

Caldwell Parish Church

Church of Scotland - SC008214

Neilston Road, Uplawmoor

Church AV System Procedures

Start Up

1. Turn on Projector & TV at front of church.
2. Turn on plug next to PC.
3. Make sure that 2 units (Power Distribution & Loop System) under the desk light up.
4. Startup PC & Make sure that the black amplifier is on.
5. Select service to be displayed (on either Powerpoint or Screen Monkey).
6. Ensure that the opening slide is displayed on BOTH the choir TV and the projector.
7. Establish whether the minister is going to use the headset microphone or the stand microphones & set up as appropriate.

During Service

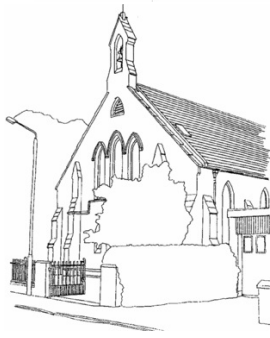
Keep an eye on audio levels during the service, ensuring the speaker is as loud as possible without causing feedback.

Dip the level of the Pulpit and Stand Mic's when they are not in use (this will reduce the likelihood of feedback).

Check every so often that the lights on the loop system (under desk) are still "dancing" this shows that it is operational.

Close Down

1. Shutdown PC (DO NOT SWITCH PLUG OFF YET!)
2. Powerdown TV & Projector (DO NOT SWITCH OFF YET!)
3. Switch plug off for AV desk
4. Switch plugs off for projector & tv (make sure that the projector has a steady amber light and not a flashing light – if it is flashing it is still shutting down)



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Worship & Screen Monkey System Procedure

Worship Monkey is a database program that creates “Service Plans” for Screen Monkey to display.

Screen Monkey is a display controller that allows flexibility on what is displayed on the projected screen. It also prevents you from having to split the hymns up on to separate slides as this does it automatically.

Setting up service (Worship Monkey & CH4 on DELL Laptop)

1. Open Worship Monkey & CH4 programs
2. Look up hymns on CH4 and save them as TXT files in the folder on the desktop
3. In worship monkey, select “new song”
4. Enter the relevant information and copy the whole song text into the content box
5. If you want to ensure that a piece of text is on a new slide, leave a blank line
6. Select save and save into the Worship Monkey “Hymns” folder
7. Click “add to service plan”
8. Repeat this process for each of the hymns
9. Once the service plan is fully populated, save it to the “Services” folder with the title the date of the service.
10. Copy the service XML file to USB to be transferred to the Church PC.

Running the service (Screen Monkey on Church PC)

1. Open Screen Monkey
2. Select open and select the service file from the USB – this will import the hymns to Screen Monkey
3. Right click on one of the hymn tiles and select “Display Options”, then “Font”
4. Select size 42 then click “Apply to all”. All the hymn slides are now set up for use
5. Drag and drop images from the pictures folder to other display tiles in Screen Monkey to display between hymns.
6. When displaying the hymns, just click on the tile to progress to the next slide.