General Directions
1. Contact the Writer’s House Manager, at 291-4244 to arrange in advance for access to the room and to the equipment.
2. Connect a laptop to the VGA cable and to the audio cable, if desired. Verify the cable connections to the plasma screen before use.
3. Verify the DVD/VCR cable connections from player to the screen before use.

To View a Video or Computer source on the plasma screen
1. Press the Power button on the LG remote OR press the I/O button on the right side of the plasma screen to turn it on.

(N.B. - to control the plasma screen, TV must be selected on the LG remote. If the screen is not responding to your remote control commands, Press and hold the TV button on the remote until it remains illuminated. Then proceed with the remote control commands.)

2. Press input button, on the LG remote, to choose a laptop or DVD/VCR source.
3. Highlight AV1 on the screen and press Enter on the remote for DVD/VCR.

(N.B. – If you do not see your computer desktop or some portion of it, verify that your laptop is set to mirroring and that your display resolution and hertz is in a range that the plasma screen can display.)

To Adjust the Volume
1. Press the Volume + / - buttons on the LG remote to control the sound.

To View a Video via the DVD/VHS player
1. Insert a videotape into the player. N.B. – the video will start to play automatically.
2. Control playback with the front buttons on the player or with its remote control.

To View a DVD via the DVD/VHS player
1. Press the left side eject button to eject the DVD tray. Place the DVD in the tray.
2. Control playback with the front buttons on the player or with its remote control.

To play an audio compact disc (via the computer)
1. Insert the compact disc into the CD/DVD slot on the computer.
2. Select iTunes, in Applications, if it doesn't open automatically.
3. Use the on-screen controller to Play, Pause, Stop, and Eject the compact disc.

To play a DVD (via the computer)
1. Insert the DVD into the CD/DVD slot on the computer.
2. Select DVD Player, in Applications, if it doesn't open automatically.
3. Use the on-screen controller to Play, Pause, Stop, and Eject the DVD.
Final Shutdown

1. Point the LG remote at the plasma screen. If necessary, press the TV button on the remote to proceed with the shutdown.
2. Press the LG remote Power button to shut off the plasma screen when finished.
3. Eject/remove all videos, compact discs, memory sticks, DVDs, etc. Shut down the laptop via the apple menu.
4. Return any equipment, as directed, to the Writer’s House staff.

(N.B. - the plasma screen is OFF when a red light shows in the bottom right of the screen. When ON, a blue light shows.)

For Assistance, Call:
291-4279   TEC Assistance Hotline, OR
358-4467   Wendy Baker Davis