

MEDIA TECH

The Media Tech runs the slides during worship services

Things to keep in mind:

When music starts – the introduction to a song- please advance to slide showing the song title and hymnal page number(so the congregation can turn to that page). Please advance to the next slide (with the song lyrics) before the introduction is done so people can start singing on time.

Ushers are responsible for turning on the sound system and for adjusting levels, but if you hear feedback during Pastor's announcements, please turn the volume down slightly.

If the Reader can't be heard, please turn the PULPIT microphone up slightly. Please turn the pulpit microphone back down after the reader and before Pastor reads the Gospel lesson.

The Worship Leaders depend on you to know what's happening next in the service. Please advance to the next slide instead of lingering on the current slide. This especially true for Song leaders who do not necessarily know how many verses they should sing – they look to the slides. The exception to this would be during communion – the final song may not be sung and you may need to scroll thru the slides to the Benediction and then the Sending Song.

1. Arrive ½ hour before the scheduled start of the service.
 - a. The service cannot start without you and the equipment ready. **Please be prompt.**
 - b. Slides are needed for the singing that begins 10 minutes before the service. Please be in the sound room.
 - c. If the equipment isn't working, please notify the Worship Leaders (Pastor or Music Leader) as soon as possible so they can make changes necessary to conduct the service with out the slides.
2. Open the window shade. **Do Not Open the Laptop yet.**
 - a. If the laptop is on, shut it down properly. **The projector must be started before the laptop is turned on.**
 - b. To open window -Unscrew the gold screws on the bottom left and right sides to unlock and pull them toward the center.
 - c. Pull the strap on the right side down to raise the shade.
3. **Turn on the Projector with the gray Sanyo remote. – The projector must be started up before the laptop in order to project the slides.**
 - a. Point the Sanyo remote at the projector. You may need to walk into the Sanctuary.
 - b. **Press and HOLD the pink on/off button for a full 45 seconds.**
 - c. **Be Patient!** It takes about 10 second for the projector light to turn on.
4. **Turn on the laptop by opening the cover and pressing the power button in the upper right corner.**
5. On the **TASK BAR, CLICK** on the **MEDIA SHOUT Icon.**
6. In the “**Start Page**” box, **CLICK** on 1. (Today's Date)
7. **Double click on today's date** – the date of worship service. Media shout will take a moment to load. When it's ready, the slides will appear on the laptop, but not the screen. Click on the **BLUE** arrow to the right of the box with the #1 in it. **On the Screen Tab, Select Dual Screen (Please continue reading these instructions on the other side)**

8. **Press the SPACE BAR to advance slides.**
 - a. The screen will remain black until you play the slides by advancing to the first slide with the space bar.
 - b. If the projector is on but not displaying the first slide, press the “computer” button on the Sanyo remote.
 - c. Media Shout displays the projected slide and the next slide so you know what’s coming up next.
 - d. **To advance forward to the next slide, press the space bar or the F10>>arrow key.**
 - e. **To go back to the previous slide, pres the F9<<arrow Key**

Keep the “welcome” slide up. Advance to the next slide when Bette plays her prelude. The Praise Team sings right away with no introduction or welcome, so advance to the next slide that says “Gathering Songs” and right away to the 1st song! Title and the words.

9. Familiarize yourself with the songs and the order of service with the bulletin.
10. **Please be ready and in the sound room 15 minutes before the service.** The song leader will check-in with you to start the service. We can’t start without you. Please be there.
11. Remain attentive during the service to advance slides on time and to follow the direction of the Worship Leaders.
 - a. To advance forward to the next slide press the space bar or the F10>>arrow key.
 - b. To go back, press the F9<<arrow key.
- 1st Service – Take communion after the 1st distribution hymn when the piano player and Praise Team go up. Go to the front of the line. You may have someone cover you when you go up. Second Service will need to have some one cover or communion servers will bring communion back to you.
12. **Shut off the Projector** - You may need to walk out into the Sanctuary.
 - a. Press **twice** the pink on/off button to turn the projector off.
 - b. Place the Sanyo remote, a bulletin and these instructions on the laptop cover for the next service
13. **When the Service ends, shut down the computer.**
 - a. Close all of the screens on the desktop with the **red X** in the top right hand corner.
 - b. From the desktop, click on the Windows icon or START button in the lower left corner on the desktop.
 - c. Select **turn off computer** and then shut down.
 - d. Close the laptop cover.
14. If this is the last service of the day, close and lock the window shade.
 - a. Press the release at the bottom of the strap and feed it up to lower the shade.
 - b. Push the gold screws on the bottom and out and then tighten to lock the window.

THANK YOU FOR MINISTERING TO OTHERS!

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