

POWER POINT

In most cases, the laptop will be set up and turned on when you arrive. Should this not be the case, follow the set-up process outlined below. If necessary, request assistance from the Pastor or Music Director.

Set Up

1. Retrieve the laptop from the Music Director's office.
2. Locate the power cord in the front section of the laptop case. Plug into the wall powerbar on the wall behind the laptop station.
3. Remove the laptop from the case and attach the power cord.
4. Locate the light blue cable on the desk adjacent to the soundboard and attach it to the laptop.
5. Turn on the laptop, select the PowerPoint user account. Open the PowerPoint file for the date found on the desktop program. Activate the program and set to the beginning of the slide show.
6. Locate the 'projector control box' on the desk and press the black button ("Projector On") to turn on the projector. This may take a few moments as the projector warms up.

If the laptop is already set up, a bulletin with the day's hymns highlighted should be nearby. If not, locate a bulletin and highlight the items marked 'screen' so that they stand out for easy reference. Both spoken texts and hymns are projected.

Follow the service closely and be prepared to advance the program in a timely fashion. Always anticipate the next slide rather than advancing "too late".

When table grace is sung, it will be found within the service PowerPoint file. Should it be missing, it is also found on the desktop in a separate file.

Shut Down

At the conclusion of the service:

1. Turn off the projector by pressing and holding down the red button ("Projector Off") on the control box for 3 seconds.
2. Press "Escape" button on the laptop to return to PowerPoint program. Close the program.
3. Turn off laptop.
4. Detach cable to projector and power cord. Unplug power cord from extension.
5. Pack laptop and power cord in case and return to the Music Director's office.

****Thank you for your contribution to our worship experience.****