

MHCC Computer Operator





Responsibilities and Procedures

Notes

No need to blank the screen. This happens automatically.

Leave all cables plugged in and computer settings unchanged.

Set Up

- Roll the computer desk out, set aside the cover sheet, plug in the power board.
- Turn on the projector and the computer. Password is _____.
- In the system tray, the Dropbox synchronising icon  will show that service files are being downloaded to the computer. Wait until it turns into the regular Dropbox icon  before proceeding (or it may have a small tick next to it).
- On the Windows Desktop, open the **Sunday service preparation** directory.
- In there, double-click today's VideoPsalm agenda file, e.g. **20210905.vpagd**.
- This will open the VideoPsalm program and today's agenda.
- When the program is loaded, ensure the buttons on the right are set correctly:
 - **Edit**  button should be deselected (pale grey).
 - **Present**  button should be selected (dark grey).

During the service

- Turn on the presentation remote.
- Press forward and backward on the remote to control the slides.

Pack Down, straight after the service

- Turn off the presentation remote.
- Quit the VideoPsalm program. If prompted to save, click No.
- Turn off the projector, but leave power plugged in for a few minutes.
- Close the lid of the computer to put it to sleep.
- After a few minutes, unplug the power board. Leave all other plugs untouched.
- Roll the computer desk back to the office; cover with the sheet.

Operators

Tricia
Bevan
Thelma
Toni
Kevin
Peter P
Ross

Techs

Greg
Tyson
Ian