

Preparing for a service or other event:

If you are the first to arrive, be sure you have a key for the the building which can be provided by one of the board members.

Adjust the air conditioners and heater in the RE room to a comfortable level. This should be done about an hour or more before the event to give the room time to adjust.

The coffee pot is turned on about 15 minutes before people are expected to start arriving. So for a service that would be about 10:15 am.

Preparing the Service Leader laptop for a Service

Important: Turn on the power strip for the P.A. system first! You will see a blue light on the front of the P.A. speaker under the Chalice table.

Note: if you are going to be using Zoom to share the service, you must turn on the Zoom Mager laptop first and follow the instructions there before continuing with the Service Leader computer setup. This allows the Zoom Manager to select cameras, chat with and mute/zoomers. (The Zoom Manager also has a wireless keyboard to advance the service slides or adjust the volume level if needed.)

Turn on the Service Leader laptop. Press the Enter key on the keyboard at the welcome screen. Enter **uulala** in the password text box.

Double-click the **Start A Service** icon on the computer desktop to open the web browser window. On the third row from the top there are two entries – **A. Start Zoom** and **B. Open Slides**.

STARTING A ZOOM SESSION

On the third row of the web browser window click **A. Start Zoom** to begin a zoom session. If the black Zoom Meeting window does not display automatically within 20 seconds, click the 'Launch Meeting' button in the Launch Meeting - Zoom window.

Move the mouse pointer over the Zoom Meeting window to show the toolbar at the bottom of the window.

Click the **Start Video** button to turn the Service Leader camera on.

Using the Mouse Pointer, drag the Zoom Meeting window from the top bar to move the window down enough to see the third row of the web browser window.

OPENING THE SERVICE SLIDES DOCUMENT

Click B. Open Slides on the third row of the web browser. A window with folders containing year numbers will display.

Double-click the year, then month of the service to be opened.

The service slides have a yellow rectangle icon on the left and contain a date and end with 'Service'

Double-click the desired service slides document to open it.

COMPLETING ZOOM SETUP

Click on the Zoom Meeting window to bring it into the foreground, and drag it back up so you can see the bottom of the window.

Move the mouse pointer down to the bottom of the window and click the green Share Screen button.

Click on the thumbnail that ends in 'Service - Google Slides'.

Click the 'Share Sound' checkbox so zoom visitors can hear music and dialog in slide audio and video files.

Click the 'Share' button to share the service slides window. This allows zoom visitors to see the service slides. You will also notice that the toolbar has moved to the top of the screen and is hidden except for green and red tabs.

Move the mouse pointer to the green and red tabs to drop down the toolbar.

Move the mouse to the right of the toolbar until the ...More button is highlighted, then click on it.

Click 'Hide Video Panel' to hide the thumbnail pictures of visitors on zoom.

Again move the mouse pointer to the green and red tabs to drop down the toolbar.

Move to the ...More button, click it and choose 'Hide Floating Meeting Controls' to hide the toolbar.

TESTING THE SERVICE SLIDES SESSION

In the service slides window, click the Slideshow button to display the first slide full-screen.

Move the mouse over the first slide window and press the left trackpad button to insure that focus is on the slides. The slide will advance. Just use the up-arrow or left-arrow keys to back up to the first slide.

Practice moving forward and backward through the slides by pressing the following keys on the laptop keyboard:

Forward: right arrow, down arrow, Space Bar, or Enter key.


Backward: left arrow or up arrow

Navigate back to the first slide.

If there is an audio prelude, try playing it by clicking on the speaker icon.

Adjust the volume of the the P.A. system as needed using the third and fourth keys on the top of the laptop keyboard (speakers with - and + symbols)

TURN ON THE OVERHEAD PROJECTOR

Press the **on/off** button  of the white remote control located on the shelf of the lectern. It takes about 15 seconds to come on. If no image displays, make sure the hdmi cable is plugged into the computer then try again. Occasionally, the batteries may need to be replaced. There should be some batteries in the drawer behind the lecturn. Overhead lights may need to be turned off for the congregation to see the screen well. Adjust the lights as needed.

Now both the people on Zoom and in person can see the service slides with audio and video and the in person folks can hear zoomers speak when unmuted.

AFTER THE SERVICE

When the service is over, press the Esc key on the laptop keyboard to view the Stop Share button at the top of the screen.

Click it to stop sharing the screen.

Click the red Leave button on the bottom right of the Zoom Meeting window.

Click the Leave Meeting button to end the Zoom Meeting.

Close the web browser.

Click the window icon at the bottom left corner of the computer screen.

Click the on/off button (circle with line through it) then the 'Shut Down' button to turn off the laptop.

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END