


HIBBEN PROJECTION SYSTEM OPERATING INSTRUCTIONS

1. The system consist of three main components:

- a. A Panasonic 3500 lumen projector which is mounted on the sanctuary rear wall.
- b. A 10 foot powered Da-Lite projector screen which is located above the sacristy entrance, angled slightly toward the right side of the sanctuary.
- c. A Personal computer (PC) which is located in the Sound Room. This PC includes two LCD monitors.

2. Preparing For Worship Presentation


- a. Ensure that the PC Power Strip is on. Press the **Power Button** on the PC. It should “boot-up” and the usual Windows XP Welcome screen should be displayed on the left monitor. Click on “Worship Presenter”. Normal screen with icons should appear. The right monitor screen should be on, but not displaying any information.
- b. Click on the Sunday Plus icon  located on the Quick Launch Bar located on the bottom of the display. The program should open with the following display on the left Monitor and the Hibben logo image on the right monitor.

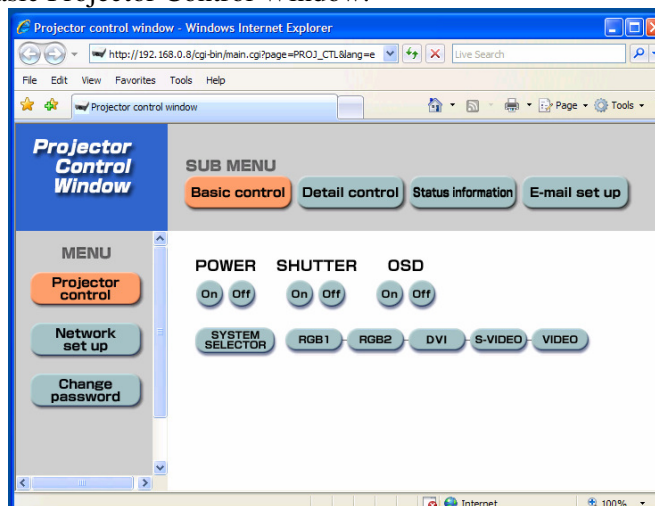


Quick Launch Bar



Sunday Plus

- c. Verify that this Sunday’s PowerPoint presentation file (PPT) appears in the 2nd cuelist box. The file name will as *announcementsXXXX*. For example, 0408 would be Easter Sunday. To load a new file, see paragraph 3.
- d. Now, click on the Projector icon , which is also located on the Quick Launch Bar. The browser should open displaying the following basic Projector Control Window.



- e. Lower the projector screen by pressing and then releasing the down button (quickly) on the control panel located on the wall adjacent to the PC. It will automatically stop at the correct point. **DO NOT PRESS EITHER THE UP**

BUTTON OR DOWN BUTTON CONTINUOUSLY. The STOP button is only used in the installation procedure when setting-up stop points.

- f. Slightly reduce the intensity of the chancel lights using the two dimmer controls in the Lighting Room.
- g. Select the Power ON button located on the Projector Control Window. It will take approximately 10 to 15 seconds for the Hibben logo to appear on the sanctuary screen. If the Hibben logo doesn't appear, select RGB1 on System Selector. If the logo still doesn't appear, select the Shutter OFF button. Once the Hibben logo appears on the sanctuary screen, bring the Sunday Plus window to the front.
- h. If you are ready to begin the announcement PowerPoint file, click on the **current announcement cue list box**. See following image for location.



- i. The PowerPoint announcement slides should be displayed on the right monitor and the sanctuary screen. The announcement file is in a loop mode with transition between slides occurring every 6 to 15 seconds depending on content. If a slide contains very little text, you may want to advance it manually by depressing the down arrow on the keyboard.
- j. On the average, a complete loop takes about 4 to 5 minutes. It is recommended that announcements begin at 8:00 AM and 10:15 AM.
- k. At about 8:13 and 10:28 AM, the **closing image cue list box** (...a time of silence....) should be selected and displayed until 8:15 and 10:30. Then click on the **"Go to Black"** button. You can also use **Hot Key B**. The sanctuary screen should then go completely blank.



- l. **DO NOT RAISE THE SCREEN** because we will still be projecting the Opening Prayer, the Apostles Creed, the Gloria Patri and the Prayer of Illumination after the Pastor's comments (8:15 service) and after the Lay Leader's comments, the musical interlude and the Processional hymn (10:30 service). Make sure that the **Transition Mode** is set to **None**. You don't want any delay when switching between screens during this portion of the presentation. You can switch to Global before going to black after the Closing Image and the Prayer of Illumination. This allows you to adjust for a slow fading of the image.

- m. Once the Pastor (8:15) or Lay Leader(10:30) starts to begin the Opening Prayer, click on the current Opening Prayer cue list box. The first screen will be instantly displayed. Pay close attention because you will have to manually click on each of the remaining screens containing successive portions of the prayer text. There may be as many as 4 to 6 screens. They will be numbered as shown. It is suggested that you wear the headset during this portion, so that you can closely follow the text.



- n. Once the Opening Prayer is complete, The pastor will announce the Apostle’s Creed. Immediately click on the Apostle’s Creed cue list box. You will see another screen similar to the above.
- o. Once the Apostle’s Creed is complete, the pastor will then announce the singing of the Gloria Patri. Immediately click on the Gloria Patri cue list box. This will only contain one screen.
- p. Once the Gloria Patri is complete, the pastor will announce the reading of the Prayer of Illumination. Immediately click on the The Prayer of Illumination cue list box. It usually consist of one or two screens.
- q. Once the Prayer of Illumination is complete, click on the “Go to Black” button. You can also use **Hot Key B**. The sanctuary screen should then go completely blank. **DO NOT RAISE THE SCREEN AT THIS POINT.**
- r. At the 8:15 service, you should raise the screen at the beginning of the Psalter reading and at the 10:30 service, wait until Children’s Time begins. Raise the screen by pressing the up button (and then releasing it quickly) on the wall mounted control panel.
- s. Now, bring the Projector Control Window to the front and select the Power OFF button.
- t. Close both the Projector Control Window and Sunday Plus.
- u. Shut the PC down in the normal manner.

3. Loading a new PowerPoint announcement file

Place the new announcement file in the My Slides folder. There are a number of ways that you can do this. Using Windows Explorer, you can drag and drop the file from a CD that you have burned (or placed on a thumb drive) to the

My Slides folder. You can also open the file in PowerPoint and save it to the My Slides folder. Now, once the file has been placed in the My Slides folder, open Sunday Plus (make sure that you close PowerPoint before opening Sunday Plus). Right click on the 2nd cuelist box, which contains the previous week's announcement file and select "**remove**". The file name should disappear and the number "2" will appear. Right click again and under INSERT, select "**ppt file**". Then open the new announcements file. When exiting Sunday Plus, be sure and select "Save" prior to exiting.

NOTE: In preparing the announcement file, make sure that the last slide is blank with a transition time of about 3 seconds. This will indicate that the slide presentation has ended & will begin another loop.

4. PowerPoint Presentations for non-worship events

PowerPoint presentations can be shown without opening Sunday Plus. Just open PowerPoint along with the Projector Control Window. Lower the screen, turn ON the projector and load the desired PowerPoint file. Proceed as you would normally do with any PowerPoint presentation. The slide show will appear in the right monitor and on the sanctuary screen.

5. Loading New Opening Prayer and Prayer of Illumination files

Place the new Opening Prayer and Illumination prayer files in the Sunday Plus 2.4 Media folder which is located on the Desktop. There are a number of ways that you can do this. Using Windows Explorer, you can copy (right click) the file from a CD that you have burned (or placed on a thumb drive) and then paste the file in the Media folder.

Also, you can use the "gofile" feature to transfer all the Sunday's presentation files from your PC to the Control Room PC. Of course, you will need to install Sunday Plus on your home PC. The process is explained in a tutorial available at <http://graphicsfourworship.com/tuts/?cat=2>. There are also some other Sunday Plus tutorials at this Web site. The tutorials on **Working with the SundayPlus Text Editor** is especially useful in learning how to prepare the Opening Prayer and Prayer of Illumination screens.

CAUTION

PRESS AND IMMEDIATELY RELEASE THE UP AND DOWN BUTTONS ON THE WALL SWITCH. THE SCREEN WILL AUTOMATELY STOP AT THE CORRECT POSITIONS. .HOLDING THEM DOWN CONTINUOUSLY MAY CAUSE DAMAGE. THERE IS NO NEED TO USE THE STOP BUTTON.

This is the 3rd revision to the Projection System Operating Procedures. As we refine and expand the use of the system, the procedures will most certainly undergo many changes.