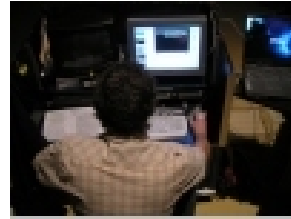
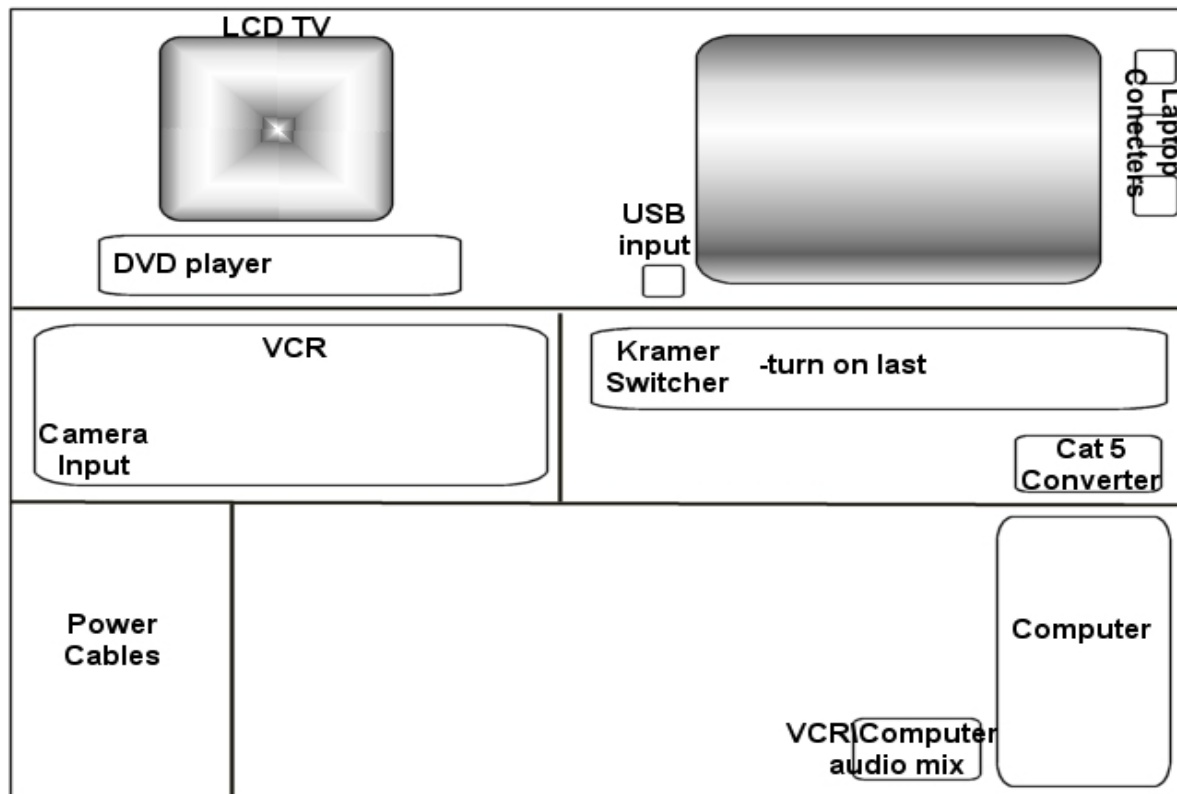


New Hope Church – Multimedia Ministry – May 25-06

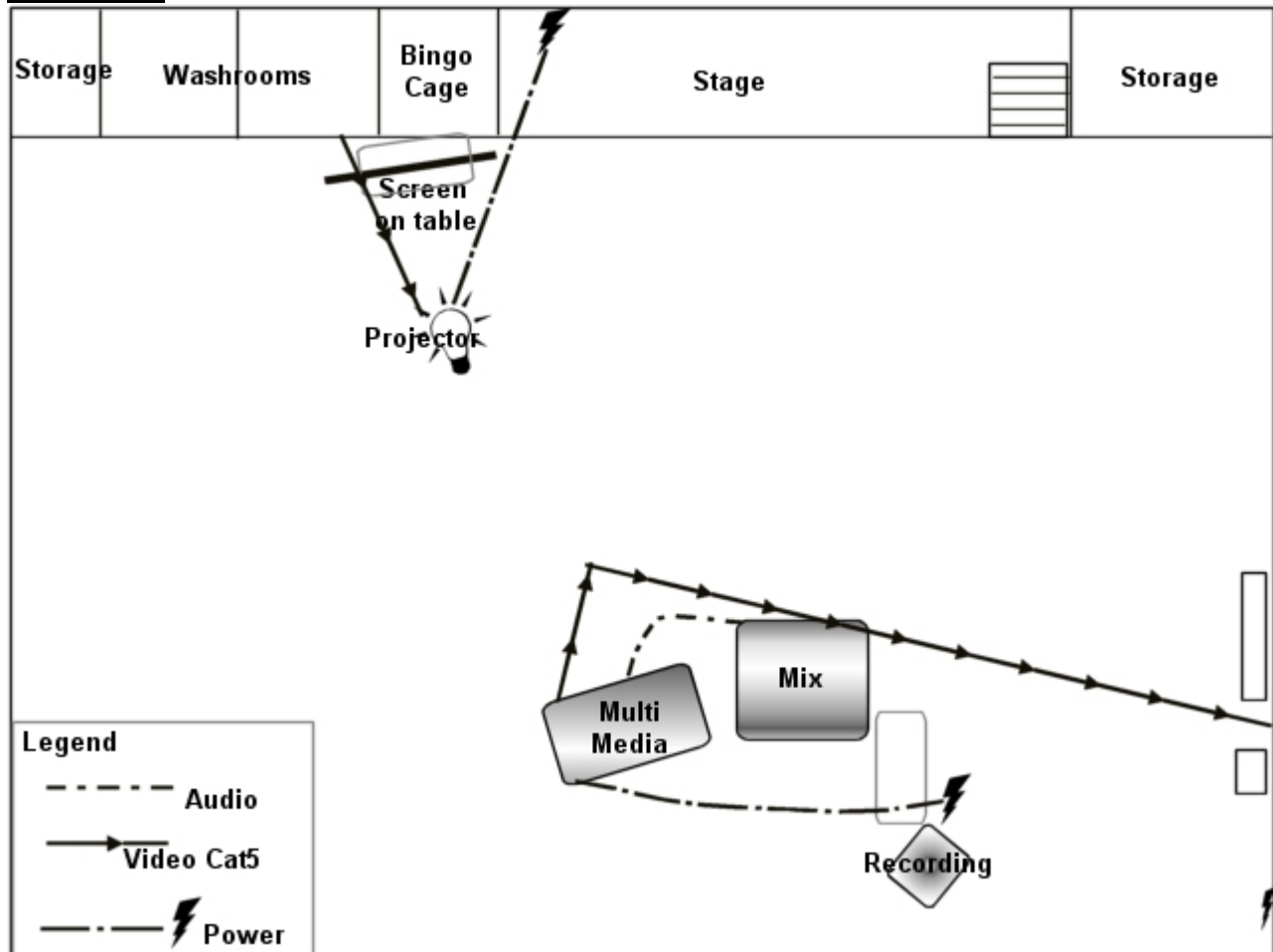


SYSTEM

The multimedia system consists of a Windows XP (AMD 2000 processor, 1 gig ram, dual 128 meg video, DVD player) computer, Sony VCR, Pioneer DVD, Cue LCD TV, a seven input Kramer scaler\switcher and a NEC MT1065 (XGA – 3200 Lumens) LCD projector. Video is sent from the switcher to a VGA to Cat 5 converter over 150 ft to a reconverter to the NEC projector. Audio is sent from the DVD player directly to the Yamaha mixer, audio from the VCR, computer and laptop is combined in a small mixer. The screen is a Daylite Floor Model C – 12x12 feet.



A - SETUP



1. EQUIPMENT

- unpack the multimedia rack, place the covers away so they can't fall
- multimedia shares power with the sound system, plug in behind the recording rack.
- connect the CAT 5 cable from the multimedia rack to the wall connector by the score board
- connect the audio cables from the mixer rack to the connectors on the front of the multimedia rack
- power up all the equipment you need, turn on the switcher last
- take the projector cables and receivers to the front (donot use the cords from inside the projector case)
- projector power cord is plugged into the stage outlets, onstage behind curtain
- connect the CAT 5 cable from the receiver to the wall connector left of stage
- setup the LCD projector, plug in the multipin VGA connector and power cord
- start the LCD projector by holding down the on/off switch for 2 seconds, the LED will go from yellow, to flashing green (warmup) to solid green when ready

-note: *be careful when moving the projector once it is running, the bulb could be damaged*

-send a full screen image to the screen, align the image on the screen by moving the projector table and projector legs

-use the keystone correction to fine tune the image alignment to the screen

2. PROGRAMS

COMPUTER

-load the material given to you by the pastor, worship leader, and announcements

-save a copy to the hard drive (in the right folder), remove the disk the program was loaded from, do not run programs from disks or USB drives, only the hard drive

-save all your changes!!

DVD

-insert DVD in drive, ensure sound is connected

-you must be in play mode to set the start times

VCR

-open front and turn power on

-insert VHS tape in VCR, ensure sound is connected

CAMERA

-wire the inputs to the front of the VCR, use the line inputs to switch between camera and VHS video.

B - OPERATION

1. POWERPOINT

-notes

Songs, you must be just ahead of the band when changing slides so that people can sing without getting lost.

If you get lost, freeze the screen with the switcher. Then you can find the slide you need, pop it up and unfreeze the screen.

Video and movies must be in the same folder as the power point to run properly

-adding song slides to an existing show

Click - "Insert"

Click - "Slides from files"

Click - "Browse"

Choose file

For slides with pictures - check, "keep source format"

For slides where you want the background the same as the first slide - donot check "Keep source format"

Click "insert all"

Close

Now that you have assembled all of your slides you can make a list of what slide numbers you need to jump to for each song. (if worship leader has not done this already)

Example;

Song=Draw me Closer

Song is slide #7, 8

Slide 7 is verse

Slide 8 is chorus

Band will sing verse,chorus,verse,chorus

Your sequence would be 7,8,7,8

-changing a background

Right click on an open space in the slide

Choose "Background" from the drop down menu

Click the small down arrow

Choose "Fill Effects" from the drop down menu

Choose "Picture"

Click the "Select Picture" button

Browse computer to find picture

Click ok

Click preview or apply

-"The Welcome slide show", the announcement slide show plays during the pre-service time and during the offering, it is a timed show that will run on its own.

Please try to match the slide to what the person at the front is saying

-some shows may have a CD that plays along this can be played from the CD player in the computer

2. DVD

- refer to the instructions on the top of the DVD player to set the times
- the DVD can be paused indefinitely
- do not use the DVD player to freeze the image at the end of the clip, use the Kramer switcher. This allows the sound operator to fade the sound rather than a sharp cut off.
- warn the sound operator just before the start and end times of a clip, counting down to the end of the clip allows smoother transitions for lights and audio.

3. VCR

- standard VCR controls
- do not use the VCR to freeze the image at the end of the clip, use the Kramer switcher.
- this allows the sound operator to fade the sound rather than a sharp cut off.
- warn the sound operator just before the start and end times of a clip, counting down to the end of the clip allows smoother transitions for lights and audio.

C – CLEANUP

- please do not wind cords around your arm, it destroys them
- projector, press and hold the on/off switch for 2 seconds to cool down (lamp goes off, and fan runs to cool bulb), after cool down cycle, fan goes off.
- shut off the projector after it cools and pack it in case
- shut down the computer
- cleanup any extra paper and books and store in junk drawer
- wrap up the power cord and store
- wrap up the audio cord and leave it with the main mixer (connected)

D – Troubleshooting

General

- cables are the #1 cause of failures in our portable setup, check cables first and ensure they are fully connected, not damaged and going to the right place

Kramer switcher

- artifacts on screen, press menu 2x or reboot the switcher
- make sure the switcher is turned on last

Projector

- keystone problems may require a full reset to factory settings

Computer

- if computer runs slow or hangs, save all files and reboot

-when time permits run error check and defrag on the hard drive

DVD

-clean DVD's that skip or freeze

CAT 5 converter problems

-if problem is with the cables or connectors, use the extra cable stored under the multimedia rack (Blue CAT5 150')

-if the converter system has failed, move the multimedia rack to the front and connect the VGA cable from the projector storage box to the VGA output on the back of the Kramer system.

