

How to Play a Powerpoint in the Parish Hall

This is a quick guide how to play a slideshow using a powerpoint file for a funeral or other event in the Parish Hall.

First turn on the full A/V system at the rack.

Turn on the computer and login.

Turn on the Sony Monitor using the Far right button.

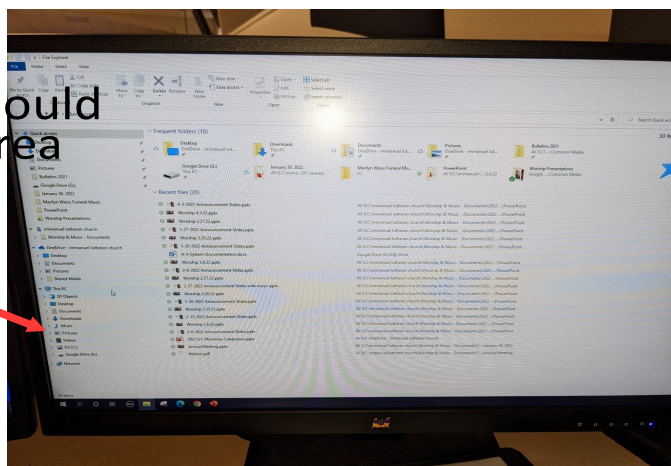
Turn on the video Switch on the back Side of the enclosure



Then turn on the three projectors using the remotes.

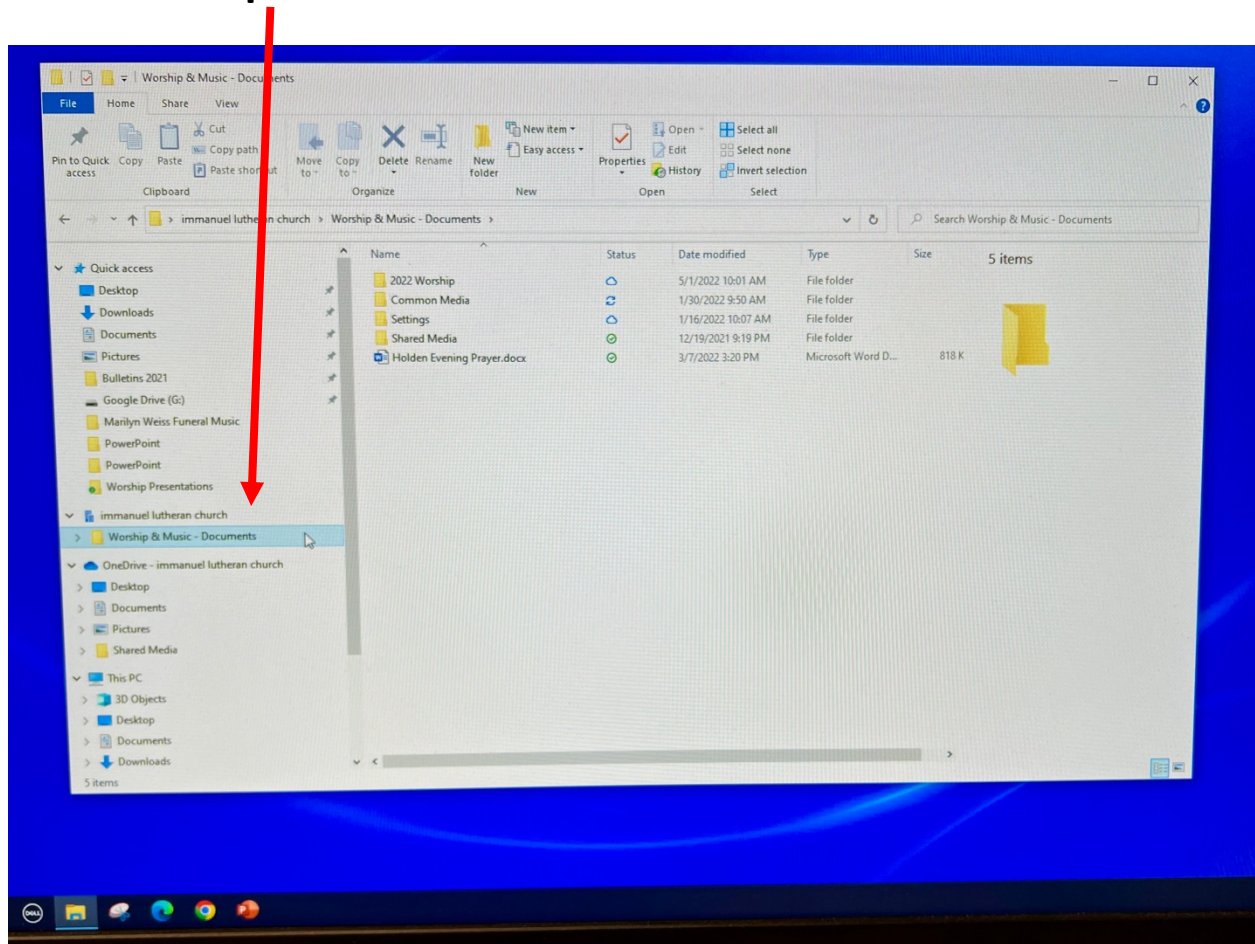
If you have a USB Drive with the video, install it in the PC USB Port and look for the drive using File Explorer.

The USB Drive should Show up in this area Of File Explorer



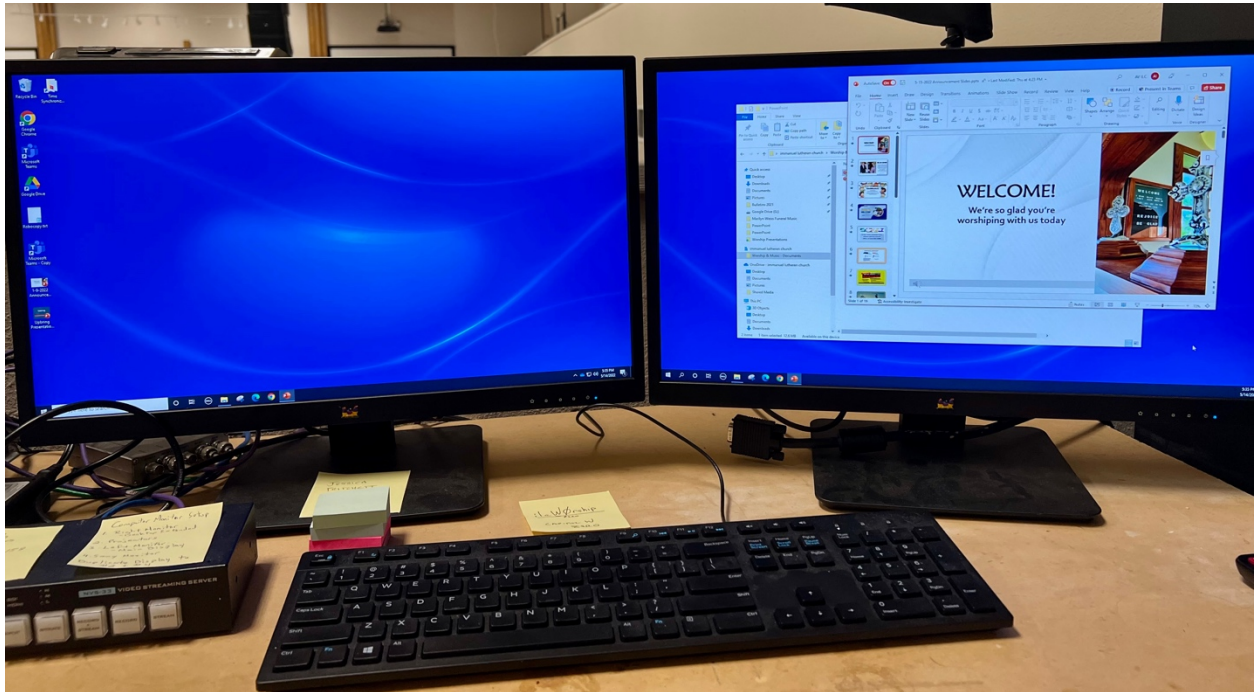
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If Jessica uploaded the file, you can find it in the File Explorer in the **“Worship & Music – Documents”** folder.

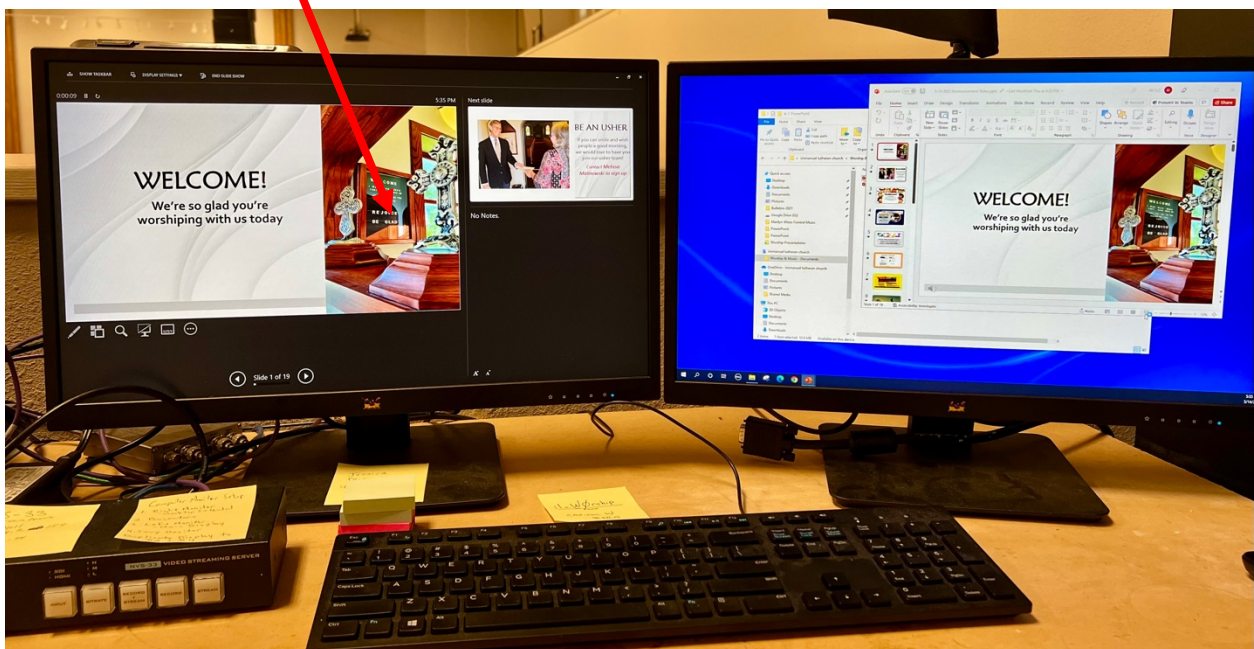


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Open the PowerPoint file & move the PowerPoint window to the right-most monitor as shown below:

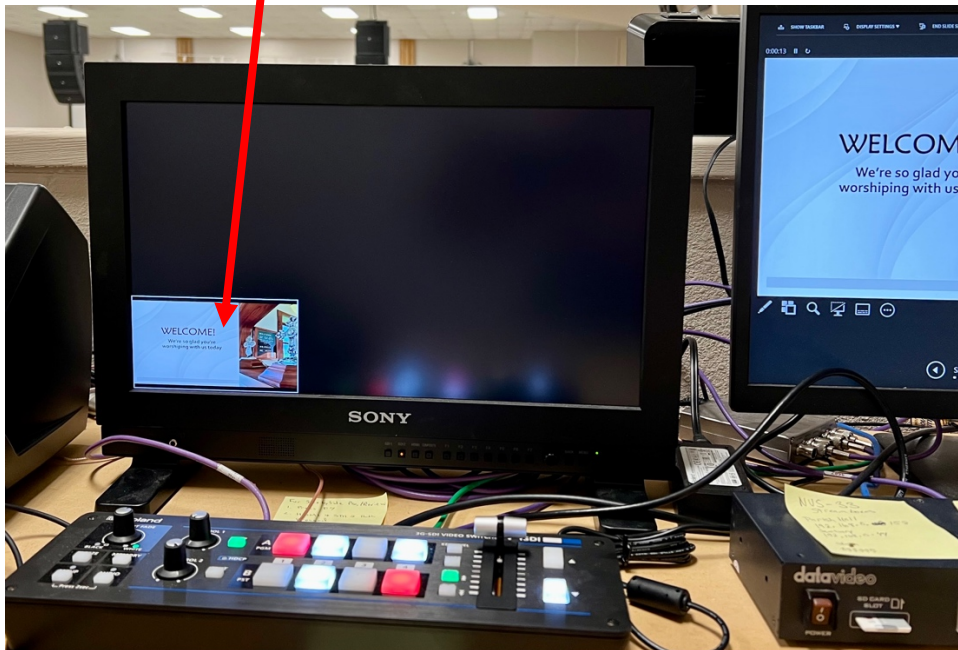


From the PowerPoint app, enter presentation mode. You should see the Presenter's view in the left monitor:



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And on the Sony monitor:



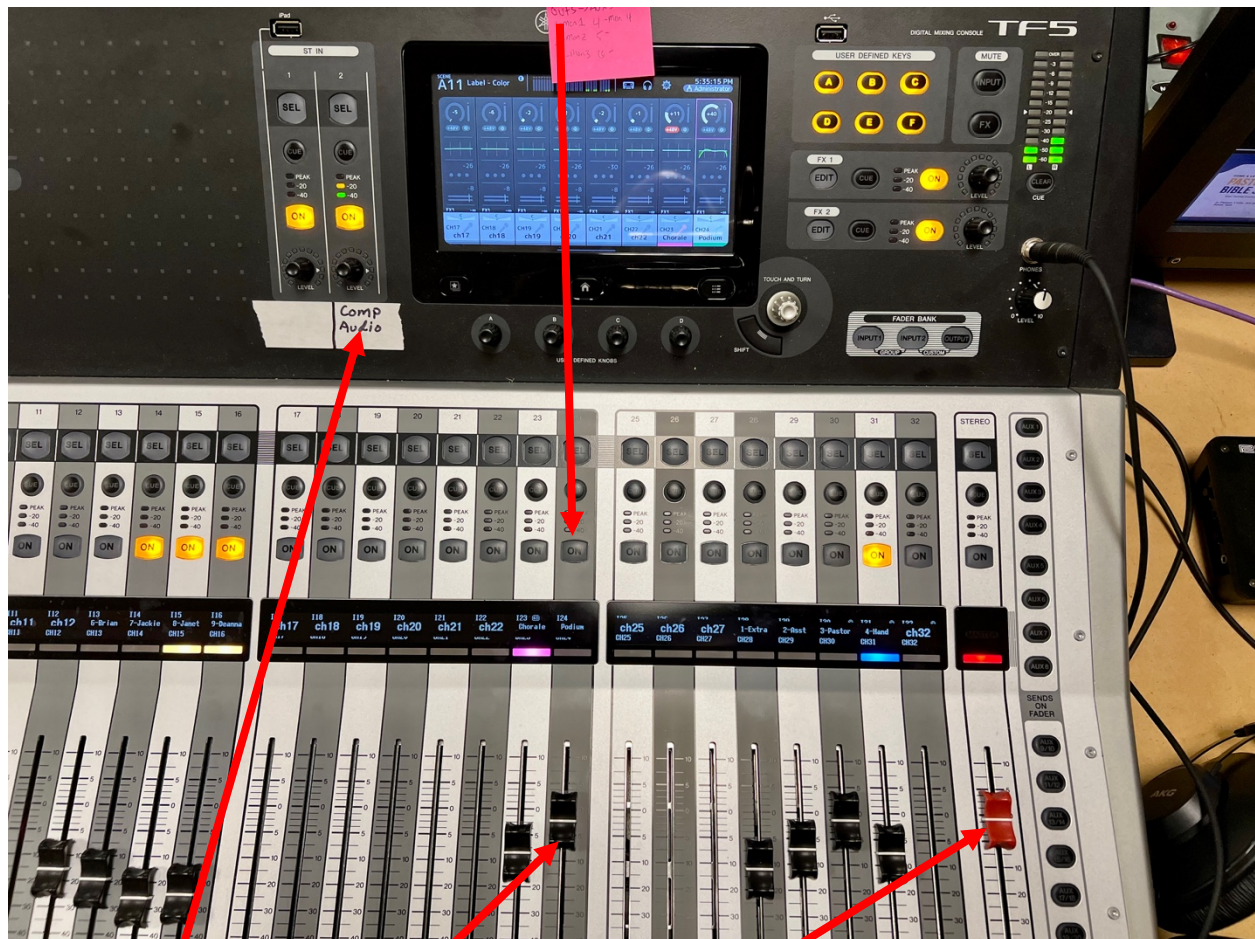
If you don't see the presentation on the projection screens, make sure that the **#4 Input** is lit up on the Switch Box as shown below. If it is not, press **both of the #4 buttons** so that they are lit up.



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TURNING ON THE PODIUM MICROPHONE

By default, the **Handheld** microphone is ON but the **Podium** microphone is OFF. To turn the Podium mic on, press the **On** button above the **Podium channel** so that it lights up.



You should not need to adjust the volume but if you do, here are the controls.

1. Computer Audio
2. Podium microphone – usually set to 0
3. Master volume – usually set to 0

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NOTE: The Presenter's view must maintain focus for the slideshow to advance automatically. If you click in another window, the PowerPoint will stop updating. Simply go to the PowerPoint app & click on "**Resume presentation**" button.

When done, remember to shutdown all the equipment that was turned on:

1. Switch Box
2. Sony Monitor
3. Computer
4. A/V Rack

And if the handheld microphone is used, return it to the charging station.