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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 podium by pressing PROJ 1 ON/OFF and PROJ 2 ON/OFF buttons.
2. Press PC button on control panel.
3. Turn on computer located inside podium.
4. Log on to computer using your CSUN username and password. Log off computer when finished.
5. Adjust volume on control panel.
6. Turn projectors off after use by pressing PROJ 1 ON/OFF and PROJ 2 ON/OFF buttons on control panel.

**Computer Projection – Laptop Computer**
1. Turn on projectors using control panel located on podium by pressing PROJ 1 ON/OFF and PROJ 2 ON/OFF buttons.
2. Press Laptop button on control panel.
3. Connect laptop computer to VGA cable located in the Extron cable cubby on the podium.
4. If using audio, connect audio cable in the cable cubby to the headphone jack on the laptop.
5. If laptop display does not appear on projection screen, follow instructions found online at [http://www.csun.edu/sites/default/files/laptoptroubleshooting.pdf](http://www.csun.edu/sites/default/files/laptoptroubleshooting.pdf), the Laptop Projection Troubleshooting Guide.
6. To display PC and laptop computer at the same time, press 1) PC/Laptop button or 2) Laptop/PC button on control panel. See below:
   1) only sound from classroom PC will play
   2) only sound from laptop will play.
7. Turn projectors off after use by pressing PROJ 1 ON/OFF and PROJ 2 ON/OFF buttons on control panel.
To play back audio files:
1. Connect computer to **PC audio** cable located in the cable cubby on podium. Connect cable to headphone jack on laptop.
2. Press **Laptop** button on control panel.
3. Adjust volume on control panel.

**DVD/CD/VHS Playback**
1. Turn on projectors using control panel located on podium by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons.
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 projectors off after use by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons on control panel.

**Elmo Document Camera**
1. Turn on projectors using control panel located on podium by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons.
2. Press **DOC CAM** button on control panel.
3. Turn on document camera located on podium.
4. Use controls on document camera to manage zoom and focus functions.
5. Turn projectors off after use by pressing **PROJ 1 ON/OFF** and **PROJ 2 ON/OFF** buttons.

**Closed Caption Decoder – Mycap**
1. Turn on power to **Mycap** decoder.
2. Press the **Caption/Text** button and select **Caption**.
3. Press the **L1/L2** button and select **L1**.

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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