

<p style="text-align: center;"><b>ST. THOMAS EVANGELICAL LUTHERAN CHURCH</b> <b>PROJECTOR OPERATOR GUIDELINES</b> <i>as of October 2015</i></p>
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### **COMPUTER AND PROJECTOR START-UP**

1. Begin this procedure at least 20 minutes before start of service.
2. Screens may already be lowered. If not, locate the two black switches (to the left of Chancel entry at the front of the church) and flip them down to lower the screens.
3. Turn on both projectors by pressing each ON button once.
4. NOTE: For 10:30 service the computer may already be on.
5. Turn on Computer and Monitor. This may take a couple of minutes.
6. Enter the St. Thomas password "easyworship" There are NO capital letters or spaces. Click the arrow or hit enter key.
7. Double click on the square blue EW icon on the left hand side of the desktop.
8. Go to the File icon in the tool bar and use the drop down menu to select the Easy Worship schedule for the day.
9. A pop up box will ask to Update Local Computer, click on "Finish".
10. Double click on the first slide (or click on the LIVE button) to place the presentation in the LIVE column.

### **Weekly Worship Projector Presentation**

1. A written rubric is prepared weekly to outline each projection component of the service.
2. Generally run announcements until the tolling of the bell.
3. Project hymns, graphics, and videos as outlined in the rubric.
4. When a hymn is planned for communion, the operator should plan to go up for communion at the start of distribution. This will allow the operator to get back to the projector to begin projection of the communion hymn.

### **COMPUTER AND PROJECTOR SHUT DOWN**

1. Turn off both projectors by pressing each Off button TWICE.
2. NOTE: For 8:00 service you can leave the computer on, just shut off the projectors.
3. Close the EASY WORSHIP software.
4. Click on the Start Menu in the bottom left of the screen with the Windows logo.
5. Click "Shut Down" in the lower right of the box.
6. If "Please do not power off" appears, there are automatic updates to be downloaded. The computer will shut down when these are complete.

A detailed operator's manual is located in the red binder at the projection station.