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.

When media system is turned on, projector powers up and screen lowers automatically. There are manual switches to raise and lower screens located on each side of the whiteboard or you can use the **Screen Up** and **Screen Down** buttons on left side of control panel. There are two dimmer switches next to the phone to control the front lighting and center room lighting.

**Computer Projection – Classroom Computer**
1. To activate system, touch control panel screen on podium.
2. Computer should be on, if not, press power button; turn on monitor.
3. Touch **PC icon** on the control panel under **A/V Sources**.
4. Log on to computer using your CSUN username and password.
5. Keyboard, mouse, DVD/VCR remote and wireless mic are in the top drawer. Unlock and depress lever to open.
6. Use the **black knob** on the center of the panel to adjust volume.
7. Touch **Audio Mute** button on control panel to mute the sound. Button will turn blue. Press **Audio Mute** again to turn off.
8. Log off computer when finished.

**Computer Projection – Laptop Computer**
1. To activate system, touch control panel screen on podium.
2. Touch **Laptop** icon on the control panel under **A/V Sources**.
3. Connect laptop computer to VGA cable located on top of podium. If using audio, connect audio cable to headphone jack on laptop.
4. Use the **black knob** on the center of the panel to adjust volume.
5. If laptop display does not appear on projection screen, please refer to the **Laptop Troubleshooting Guide** on the web for instructions.
6. Touch the **Audio Mute** button to mute the sound. Button will turn blue. Press **Audio Mute** again to turn off.

**DVD/CD Playback**
1. To activate system, touch control panel screen on podium.
2. Touch **DVD/VCR icon** on the control panel under **A/V Sources**.
3. Touch **DVD/VCR power button** on control panel to turn on player.
4. Load DVD/CD into player located in the podium.
5. Use the **black knob** on the center of the panel to adjust volume.
6. Use controls on touch screen to control the DVD/CD.
7. For closed caption, touch **Closed Caption** button; touch button again to turn off.
8. Touch the **Audio Mute** button on panel to mute the sound. Button will turn blue. Touch **Audio Mute** again to turn off.

**VCR Playback**
1. To activate system, touch control panel screen on podium.
2. Touch **DVD/VCR icon** on the control panel under **A/V Sources**.
3. Touch **DVD/VCR power button** on control panel to turn on player.
4. Load VHS tape into player located in the podium.
5. Use the **black knob** on the center of the panel to adjust volume.
6. Touch tuner keypad button to control tuner and **Closed Caption**. Touch **Closed Caption** button again to turn off; touch **Go Back** to go back to previous screen.
7. Use controls on touch screen to control the tape.
8. Touch the **Audio Mute button** on panel to mute the sound. Button will turn blue. Touch **Audio Mute** again to turn off.

**University Video Network (UVN)**
1. To activate system, touch control panel screen on podium.
2. Touch **DVD/VCR icon** on the control panel under **A/V Sources**.
3. Touch **Tuner Keypad** button. Tuner controls will display.
4. Touch numbers on the control panel to assigned channel.
5. Use the **black knob** on the center of the panel to adjust volume.
6. Use controls on touch screen to control playback.
7. Touch **Go Back** button for controls to control playback.
8. For closed caption, touch **Closed Caption** button; touch button again to turn off.
9. Touch the **Audio Mute button** to mute the sound. Button will turn blue. Touch **Audio Mute** again to turn off.

**Elmo Document Camera**
1. To activate system, touch control panel screen on podium.
2. Touch **Doc Cam icon** on the control panel under **A/V Sources**.
3. Turn on Elmo document camera located on the table on left side of podium.
4. Use controls on document camera to control zoom and focus functions.
5. Turn off doc camera after use.

**Wireless Microphone**
1. The wireless microphone is stored in the drawer inside the podium.
2. Press button on body pack transmitter to turn on wireless microphone. Hold til green light comes on.
3. To mute mic, press button once quickly; light will be amber.
4. Press button again on body pack to turn off microphone.

Audio Cassette
1. Touch Audio Cassette icon on control panel.
2. Turn on cassette deck, load cassette and play.
3. Use controls on touch screen to control cassette.
4. Use black knob on panel to adjust volume.
5. Turn off cassette deck after use.

Turning Off the System
1. Press System Off button located on lower right corner of the touch screen.
2. Press Power Down button.
The two screens will automatically rise and projector will shut down.
3. Lock drawer and podium door when finished.

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

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