

Projection Laptop Instructions

Physical Setup before Services

1. Bring the black bag containing the projector and the laptop to the front of the sanctuary.
2. Connect the power and video cable to the projector.
3. Turn on the projector.
4. Adjust the height to make the image appear on the screen. This is done by raising the front of the projector and pressing the height adjuster button at the projector's bottom front edge, causing the height adjuster peg to freely move up and down.
5. Bring the laptop, power cord and mouse to the front of the sanctuary.
6. Connect the laptop, power cord and sound cable to the laptop.
7. Take the presentation remote out of the pocket of the projector case, take it out of the bag and insert the USB fob (thumb drive like device) into the laptop. Any USB port can be used.

If the Presentation Is on a Thumbdrive

1. Insert the thumbdrive in the laptop. Any USB port will work.
2. At this point a window should open with the folder view of the USB Drive. If this does not happen, find the My PC icon on the desktop, double click on it and then find the USB Drive on the list and double click on that icon.
3. Find the PowerPoint file, click on it and then choose Copy from the top left of the window.
4. Find the AFBOB-Slides folder on the desktop and open it.
5. In the AFBOB-Slides explorer window, click paste. You should now see the copied file appear in this local folder.
6. You may now remove the thumb drive. You can use the Eject feature from the start bar, but as we are not writing to the thumbdrive, this is not necessary.
7. Proceed with the Laptop Software Setup or simply open the file in PowerPoint.

Laptop Software Setup

1. Close any previously running programs - especially EasyWorship..
2. Make certain that the projector is attached to the laptop AND turned on. *The projector must be attached and turned on before EasyWorship is opened.*
3. At the bottom of the desktop click the blue arrow/EasyWorship Icon.



4. Once EasyWorship is open, if the desktop is replaced with a black background, close EasyWorship, ensure that the projector is attached and turned on and then re-open the EasyWorship program.
5. Click on EasyWorship's open button. If there is a file listed there for the current service, select that. Otherwise choose Browse, select Dropbox->AFCOB-Slides on the left and open the file there. It will have a name similar to "Worship 2022-09-25.ewsx"
6. At the bottom of the desktop, click the orange arrow/Media Player icon.



7. Click File and then choose Open and from inside the Dropbox->AFCOB-Slides folder, choose the playlist for this service. It will have a name similar to "playlist-2022-09-25.wpl".
8. Adjust the volume of the music to an appropriate level and then pause the playback and use the mouse to drag the progress bar indicator back to the start of the first song.
9. At the bottom of the desktop click the redish Powerpoint Icon.



10. Click File->Open and then choose folders on the right.
11. Select AFCOB-Slides from the list and then select the file for the current service. It will be named similar to "Sermon-AFCOB-2022-09-04-Acts11_1-30_Effects from the Epicenter.pptx"
12. Choose Slideshow->From the Beginning in PowerPoint.
13. Click back on EasyWorship and ensure the Logo button is pressed in.
14. 5 minutes before the service starts, unpress the Logo button and start the countdown timer. If the timer button does not have audio, then play the first song in the play list

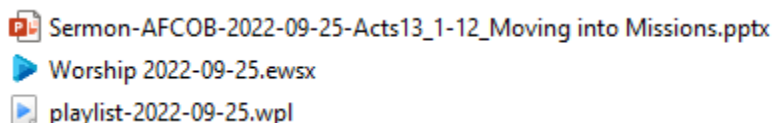
Broadcasting on Facebook from your Phone or the church's Tablet located in the church office.

1. Open Facebook
2. Navigate to the Ashland First Church of the Brethren page. If you are in the right place, "Ashland First Church of the Brethren" will be written out completely. If it just says "AshlandFirst Cob" at the top, you are in the wrong place.
3. Click "Create Post". If you do not have a create post button, you are in the wrong place.
4. Click "Live Video"
5. Enter a title, if you so choose.
6. Rotate the phone/tablet to landscape. *Do this before starting your broadcast.*
If rotating your phone doesn't put the Go Live button at the bottom of the screen, your Auto Rotate feature is turned off. This is usually corrected by swiping down from the top of the screen and clicking the auto-rotate lock button to make the lock disappear.
7. 5 minutes before the service, after the countdown has started, press the Go Live button.
8. If the buttons are sideways on the screen, stop the video and return to step 6.

Tips:

- In EasyWorship, always press the logo button between sections of the service.
- In Media Player, always press Pause between songs. NOTE: There is normally a 1 minute silence between songs in the play list to allow you some time to hit pause before each subsequent song starts.
- There are buttons on the keyboard for Volume Up/Down/Mute.
- To switch to PowerPoint, use the mouse to hover over the open PowerPoint program and then click on the right most image of the running presentation.
- To switch out of PowerPoint again, just click on EasyWorship.
- You can get at ALL files by clicking on the AFCOB-Slides folder on the desktop.

Those icons look like this:



Double clicking on each of these icons will open them in the appropriate program, however MediaPlayer playlists bring up the player in a presentation mode which you have to exit by clicking an icon. That's why this method isn't used in these instructions.

- EasyWorship and Media Player can be aligned side by side on the screen for easy of use.

