

# AJ SDA Church – A/V Procedures

## A/V Computer

1. The A/V Computer is used to generate source audio and/or video programming for the service.
2. The A/V Computer audio is sent directly to the soundboard so be sure to turn on the Computer channel on the soundboard and adjust the volume
3. Only images from the right-hand (extended) display are available on the projector, rear TV, live stream, recording, or overflow rooms. They will show in position #1 of the 4-part display.
4. Blank the projector (FTB) or select another source during set-up of programming so audience will not see the setup process.
5. To run a **PowerPoint** presentation
  - a. Load the PowerPoint file to the computer desktop
  - b. Double click the file to open the presentation in PowerPoint
  - c. Press F5 to start the presentation from the first slide
  - d. Press Shift+F5 to start the presentation from the current slide
  - e. PowerPoint uses the right-hand (extended) monitor when in Presentation mode
6. To run a video file from the computer or thumb-drive, e.g., **Mission Spotlight**
  - a. Double-clicking the video file should open the player on the right-hand (extended) monitor. If it opens on the main monitor, drag it to the right-hand (extended) monitor.
  - b. Use the on-screen control to set the video to full-screen mode
7. To show an internet video, e.g., **YouTube**
  - a. Open the FireFox Web Browser
  - b. Drag the Browser window to the right-hand (extended) monitor before launching the video
  - c. Use the on-screen control to set the video to full-screen mode
  - d. After the video ends, drag the Browser window back to the left-hand monitor