

## Setting Up

1. Ensure the Projector is plugged in and switched on at the wall. (St. Joseph's side under wall bench)
  - a. The power to the projector MUST BE ON before switching the computer on.
  - b. Leave the projector in standby mode until the computer is on, this reduces the visual disturbance in the church while the computer is switching on.
2. Plug in, and switch on the computer at the wall. This switches the computer on.
3. Once the XP start-up logo goes away, and the screen turns black, switch the Projector on using the remote control. (Top left red button)

## Mass Detail

1. Type in the Mass Info and click "Apply", this will display on the News Ticker. Now complete the Alleluia. The Missal Page and Eucharistic Prayer Numbers can be found on the reader's book. (Usually on St. Joseph's table)

The screenshot shows a web form with several input fields and buttons. On the left, there are fields for 'Mass Title' (containing '7th Sunday in Ordinary Time'), 'Old Missal' (with sub-fields for '123', 'New', '456', and 'Each. No. 1'), and 'Visiting Priest'. An 'Apply' button is to the right. In the middle, there is a 'Quick Notice' field with a 'Start' button and a 'Theme' dropdown menu set to 'Quick Notice'. On the right, there is a 'Gospel Acclamation' field with a 'Start' button and a 'Theme' dropdown menu set to 'Gospel Acclamation'.

## Select Songs

1. Click the Songs Tab to view a list of all available Songs.
2. You can search for a song using the *Search By* and *For* fields.
3. Click on the required song to highlight it. Click "Add to Playlist".
4. Repeat step 3 until all the required songs have been added to the playlist.

The screenshot shows a 'Song Search' interface. It has 'Search By' and 'Search For' dropdown menus, and 'And'/'Or' radio buttons. A 'Go' button is on the right. To the right of the search area are several category buttons: 'Celebration Hymnal', 'Blue Booklet', 'Youth Mass', and 'Folk Mass'. The 'Organist' button is highlighted in the adjacent block.

## Select Songs with Organ or Audio backing

1. Click the Songs Tab to view a list of all available Songs.
2. Click on the required song to highlight it. Click "Add with Audio".
3. Browse for, and select the audio backing track. Click Open; The song will be added to the playlist.
4. Repeat step 2 and 3 until all the required songs have been added to the playlist.

Select 'Organist' on the 'Run' tab if an organist is playing to **prevent** the organ receiving instructions.



## Select Audio or Videos

1. Right Click on the hymn playlist, and select "Add Media to Playlist".
2. Browse for, and select the audio or video files for projection, click "Open".

## Projecting Songs

1. Click the Run Tab. All the songs previously added are listed on the Playlist.
2. Songs can be moved up or down the playlist using the Move Up/Move Down buttons.
3. Songs can be removed from the playlist using the Clear/Clear All buttons.
4. When the reader begins introducing the Mass, change the Mode to "Projector".
5. Click the required Song. The song text will be loaded into the "Projection Text" area.
6. You can change the Projection Method, although "Automatic Scroll" or "Manual Advance" is recommended.
7. Start projecting the song by clicking the "Start" button. The song will be displayed. To control the scroll speed, you can use the slider control or the Up/Down arrow keys on the keyboard.
8. Click stop when the song is complete.
9. Repeat Step 5 - 8 for each song.

The screenshot shows a vertical slider control for 'Automatic Scroll'. The slider is positioned near the bottom, labeled 'Slow', with 'Fast' at the top. There are tick marks along the slider.

The screenshot shows two buttons: 'Start' and 'Projection Method'. The 'Projection Method' dropdown menu is open, showing 'Manual Advance' as an option. The 'Organist' button is also visible in the adjacent block.

The screenshot shows four buttons stacked vertically: 'Clear', 'Clear All', 'Move Up', and 'Move Down'.

**Please switch off the Computer's Plug at the wall when finished**

## Projecting Prayers

1. Prayers are operated in the same way as songs; simply select a prayer from the prayer list.

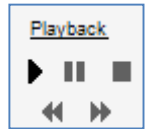
## Quick Notice / Gospel Acclamation

1. Use the individual Start/Stop button when required for both the Quick Notice and Gospel Acclamation. Note: Quick Notices can be projected at any time, even when in Splash Mode.



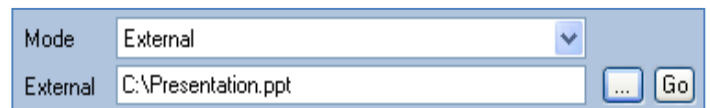
## Pre-Mass Music

1. Change to the Media Playback tab, and add the music required.
2. On the Run tab, select the Play button to start playing back ONLY THE AUDIO files listed in the Media Playback list.



## Setting up an External Document

1. Click on the ellipses (...) button to search for your external document.
2. Click "Open". The document will be selected into the External document area.
3. Change the Mode to "External".
4. Click "Go" to launch the document. Ensure the document is displayed on the projector screen as required.
5. Change the Mode back to Splash/Projector.



## Running an External File

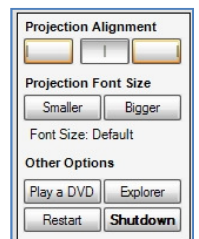
1. When you are ready to display the selected external document, change the Mode to "External".
2. The document will be displayed.
3. More documents can be displayed by repeating the steps in "Setting up an External Document".
4. Changing the Mode back to "Projector", will allow for further songs / prayers to be projected as normal.

## Multimedia Playback

1. Change the Mode to 'Media Playback' to enable playback functionality. This will take you to the Media Playback tab automatically.
2. Click the Add button, browse for, and select the video files for projection, click "Open".
3. To play a single file, select the file, and click Play.
4. To play multiple files one after another, select the required files, and click the Play All button. If you have not selected any files, the Play All button will play all the listed files.

## Advanced Options

1. Projection alignment (Left/Centre/Right) can be changed using the buttons as shown.
2. Projection Font size can be made smaller/bigger using the buttons as shown. This is especially useful for the Quick Notice, Gospel Acclamation, or when using the "Single" Projection Method, to ensure all the text fits in.



## Shutting down the Projector System

1. Switch the Projector off using the top red button on the remote control, press twice to confirm.
2. Change the Mode to "Idle", Click the Shutdown button and confirm by clicking Yes.
3. Switch off the power at the wall.

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