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. To activate system, touch control panel screen on podium to begin. The sources are listed along the top of the touch screen.
2. Touch screen and select **PC icon**.
3. Press **Proj ON** (projector) button on upper left corner of touch screen on podium.
4. Press **Screens DN** (down) button to lower screens.
5. Turn on computer located on shelf below monitor.
6. Turn monitor on.
7. Log on to computer using your CSUN username and password.
8. Keyboard is on drawer located underneath top of podium.
9. Use the **black knob** on the center of the control panel to adjust volume.
10. 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.
3. Connect laptop computer to VGA cable located on covered cubby located on top left 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. To mute podium microphone, press **Speech Mute** button located on right side of touch panel. If button is blinking, the mute is “off”.

**DVD/CD Playback**
1. To activate system, touch control panel screen on podium.
2. Touch **DVD VCR icon** on the control panel.
3. Turn on **DVD VCR power button**.
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.

**VCR Playback**
1. To activate system, touch control panel screen on podium.
2. Touch **DVD VCR** icon on the control panel.
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.
7. Use controls on touch screen to control the tape.

**University Video Network (UVN)**
1. To activate system, touch control panel screen on podium.
2. Touch **DVD VCR** icon on the control panel.
3. Touch **Channel 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 phone to control playback.
7. For closed caption, touch **Closed Caption** button; touch button 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.
3. Turn on Elmo document camera located in drawer on right side of podium.
4. Lift up Elmo arms.
5. Turn on document camera located on top right hand corner of camera.
6. Use controls on document camera to control zoom and focus functions.
7. Turn off doc camera after use.

**Wireless Microphone**
1. The wireless microphone is stored in the drawer below computer.
2. Press button on body pack transmitter to turn on wireless microphone. Hold until green light comes on.
3. Adjust black knob on center of touch panel to control volume.
4. To mute mic, press button once quickly, light will be amber.
5. Press button again (a few seconds) on body pack to turn off microphone.
6. Replace back in drawer when done.

**Turning Off the System**
1. Press **Proj Off** button located on upper left corner of the touch screen.
2. Press **System Off** button on touch screen.
   The two screens will automatically rise and projector will shut down.
3. Lock 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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