

Song Projector

# Quick Reference Guide

DO NOT REMOVE FROM THE CHURCH

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# Getting Started

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## Switching On

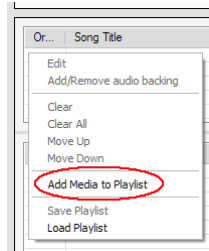
1. Ensure the Projector is plugged in and switched on at the wall. (St. Joseph's side under wall bench)
  - a. The power to the projector MUST BE ON before switching the computer on.
  - b. Leave the projector in standby mode until the computer is on - this reduces the visual disturbance in the church 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)
4. The computer sound is connected to the mixing desk on the last channel. Ensure the 'On' button is lit, and that the volume slider is sufficiently loud. The sound equipment is switched on using the single Red switch at the top of the cabinet.

# Play Song from flash disk

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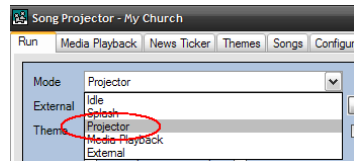
## Selecting Songs

1. Insert Flash disk into Keyboard USB port. (top right)
2. Right click on the Playlist, and select Add Media to Playlist.
3. Click My Computer on the left hand side to select your Flash Disk.
4. Browse for your Song(s) and select it/them.
5. Click Open; your songs will be added to the Playlist.



## Playing Songs

1. Change the Mode to 'Projector' (see image)
2. Select the required song from the Playlist.
3. Click Start to begin playing the song.
4. Click Stop to end the song.



## Volume

Volume is controlled using the volume slider below the Start/Stop button.



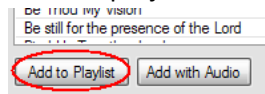
# Project Song words

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## Selecting Songs

1. Click the Songs Tab
2. Search for and select the Song you want to project.
3. Click the 'Add to Playlist' button

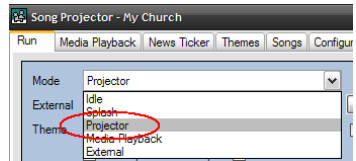
at the bottom left of the songs



Tab; the selected song is added to the Playlist on the Run Tab.

## Projecting Songs

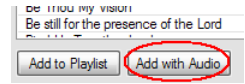
1. Change the Mode to 'Projector' (see image)
2. Select the required song from the Playlist.
3. Click Start to begin playing the song.
4. Click Stop to end the song.



# Project Song words+audio

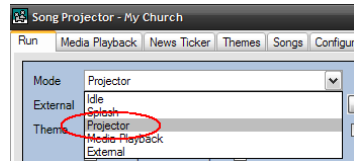
## Selecting Songs

1. Click the Songs Tab
2. Search for and select the Song you want to project.
3. Click the 'Add with Audio' button at the bottom left of the songs Tab.
4. Browse for the audio to be played with the words, and select it.
5. Click Open; the selected song is added to the Playlist on the Run Tab.



## Projecting Songs

1. Change the Mode to 'Projector' (see image)
2. Select the required song from the Playlist.
3. Click Start to begin playing the song.
4. Click Stop to end the song.



*For organ control – switch the organ on, and select a MIDI file in the same way as a music file.*

# Project PowerPoint

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## Selecting Presentation

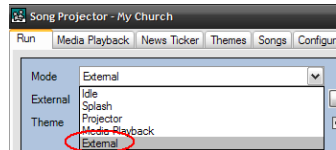
1. Click the '...' (Ellipses) button next to the External field.



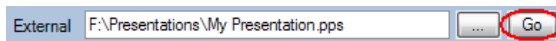
2. Browse for your PowerPoint presentation and select it.
3. Click Open; the selected presentation will be loaded into the External field.

## Projecting Presentation

1. Change the Mode to 'External' (see image)



2. Click on the 'Go' button to launch the Presentation.



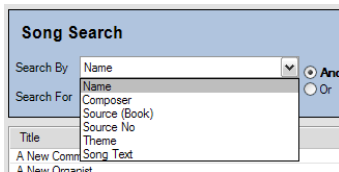
3. Use the familiar arrow keys to control the presentation.
4. The Escape key on the keyboard to end the slideshow.

# Searching for a Song

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## Basic Searching

1. Select the 'Search By' option based you wish to search by:
  - a. Name
  - b. Composer
  - c. Source (Book)
  - d. Source Number
  - e. Theme
  - f. Lyrics (Song Text)
2. In the 'Search For' field enter the value you wish to search for, and click 'Go'



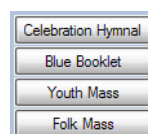
Song Search	
Search By	Name
Search For	A New Comm
	<input checked="" type="radio"/> And
	<input type="radio"/> Or
Title	A New Comm
	A New Commant

## Advanced Searching

A 2<sup>nd</sup> search option is available which works in conjunction with the 1<sup>st</sup> search criteria. The 2 searches are linked together with either an 'And' or an 'Or' link. Select the appropriate one.

## Preconfigured Searches

There are 4 preconfigured searches for the most common tasks, select the option you need.



Celebration Hymnal
Blue Booklet
Youth Mass
Folk Mass

## Sorting

Songs are returned sorted by the 1<sup>st</sup> 'Search By' field, and then the second 'Search By' field. E.g. To sort by Song Composer, select the Song Composer Search By box, and click 'Go'