

Preparing for a service or other event

If you are the first to arrive, be sure you have a key for the building which can be provided by one of the board members.

Adjust the air conditioners and heater in the RE room to a comfortable level. This should be done about an hour or more before the event to give the room time to adjust.

The coffee pot is turned on about 15 minutes before people are expected to start arriving. So for a service that would be about 10:15 am.

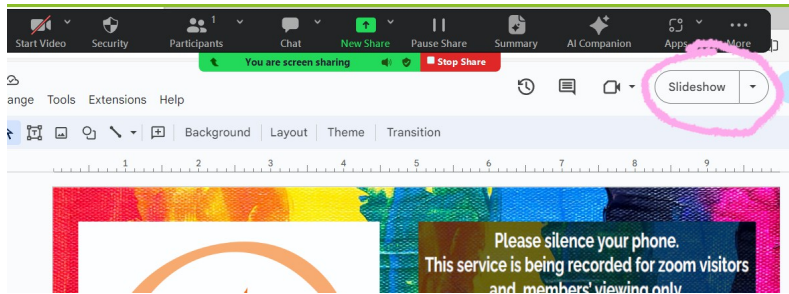
Computer Setup

Two computers are used during the service – one on the podium (“**speaker’s PC**”) and one in the corner near the entryway (“**tech PC**”). There’s also a **wireless keyboard** near the tech PC which is paired with the speaker’s PC. The tech uses this keyboard to advance slides, start playing recordings, etc.

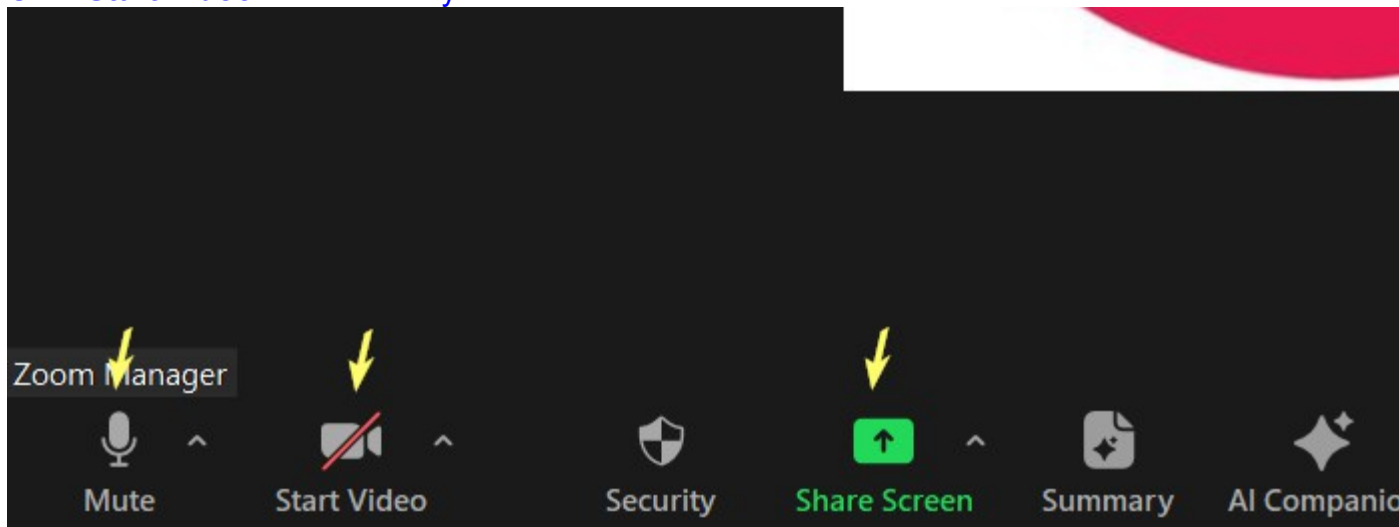
- Turn on the power strip (on the floor beside the tech PC).
- Power on the **speaker’s PC** (password uu1a1a).
- Use the desktop icons to launch **Google Slides**



- In the Google Slides window, find and open the slides for today’s service.
- Click **Slideshow** button to start slideshow full-size.



- Press Windows-D to return to desktop (hold down  while you press D).
- Use the desktop icon to **Launch Meeting...**
- Click **Start Video** and unmute yourself.

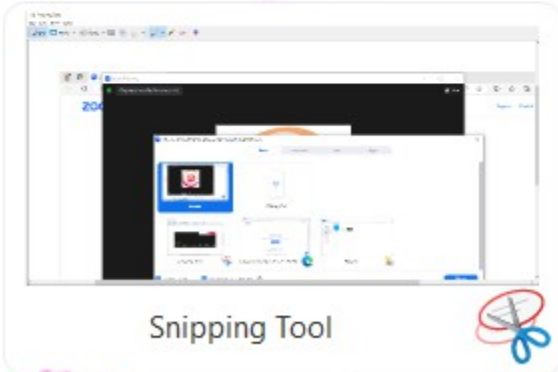
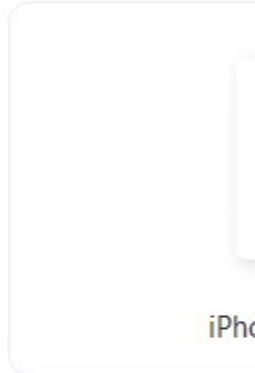
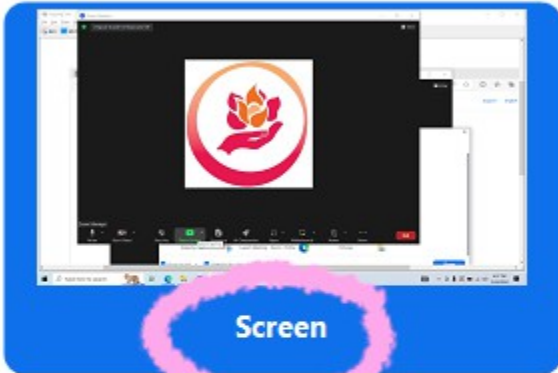


- Click **Share Screen** (green rectangle).
- Check the two checkboxes at the bottom – **Share sound** and **Optimize for video clip**. Select **Screen** as the thing to share (should already be selected). Click **Share** button.



Select a window or an application that you want to share

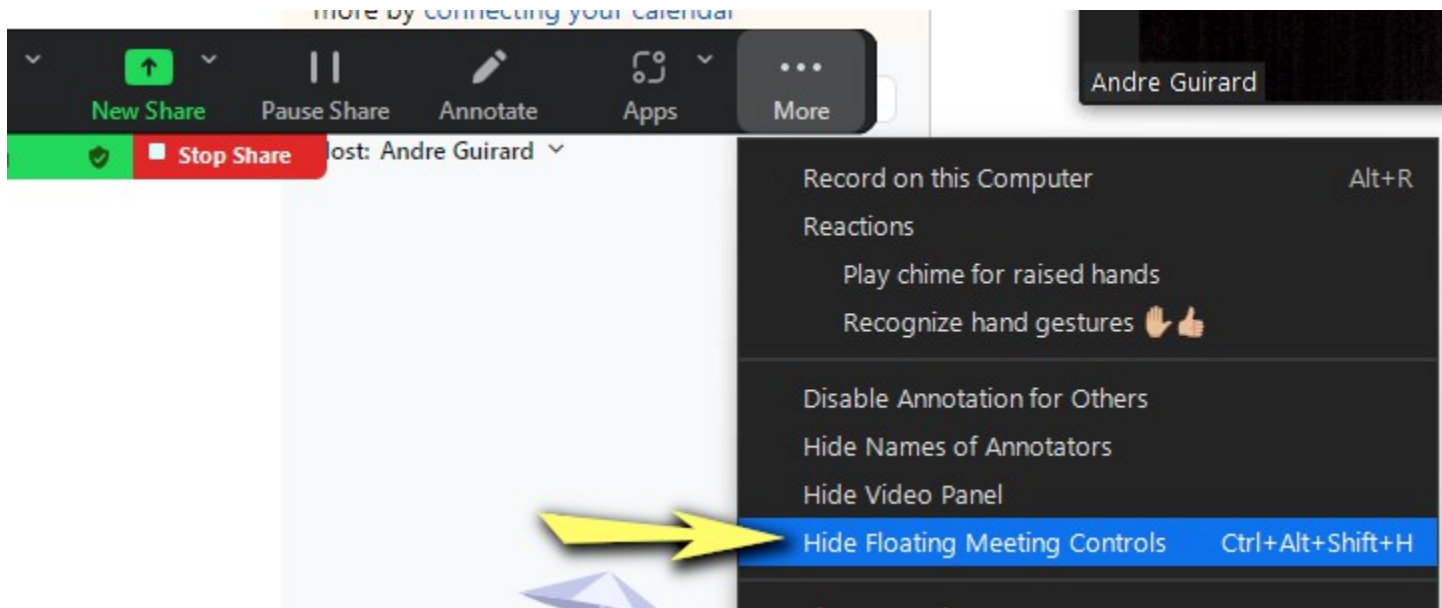
Basic



Share sound

Optimize for video clip ?

- On the floating meeting controls, click the "..." button and select **Hide Floating Meeting Controls**. If you need to display them again you can use the key combination **Ctrl+Shift+Alt+H**.



- A message will pop up saying you can use Esc to redisplay the meeting controls. **Don't use Esc** because it also ends the slideshow. Use **Ctrl+Shift+Alt+H** instead.
- Find the projector remote, which is white and normally stored in the podium, and use it to turn on the projector. It takes about 15 seconds for the projector to come on. If the remote battery is dead, look in a drawer behind the podium for a spare battery.

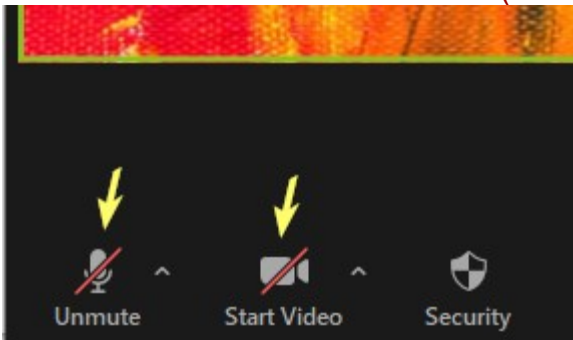


- On the wall near the tech PC, use the projector screen controls to lower the screen.



The screen will not stop lowering automatically at the correct height – you must use the STOP button. You don't need to use STOP when raising the screen.

- Power on the tech PC (password **uulala**).
- Open the Edge browser using the desktop icon and navigate to **uulala.org** if you're not already there.
- Click the "On Zoom" link to join the meeting in progress.
- You may be asked whether you want to take over the meeting or be a co-host. Select to be a co-host.
- Make sure tech PC audio is muted (it should be by default) and **Start Video**.



- Use a headset or earbuds to plug into the tech PC, or connect to the Zoom meeting from your phone, to do a sound check of the podium mic.
- Confirm that the two cameras are pointed to give reasonable views of the speaker and audience.

- Click **Participants** on the meeting toolbar and drag the participants window so it's not in your way.
- Click **Chat** on the meeting toolbar and drag the chat window so it's not in your way.
- Turn on the wireless keyboard (switch on top).
- Test the keyboard by using the touchpad to move the mouse. If you need new batteries for the keyboard, find them in a drawer in front of the tech computer's table).

During the service

The person at the tech PC can use the wireless keyboard to advance slides.

- **Space** or **PgDn** advances to the next slide unless there's a video on the slide, in which case it starts the video.
- **PgUp** goes to previous slide.
- I haven't found a keystroke to start an audio clip – use the **touchpad on the keyboard**.

On the **tech PC**:

- Continue to monitor audio using a headset or earbuds on the tech PC.
- Watch the chat and participants windows for messages and problems.
- If you hear audio in the meeting and don't know its source, use the participants window to mute participants' audio.

After the service

Using the wireless keyboard or at the **speaker's PC**:

- Press the **Esc** key to view the **Stop Share** button at the top of the screen.
- Click **Stop Share** to stop sharing the screen.
- Click the red **End** button on the bottom right of the Zoom Meeting window. Confirm you want to end meeting for all.
- Shut down the speaker's PC.

At the **tech PC**:

- Shut down the tech PC.

Use the white remote to power down the projector.

Use the UP button on the wall control to raise the projector screen. It will stop automatically.

Turn off the power strip.