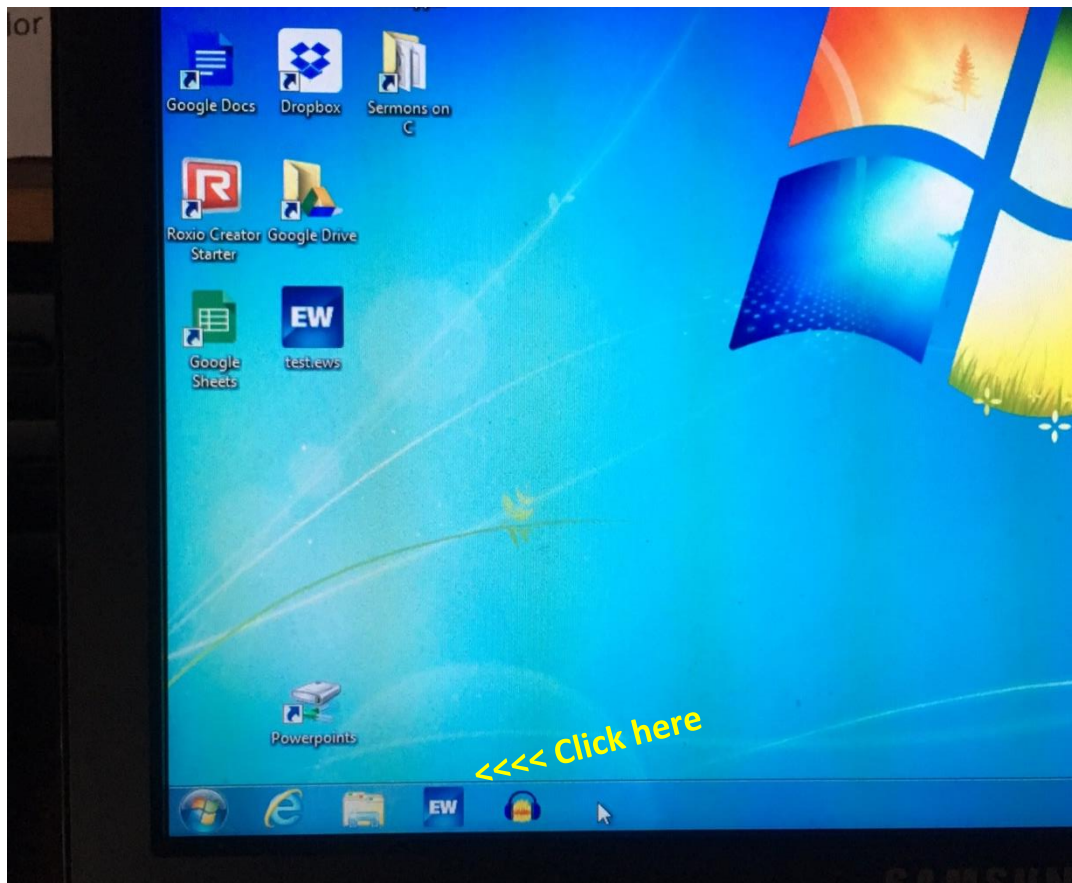


## Holy Trinity Lutheran Church Power Point Runner Instructions

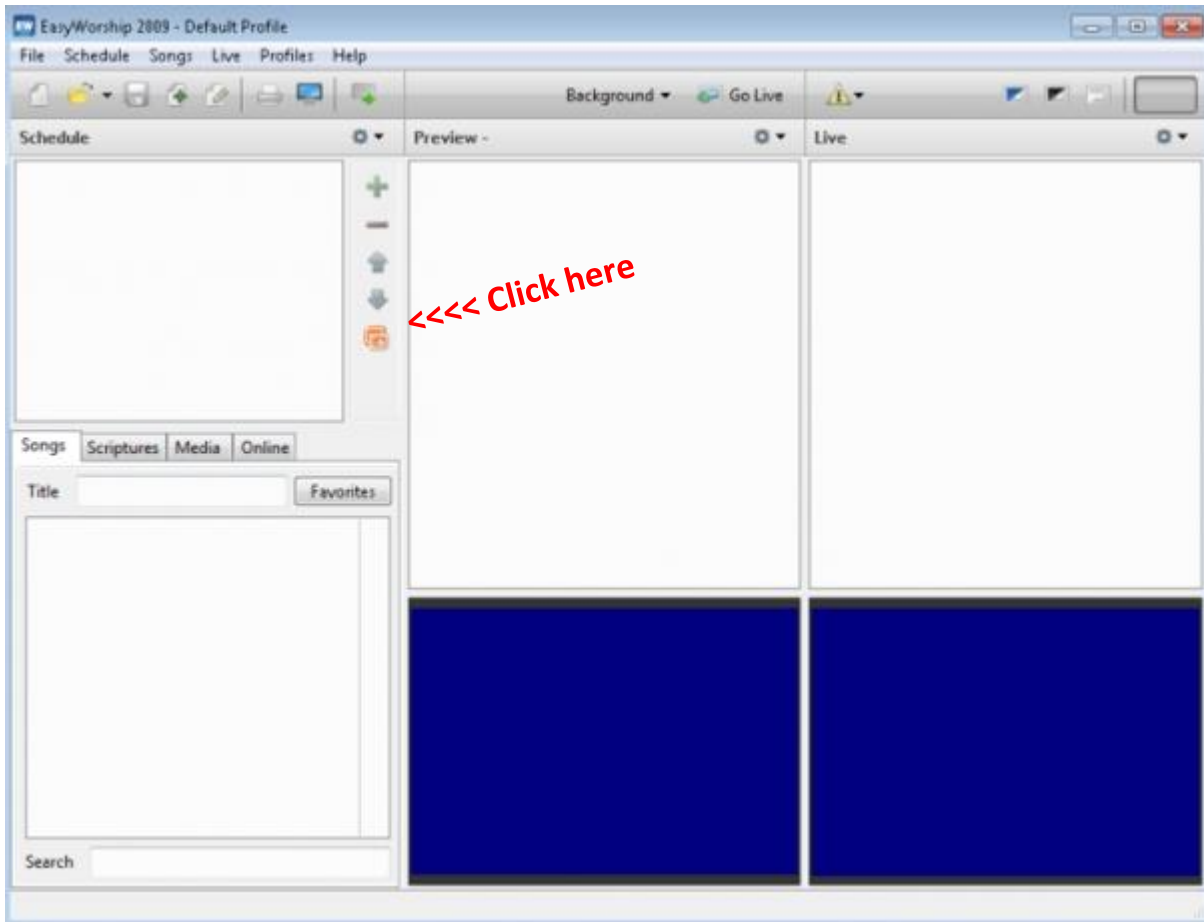
*If you need help, ask Karen Taylor, Michael Busch or Deb Lindblom for assistance.*

1. Turn on computer (On floor by your right leg. Look for yellow sticker) and click on “Soundbooth” icon. Password is “htlcav”
2. Lower three screens - Remotes will have green labels on them
  - a. Left screen - Grey remote
  - b. Right screen – Thin black remote
  - c. Rear screen – Small black remote
3. Turn on three projectors – Remotes will have pink labels on them
  - a. Left projector – remote is hanging down from the ceiling. It is located by the left set of double doors that lead into the sanctuary. Aim the remote at the pink sticker on the ceiling and push “on”.
  - b. Right projector – Remote is plugged in at the soundbooth. Aim remote at the pink sticker on the wall about 10 feet to the left of the soundbooth.
  - c. Rear projector – Remote is located at the soundbooth. You must stand under the rear projector and aim the remote at the pink sticker on the projector.
4. Click on “Easy Worship (EW)” icon along the bottom.

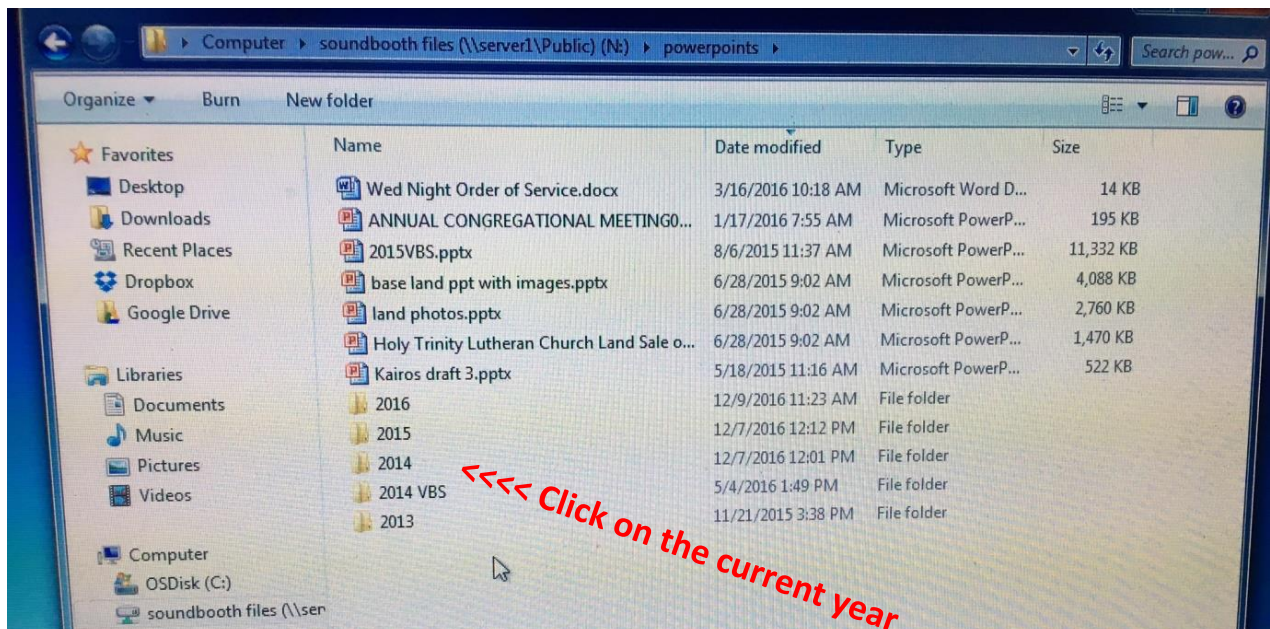


# Holy Trinity Lutheran Church Power Point Runner Instructions

5. Click on PowerPoint Icon.

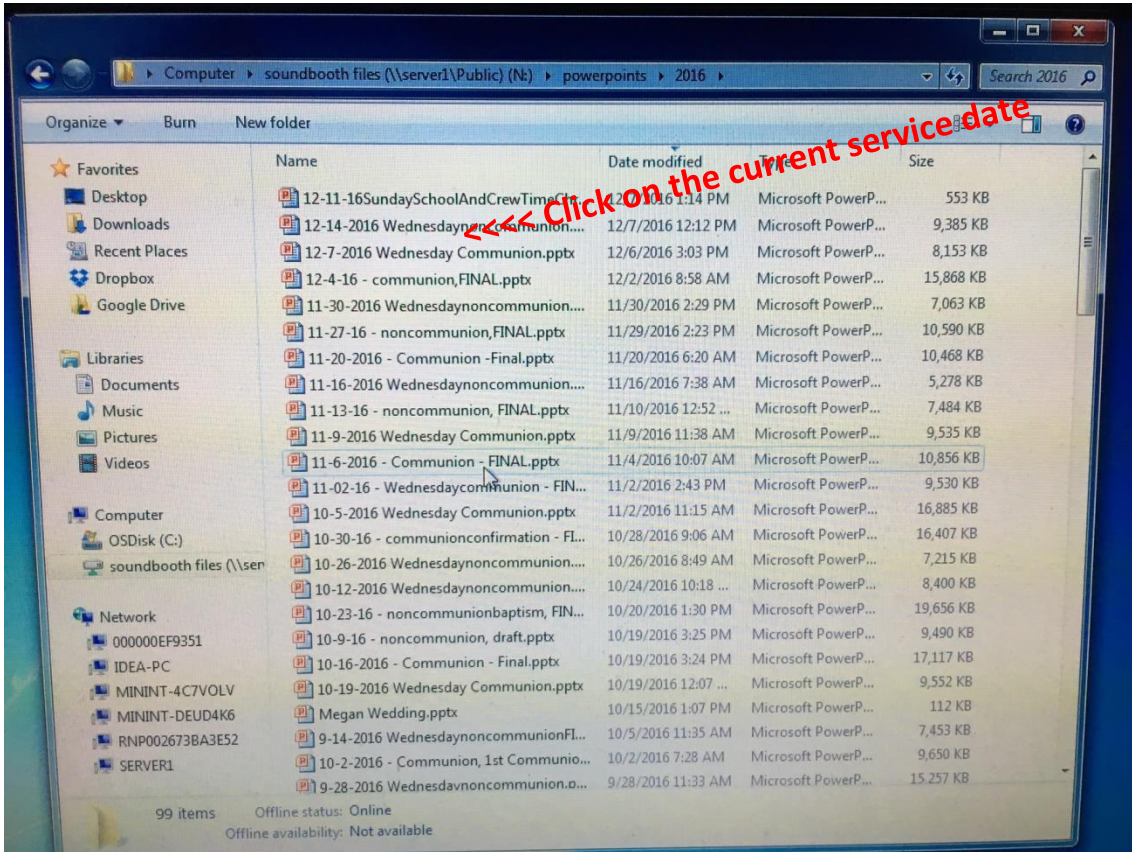


6. It should bring you right to the PowerPoints folder. Double Click on "201X" (current year).

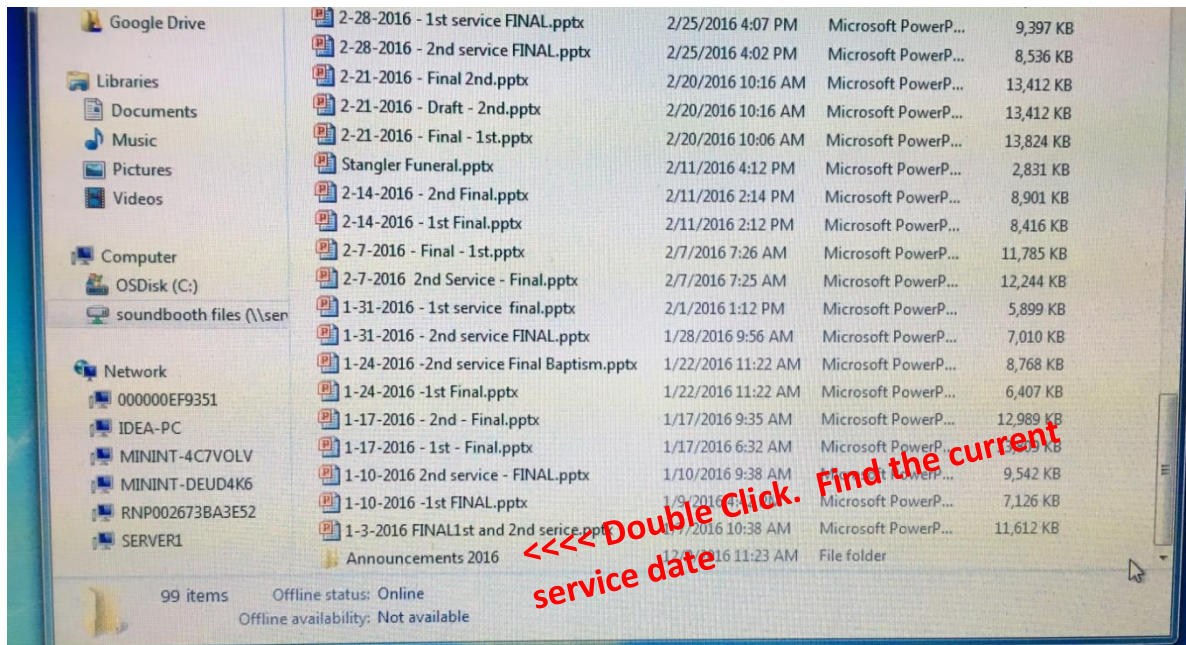


# Holy Trinity Lutheran Church Power Point Runner Instructions

- Double Click on the current worship service date. This will import the PowerPoint into EasyWorship.

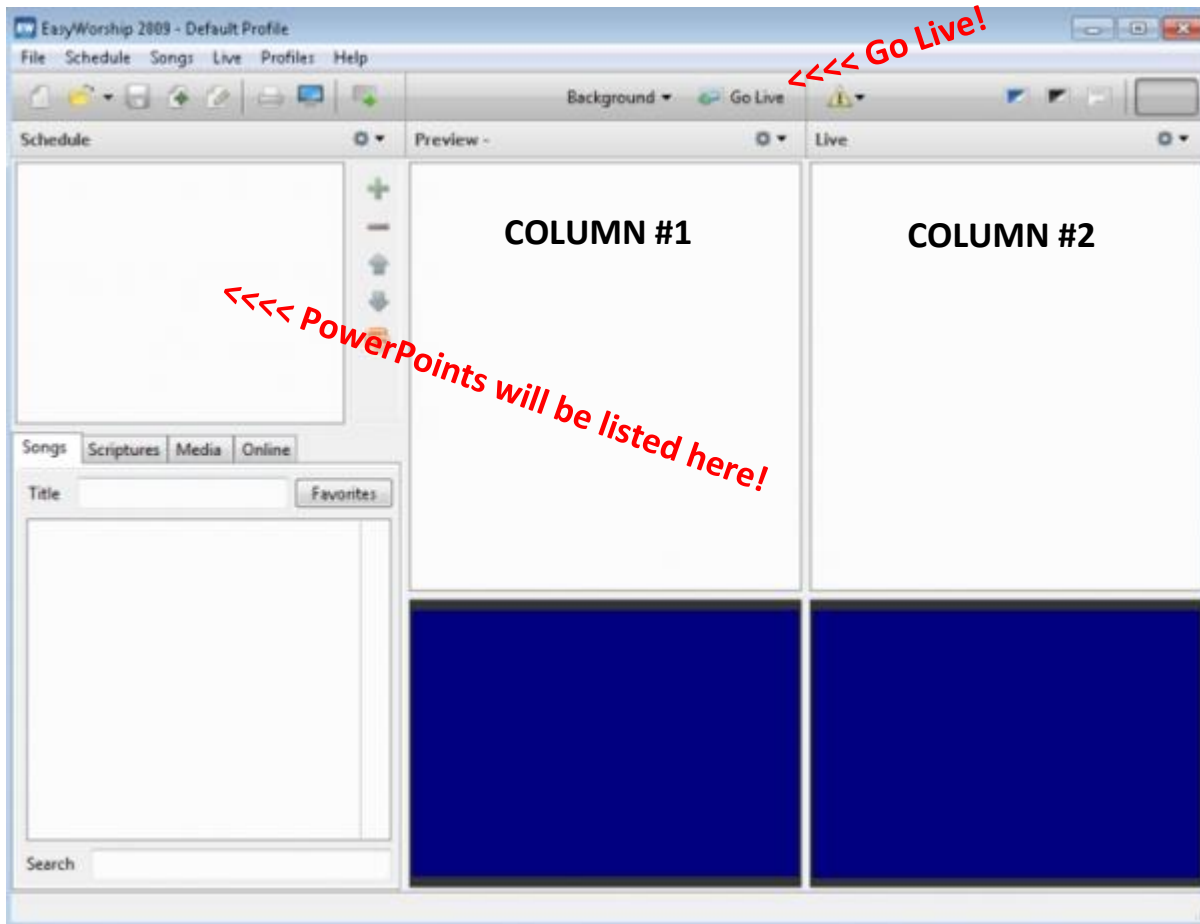


- Repeat Step #5 - 7 but double click on "Announcements 201X" (current year)



## Holy Trinity Lutheran Church Power Point Runner Instructions

9. Click on Announcement PowerPoint to put it into Column #1. Click “Go Live”. You will see the Announcements start scrolling on the big screens and in Column #2. They will advance automatically! Now click on worship service PowerPoint to place it into “Column #1”.



10. **Two minutes before the start of service, click “Go Live” to move the Worship Service PowerPoint to the big screens and Column #2.**
- This should stop the Announcements and start the service.
  - Use down arrow to advance slideshow.**
  - Please advance songs at least one measure before the end of the page**
11. **Sunday’s Only** - Start the Audacity Application. See Audacity section of this binder for instructions.

After Sunday service, stop Audacity and save it according to the directions in the binder. Click the Announcement PP, so that it scrolls through after church.

After Wednesday Evenings - Please close down programs and shut off computer. Turn off sound system (look for sticker behind black drapes), turn off projectors & put screens up.

12/30/2016