Laptop-ready TEC
Harris 125 Hard Living Room

General Instructions
1. See the BOS Department Coordinator in Harris 103 to obtain the cabinet key.
2. Open the cabinet, to the left of the plasma TV screen.
3. Verify that the **Master** Power switch is **On** in the cabinet rack.
4. Turn on the plasma TV with the white Panasonic **Display** remote. Press the red **ON** button on the remote. You should see a green light appear on bottom left of TV.
5. Control the volume with the **VOL +/−** button on the **Display** remote.

To Display a laptop
1. Attach the **VGA** cable in cabinet to your laptop. Attach audio cable if you want sound.
2. Press the **PC** Input button on the **Display** remote to display the laptop screen.

To Playback a DVD
1. Press the **Open/Close** button on the **DVD/VHS** player. Insert DVD. Press again to close.
2. Press Input 1 on **Display Remote** until **CATV1A** appears, and your DVD image appears.
3. Control the DVD with the black Panasonic **DVD** remote.
4. Press **SUB MENU**, then arrow down to **Menu** to navigate to the DVD menu. Press **OK**.

To Playback a VHS video
1. Press Input 1 on **Display Remote** until **CATV1A** appears.
2. Insert the VHS tape into the **DVD/VHS** player. It will begin to play automatically.
3. Control the VHS tape with the black Panasonic **DVD** remote.
4. Press the **EJECT** button on the **DVD/VHS** player to eject the tape.

To Select a CATV Channel
1. Press Input 1 on **Display Remote** until **CATV1A** appears.
2. Press **CH ▲▼** button on **DVD** remote to select channel or type the channel number.

To Play Audio from an iPod or MP3 Player
1. Attach audio cable from cabinet to the headphone jack on your iPod or MP3 player.
2. Control the iPod with its own controls.
   (N.B. - In the closet, the **AMP** power button must be pushed in, showing a **green** light.)

Microphone Use
1. The wireless mic must be obtained in advance by contacting Media Services.
2. Inside the cabinet, the Shure receiver power switch must be on (its screen will be lit)
3. Turn on the wireless microphone.
4. Turn off the mic when you have finished and return it to Media Services.

Shutdown
1. Press red **OFF** button on the white Panasonic **Display** remote to turn off the Plasma TV.
2. Eject all DVDs, VHS tapes, and detach iPods/MP3s.
3. Put all remotes in the cabinet.
4. Coil up the VGA cable, and the iPod cable neatly, and place back in the cabinet.
5. Lock the cabinet.
6. Return the key to the BOS Department Coordinator in Harris 103.

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