



## OPERATING THE AUDIO / VISUAL SYSTEM

### TURNING ON THE VARIOUS COMPONENTS:

THE SOUND BOX AND BOARD ARE USUALLY STORED IN THE LOCKED SACRISTY!

TURN AUDIO SYSTEM ON → 1. Sound Box Power On (orange switch)  
2. Amp Box Power On (orange switch)

TURN VIDEO PROJECTOR ON → 1. Plug VGA Cable into computer/wall (blue plug)  
2. Turn on laptop computer (plug into sound box)  
3. Projector Remote ON (Sony label lights when on)

### AUDIO SYSTEM:

Channels 1 – 4 are for WORSHIP LEADER MICROPHONES.

Channel 5 is used for amplifying INSTRUMENTS.

Channel 6 & 7 are unused at this time

Channel 8 is for CORDLESS HANDHELD MIC.

Channel 9/10 is for CORDLESS HANDHELD MIC.

Channel 11/12 is for pastor's LAPEL MIC and CORDLESS HANDHELD MIC.

Channel 13/14 is for the COMPUTER AUDIO.

Channel 15/16 is unused at this time.

### VIDEO SYSTEM:

1. Plug in VGA cable into side of computer (blue plug)
2. Plug channel 13/14 wire into computer headphone jack on front of computer.
3. Turn on projector.
4. Turn on computer.
5. Launch **SUNDAY PLUS 2.4**. (takes a few minutes)
6. **OPEN FILE** – Sunday of church year—located in **MY DOCUMENTS** folder.
  - a. i.e. Pentecost 12C (St. Mark – Documents – Year C – Pentecost 12...)
7. Set **ANNOUNCEMENTS** to loop (**CUE – LOOP – 7 seconds – SET RANGE – ...**)
  - a. To STOP ANNOUNCEMENT LOOP → **PUSH SPACE BAR!**
8. **LITURGICAL SERVICE ON SLIDES 41 – 55 AND CONTEMPORARY SERVICE ON SLIDES 61 – 75**
9. **TRANSITION SLIDES → BETWEEN SLIDES SPACE BAR 2X WITHIN SLIDES SPACE BAR 1X**
10. **TURN OFF SYSTEM,**
  - a. **AUDIO SYSTEM OFF →** 1. Amp Box Power Off (orange switch)  
2. Sound Box Power Off (orange switch)
  - b. **VIDEO PROJECTOR OFF →** 1. Unplug VGA Cable from computer/wall (blue)  
2. Turn off laptop (unplug from sound box)  
3. Projector Off (press remote power 2X until screen is black and no light from lens)

## CREATING A SERVICE

1. Launch **SUNDAY PLUS 2.4**. (takes a few minutes)
2. **SAVE FILE** as bulletin name (i.e. Pentecost 13) in **MY DOCUMENTS** or **LOAD** previously saved **FILE** from **MY DOCUMENTS** folder.
3. **THE FIRST 35 SLIDES SHOULD BE RESERVED FOR ANNOUNCEMENTS.**
  - a. **LOAD REPEATING SLIDES** → Announcements, Hymns, Confession, Holy Gospel, Apostles' Creed, Prayer, Lord's Prayer, Invitation to the Lord's Supper, etc. (**C: – St. Mark – Documents – Sunday Plus Slides – Liturgical Slides...**)
    - i. Double-click on the file show that it shows up on the **LOAD** list then when all slides are chosen to be loaded, **press LOAD**.
4. **SLIDES 41 – 55 ARE FOR THE LITURGICAL SERVICE**
  - a. **FOLLOW BULLETIN FILE WITH HYMNAL TO ENSURE ENTIRE SERVICE IS SHOWN.**
  - b. **NEW SLIDE** → **SAVE** file as new name (i.e. *LSB #... Hymn Name, Choir 2, etc.*)
    - i. Save new file in correct folder (i.e. Liturgy, Hymns, Announcements)
  - c. **REPEATING SLIDE** → modify old files (i.e. Call to Worship, Time of Confession, Prayer Concerns...).
5. **SLIDES 61 – 75 ARE FOR THE CONTEMPORARY SERVICE**
  - a. **FOLLOW BULLETIN FILE WITH HYMNAL TO ENSURE ENTIRE SERVICE IS SHOWN.**
  - b. **NEW SLIDE** → **SAVE** file as new name (i.e. *Song Name, Psalm, etc.*)
    - i. Save new file in correct folder (i.e. Contemporary Slides, Songs, etc.)
  - c. **REPEATING SLIDE** → modify old files (i.e. Call to Worship, Time of Confession, Prayer Concerns...).
6. **FORMATING SLIDE TEXT** → **BODY TEXT** must be size 24, **TITLE TEXT** size 30 – 36.
  - A. **FONT TYPES**
    - i. **TITLES** → *Lucinda Handwriting*
    - ii. **SCRIPTURE TITLES** → *Lucida Calligraphy*
    - iii. **BODY TEXT** → *Arial (size 24)*
    - iv. **COPYRIGHT INFORMATION** → **ENSURE CCLI, AUTHOR, PUBLISHER IS VISIBLE ON FINAL PAGE OF EACH SLIDE (Arial size 10)**
  - B. **ALL TEXT MUST BE SHADOWED!**
    - i. **Shadow must be either black or white, dependent upon text color.**
    - ii. **Shadow should be closely CENTERED and NOT OPAQUED.**
7. **BACKGROUNDS** → **LOAD IMAGES (C: / Program Files / Grass Roots / Media / Images / Backgrounds ... ),**
  - a. Drag photo onto text slide.
  - b. Remove images if no open slots (right click on image and click remove)
8. **BALANCE AND CENTER ALL SLIDES ON COMPUTER SCREEN.**
  - a. **There should only be 4 – 8 lines per song slide.**
  - b. **Ensure songs are divided in the pattern sung.**
  - c. **Responsive readings should be indented 5 spaces in body text.**
  - d. **Separate responsive texts and titles by 10pt and 24 pt breaks respectively.**
9. Proof entire service on Friday making sure all hymns/songs are correct, backgrounds are visible and that the text is well contrasted, and all necessary slides are included.
10. **CHECK WITH OFFICE FOR ANY ADDITIONAL CLARIFICATIONS OR QUESTIONS.**
11. **STORE SECURELY COMPUTER IN DCE OR CHURCH OFFICE.**