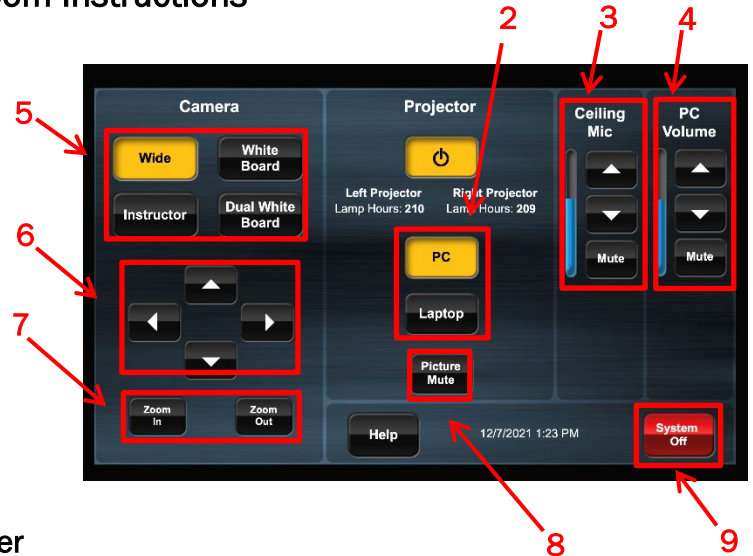**CALIFORNIA STATE UNIVERSITY NORTHRIDGE**

Technology Equipment Operations
Classroom Instructions

Computer Projection – Instructional Computer

- To power-on the system, touch the control panel screen. See **#1** on the figures above. The projector will power-on, displaying a log on screen for the instructional computer.
- Log on to the computer using your CSUN username and password.
- The wireless keyboard and mouse are located inside the media black box drawer or inside the lectern.
- **The instructional computer is the default output**. All available output sources are listed along the middle of the touch screen. See **#2** on the figures above. **The output currently displayed by the projector will be colored yellow.**
- To adjust the microphone sensitivity, press the up and down arrow icons where it reads **Ceiling Microphone**. See **#3** on the figures above. To mute the microphone, press the mute icon.
- To adjust the audio volume, press the up and down arrow icons where it reads **PC Volume**. See **#4** on the figures above. To mute the audio, press the mute icon.
- To adjust the **Pan Tilt Zoom Camera** (PTZ), use **#5** for preset camera positions, **#6** for manual adjustments, and **#7** for zoom options.
- Log off the computer when finished.

Computer Projection – Laptop Computer

- Connect an HDMI cable to your laptop computer and the wall plate installed on the media black box or lectern.
- Select the laptop as the output source by pressing the **Laptop** icon. See **#2** on the figures above.
- **The cameras and microphones are only enabled when using the instructional computer.**

Turning Off the System

- Touch the red **System Off** button located in lower right-hand corner of the screen. See **#9** on the figures above.
- Press the icon and confirm the **Power Down**. The projectors will power off.
- Place the keyboard and mouse back inside the media black box drawer or lectern.

Call x1500 if you need additional assistance