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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** on control panel.
3. Plug in **Elmo Document Camera** (if not already) into power outlet on front wall using extension cord provided.
4. Press power button on document camera.
5. Connect installed VGA, located under the white board, to laptop computer.
6. 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](http://www.csun.edu/sites/default/files/lapoptroubleshooting.pdf)
7. Adjust volume on control panel.
8. When finished, press power button on document camera.

**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. Use telephone to control playback.
5. 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. Turn on Elmo document camera located on the right side of the desk in front of the whiteboard.
4. Connect VGA under whiteboard to VGA already connected to the Doc Cam.
5. Press **Doc Cam Display** button on document camera.
6. Use controls on Elmo to manage zoom and focus functions.
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 online at [http://techsupport.csun.edu](http://techsupport.csun.edu).

6/18/2013