.
3. Turn on Elmo document camera located on podium.
4. Use controls on Elmo to manage zoom and focus functions.
5. Turn off doc cam when finished.

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

**Please turn off projector after use.**

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

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