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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 in black box.
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 located on black box by pressing **Display ON** button.
2. Press **Laptop** button on control panel.
3. Press power button on the **Elmo Document Camera**.
4. Press **Laptop Display** button on the document camera.
5. Connect installed VGA cable labeled “**Laptop**” to laptop.
6. If using audio, connect audio cable to the headphone jack on laptop.
7. If laptop display does not appear on projection screen, please refer to the **Laptop Troubleshooting Guide** for instructions found on the web at: http://www.csun.edu/sites/default/files/lapoptroubleshooting.pdf
8. Adjust volume on control panel.
9. When finished, press power on the document camera to turn off.

**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.

**Elmo Document Camera**
1. Turn on projector using control panel located on black box by pressing **Display ON** button.
2. Press **Laptop** button on control panel.
3. Plug in document camera into power outlet located on the right side of the desk in front of the whiteboard.
4. Press power button on document camera.
5. Press **Doc Cam Display** button on document camera.
6. Use controls on document camera to manage zoom and focus.
7. When finished, press power button on document camera.

**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 **orange**.

**Please turn off projector after use.**

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

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