General Instructions
1. See the Government Dept. Coordinator in Harris 204 for key access to the A/V cabinet below the plasma screen in Harris 209.
2. First, turn the red Master Power switch to ON (inside the cabinet)
3. Next, press the Power Button on the left bottom of the Panasonic Plasma Screen; OR press red TV Power button on the Plasma TV and DVD remote. A green light will appear on the bottom left front of the screen when ON.
4. Press VOL - or VOL+ buttons on bottom left of Plasma to control Volume; OR control the volume with the TV and DVD remote control.

To Display a Laptop
1. Attach your laptop to the VGA cable inside the cabinet.
   (N.B. - You may attach the audio cable if you desire)
2. Press the Input button (on bottom left of Plasma screen) till “PC” appears,
   Or press the TV/Video button on TV and DVD remote.
3. Turn on your laptop.

To Play a DVD
1. Press Power on the Panasonic DVD/VHS player; OR press the TV and DVD remote “DVD/VHS” red power button.
2. Press the open/close button to eject the DVD tray. Insert a DVD. Press open/close button again to close.
3. Press the Input button (on bottom left of Plasma screen) till “Input 1A” appears, OR press the TV/Video button on the TV and DVD remote.
4. Press Drive Select on player or remote, if need be, to switch between VHS and DVD.
5. Control the DVD with the remote OR the buttons underneath the flap on the player.

To Play a VHS Tape
1. Press Power on the Panasonic DVD/VHS player; OR press the TV and DVD remote “DVD/VHS” red power button.
2. Insert the VHS tape into the player. It will start to play automatically.
3. Press the Input button (on bottom left of Plasma screen) till “Input 1A” appears, OR press the TV/Video button on the TV and DVD remote.
4. Press Drive Select on player or remote, if need be, to switch between VHS and DVD.
5. Press the eject button located under the flap, to eject the VHS tape.
**Shutdown**
1. Eject any DVDs or VHS tapes.
2. Coil up the VGA cable and place back in the cabinet.
3. Turn the red Master Power switch (inside the cabinet) to **OFF**.
4. Press the Power button on the left bottom of the Panasonic Plasma Screen, until the green power light disappears, OR press the red **TV Power** button on the TV and DVD remote.
5. Place the remote inside the cabinet.
5. Lock the cabinet and return the key to the Govt. Dept. Coordinator.

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