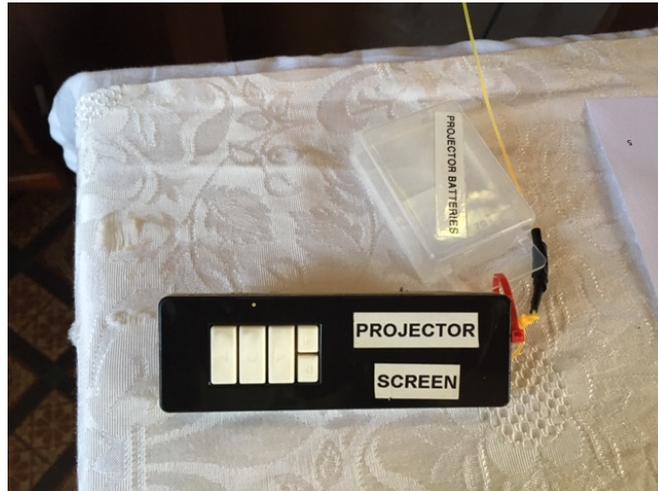


Technical Set-up for Sunday Services

Screen Set-up

1. Turn on the power to the screen - grey cable plugged into a wall socket behind the Chancel arch cross.
2. At the left-hand end of the screen, reach up for the control buttons (attached to the nylon 'wire' in photo) and press the up button.



3. Stop the screen when the top of it lines up with the top of the banners.



Screen set-down

1. Retract the screen fully into the box and leave control buttons out of sight.
2. Turn off power to screen at socket behind Chancel Arch cross.

Projector Set-up

The Projector stand and projector are stored in the vestry when not in use.

1. Place projector stand forward facing and up against the altar kneelers and lined up with the middle of the altar.
2. Place projector with front 'foot' on the up-stand part of the projector shelf on the white square.
3. Attach the power lead (found in the outside pocket of the projector bag) into the back of the projector, and plug it into the black extension lead found in the stand storage compartment.



Data (VGA) cable

Clicker

Power Lead

4. Take the data (VGA) cable from the projector bag and connect one end to the VGA socket on the projector. Please note this only goes in one way round and will be damaged if forced. Once connected, tighten the securing screws.



5. Run the extension lead towards the power socket by the organist's bookshelves, and conceal the cable behind the left-hand altar kneelers.
6. Run the data (VGA) cable behind the right-hand altar kneelers until you find a VGA cable extension cable tucked behind the right-hand kneeler . Carefully connect the two data cables together – they will only go together one way round, and will be damaged if forced. Once connected, tighten the securing screws.
7. Turn on the power at the wall, and then press the power switch on the projector.
8. When warmed up, it will show a blue screen – check that this blue screen is lined up with the white area of the screen.

Projector set-down

1. Switch off the projector at power switch on the top of the projector by pressing it twice
2. **WAIT - leave the projector to cool down before continuing.**
3. Once cool, unplug the black extension lead, and remove from behind the left-hand altar kneeler.
4. Remove the power cable plug from the back of the projector and extension lead, and place projector power cable in the outside pocket of the projector bag and extension lead in projector stand base.
5. Undo the two finger screws that secure the data cable (VGA Cable) at the back of the projector, and ease the plug from the back of the projector. Remove the cable from behind the right-hand altar kneeler and disconnect from VGA extension cable.
6. Projector bag contents (see photo above): projector, clicker, power lead and data (VGA) cable.

Laptop set-up



Power cable

Power Cable
extension lead

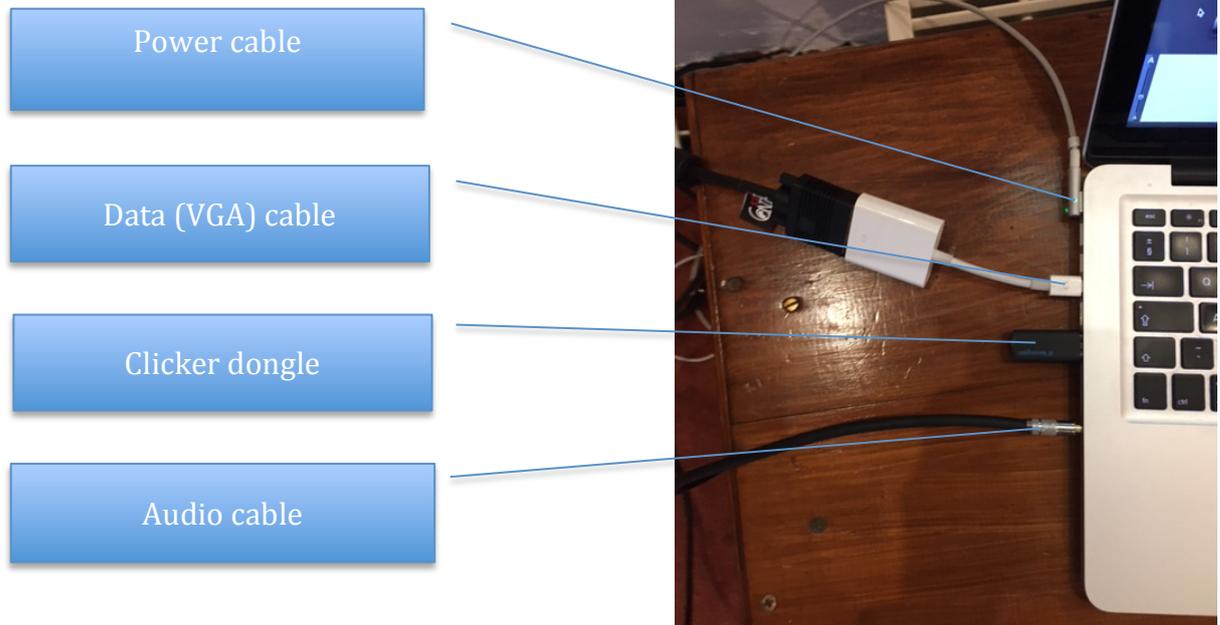
1. Plug the power cable (found in the outside pocket of the laptop case) into the top socket on the left side of the laptop. Please note it is magnetic to hold it in place.
2. Plug into the wall socket behind the cross and check that there is a small orange light on the power plug inserted into the laptop (this indicates the laptop is charging).
3. Open the laptop (you may need to wait a few moments for it to wake-up!).
4. The password for a **St James Church** user is **CV100EY**



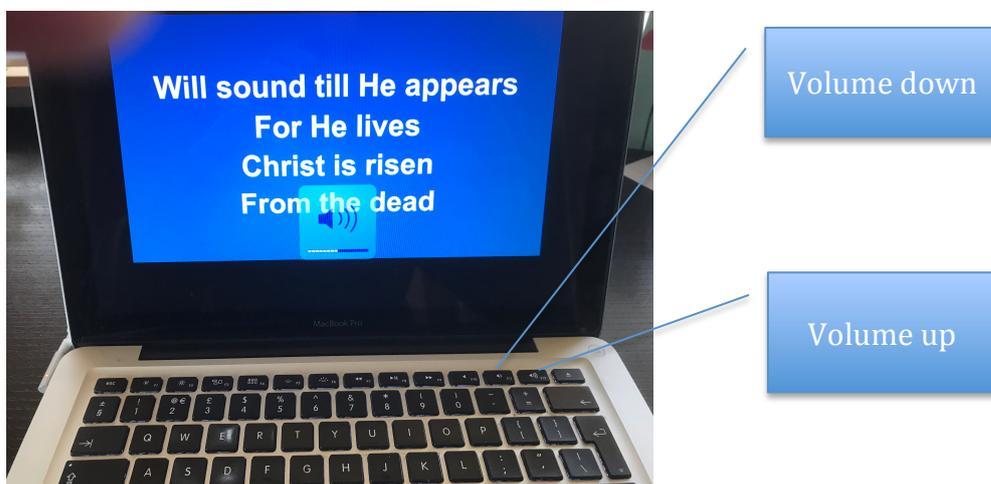
Password

5. Once logged in, you will either be straight into the Powerpoint presentation or you will be at the desktop (mountain scene) with two folders on the right-hand side. Click on the 'Church Powerpoint' folders and select the one you need.
6. Find the end of the black data cable (curled up by the foot of the cross!) with the white adapter (A) attached and insert into the middle socket on the side

of the laptop. Please note that the weight of this arrangement needs to be supported by the table!



7. After a few seconds, you should see the laptop screen appearing on the projector screen.
8. If a clicker is being used, plug the dongle (found inside the bottom end of the clicker) and place in one of the USB sockets in the side of the projector.
9. Locate the 3.5mm jack plug (B) attached to a cable (also curled up behind the cross) and plug into the 'headphone' (bottom) socket on the left-hand side of the laptop.
- 10. Important: setting the sound level** – the volume levels on the laptop must not go above halfway to avoid distortion.



Laptop set-down

1. Switch off the wall socket behind the Chancel cross, and remove the power cable to the laptop.
2. Remove the 3.5mm jack plug (B) and leave the cable curled up on the floor.
3. If the clicker is being used, remove the dongle from the USB socket and put into its slot in the clicker.
4. Remove the white adapter (A) that is connected to the VGA cable and leave curled up on the floor.
5. Store laptop and power cables in laptop bag.

Mobile Phone set-up

The tripod is stored in the vestry and the mobile and cables in the safe.

1. Place the tripod stand in front of the Chancel step near the cross.
2. Find the phone cable set comprising a white adapter with two black cables coming out of it. One cable is for charging the phone while in use, the other is for feeding in audio from the PA mixer.



Charging cable

Audio-in cable

3. The USB plug end (C) of the charging cable is plugged into the USB charging plugged into the wall socket behind the cross. (The charger plug is used for charging the radio mic between services and can be found on the shelf under the PA mixer.)
4. The 6mm jack plug (D) on the sound cable is plugged into the black wire with the 6mm jack socket (D) on the end.
5. Loop the white adapter end of the wire around the tripod handle to take some of the weight of the dangling cables.
6. Switch on the phone, and type in the password number – **123456**



Loop wires around tripod handle to take weight and prevent plug from working loose

7. Plug the adapter into the phone.
8. Open the Facebook App and make sure it is on the St James Facebook page.
9. Find the 'Live' streaming option and select this.
10. Rotate the phone to make sure it is filming in landscape.
11. Insert the phone into the spring-loaded clip on the tripod.
12. Ensure that the back camera is selected and check that the image is good.
13. Give the stream a description – 'Morning Worship – date (d.m.y)'
14. When ready, press the blue camera button.
15. Check that it is live.
16. At the end of the stream, press 'Finish' and then 'Share'.

Mobile phone set-down

1. Unplug the charging cable from the wall socket and remove the charger plug from the socket to be used for charging the Radio mic in readiness for its next use.
2. If the church isn't in use until the following Sunday, leave everything else in position.
3. If the church is being used, unplug the 'audio line-in' cable at the 6mm jack plug (D) and leave cable to mixer curled up near the Chancel cross.
4. Place the tripod and mobile complete with attached cables in the vestry/safe.



PA Mixer and Radio Mic set-up

1. Take the curled up wire from beside the children's resources drawers and run across the entrance to the PA mixer, and plug (E) into the 'out' socket (E) on the right-hand end of the mixer. Place the mat from the porch over the wire.



Audio to mobile

2. Turn on the PA mixer by switching on both power sockets beside the left-hand end of the PA mixer.



Power to extension sockets on shelf below Mixer

PA Mixer

3. Turn up the white volume control marked 'laptop'.
4. Locate the transmitter (with microphone attached) and receiver units for the radio mic on shelf under the PA mixer.



5. Holding the units close to each other press the switch on each unit until the green light momentarily flash and then show continuous green light (this should only take a few moments). The two units are now linked.
6. Insert the receiver unit upside down into the XLR socket labelled 'Radio mic'.



7. The mic is now ready to use – check that the volume is not too high to create feedback when the user is on the front of the Chancel.
8. The mic is muted by pressing the button on the transmitter unit – the light turns amber to indicate that it is on mute.

PLEASE NOTE: The radio mic must be muted when in the lobby area or in the lounge otherwise it will feedback.

PA Mixer and Radio Mic set-down

1. Turn off the PA mixer at the two power sockets.
2. Remove the wire that runs under the mat across the doorway and leave cable curled up next to the children's resources drawers.
3. Place the mat in the porch and close the glass entrance doors.
4. Unplug the radio mic receiver unit from PA Mixer and switch off by pressing the switch for about 3 seconds.
5. Turn off the transmitter unit by pressing the switch for about 3 seconds.
6. Using the USB charging plug used with the mobile phone, locate the two charging cables and plug a cable into the transmitter and receiver and into the two sockets on the charger plug. Plug into the extension lead located on the shelf under the PA mixer and switch on the far power socket on the left-hand side of the PA mixer.

