

Apison Retreat Center Chapel Computer, Projector and Sound System

1. Turn Power Strip outlet on that is to the left of the sound system in the cabinet. This turns on the sound system and provides power to the projector and DVD/CD player.
2. Channels 1 and 2 are connected to the floor box under the table and are for the two table top microphones. The other channels may be used to connect a keyboard, iPod, laptop computer, guitar, etc. Sound feed from the Conference Room is marked. Use the lower knob at each connection to turn up or down the sound. A “direct box” is provided for use with a keyboard/guitar if needed.
3. Locate the ViewSonic Projector remote, point remote toward projector or front wall – and press “on” (you will know it is on when the light on the projector comes on solid). Since you are behind the projector, you may need to go under or closer to the front of the projector for the remote to work. The small monitor on the right of the computer is the same as the projector, just press button on top to turn it on. These screens will appear darkend out so you can leave the projector on without showing the desktop icons etc.
4. PowerPoint presentations for worship lyrics etc. can be shown from the laptop computer. The projector is the second monitor for the computer. The computer may be used for playing music or video clips if desired. The computer is hard wired to the internet, but the password for wireless internet access is “apisonretreatcenter” if needed. The computer sound is plugged into the sound system using a “direct” box. Be sure the computer sound is at about 50%, and any application you are using for sound is also turned up. Then use the channel on the sound system to turn up and down.
5. If you are going to play music or sound from a phone, iPad, or another laptop, you will need to connect a cable that is connected to the sound system to the headphone jack on the computer or iPad. Be sure to turn up the volume on the computer or iPad to about 50%, and then use the sound system for volume control.
6. DVDs can be played directly to the projector from the computer.

Be sure to turn projector off at the end of day or after use – by pushing “Off” button on remote twice and let the projector cool down (listen for fan to stop running) before turning the power switch off next to the sound system. You may leave the power strip on until the end of your event.

There are copies of “The Passion of the Christ” DVD in the cabinet for your use if desired. The one labeled “excerpts” starts with the beating. There is also a CD of pictures from “The Passion of the Christ” in the cabinet and on the laptop that you may use. Be sure to return the discs to the cabinet after use. PowerPoints of various songs are on the computer in the folder “Worship Slides” and music files are in the “Music” folder.