Apison Retreat Center
Conference Room Computer and Monitors

1. Turn Power Strip outlet on that is above the keyboard if not already on (Please leave this switch on).
2. Push "On" buttons on desktop monitor and computer (computer "on" button is on top and marked).
3. Locate monitor remote, point remote toward each monitor – and press "on" (if they do not come on automatically when the computer is turned on).
4. Wait for computer to "boot up" -- (NOTE- the computer is set up to play CDs/DVDs to the monitors and sound system).
5. The computer sounds feed to the sound system is on Channel 6 of the sound system. You must be sure that whatever application you are trying to send sound from is turned up at least half way on the computer, and not muted.
6. On the desktop monitor - Click on "Power Point" program icon on the Desktop, Task Bar at bottom of the screen, or from the Program list. Power Point screen will appear – maximize it if desired. There is a folder on the desktop "Rollo Power Points" that will open the files directly. There folders on the desktop for "Worship Slides," Rector Spanish Words," and "Sunday Two Questions."
7. When "Power Point" program opens – go to: File – Open.
8. Go to the specific talk or other directory and file – open it by clicking - (Note: the Spanish words used during Rector Script are also on the computer) There is a notebook in the bottom of the cabinet that has a printout of all the slides for the Tres Dias talks. You can open numerous PowerPoint presentations without closing the current one.
9. To project on the wall mounted monitors, go to slide show drop down menu and select, or click on the icon on the lower right of the PowerPoint screen that looks like a projector screen being pulled down. You can also press the F5 key.
10. To advance slides press space bar, up or down arrows, or use "Page Down" buttons, to go back, use page up.
11. To end full screen slide presentation or Media Player in full screen mode, hit the "ESC" key.
12. At this time – you may select the next talk or worship presentation and repeat step 9.
13. If using "You Tube" or Media Player to project a video, you must move (drag) the application to the projector before making it go to full screen.
14. If you desire to use your own laptop/iPad etc. for music, connections are provided and marked (Channel 6 or "Tape/CD In").

Be sure to turn wall mounted monitors off at the end of day – by pushing "Off" button on remote pointing at each monitor separately. Leave the power strip on.

Note: To show a DVD – place in DVD in the computer drive and play though Media Player or QuickTime. You will need to drag Media Player or QuickTime to the monitor and make it full screen.

The Wi-Fi password is "apisonretreatcenter".