

How to Play a Video in the Parish Hall

This is a quick guide how to play a video 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.

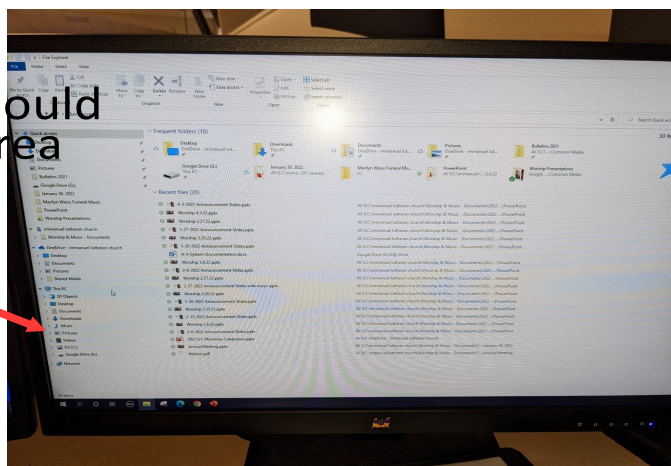
Turn on the video Switch on the back Side of the enclosure



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

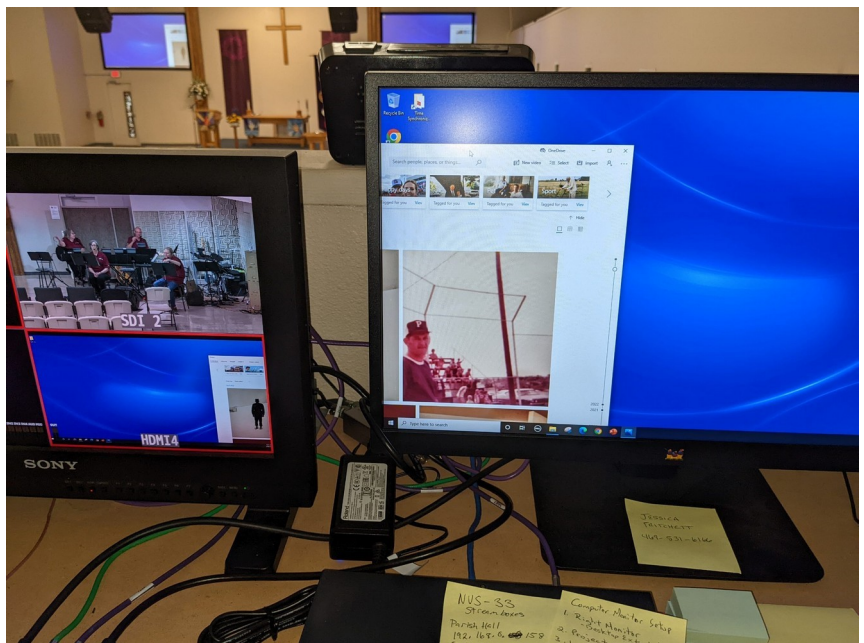


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Right click on the video file and open it with the “Movies & TV” app.

For the video to be displayed on the projectors, you must drag the video window onto the Sony monitor as shown below. The video should now be displaying on the projectors.

You can interact with the video window (play/stop/pause/etc.) the same as on any monitor.



When done, you can close the window in the Sony monitor or drag it back into one of the computers monitors and then close it.

Remember to shutdown all the equipment that was turned on.