

Lower the Screen: Stage left, press the black rocker-switch down. It's located on the wall between the electrical panels and the stage, circled in yellow in the picture below.

Raise the Screen: Press the black rocker-switch up.

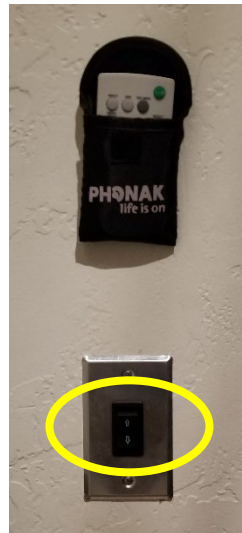
Stage Curtains:

Controlled with a yellow pull-rope, stage left.

Projector:

Power On:

- Retrieve the remote from the black pocket (labelled "PHONAK"), on the wall, stage left.



- Point the remote at the **bottom** of the projector in the ceiling. Press the green button and release. If the signal was received, there will be a green light on the underside of the projector, near the rear.
Wait at least 30 seconds for the projector to come on.
- ***Put the remote back in the pocket!***

Power Off:

- Press and release the green power button on the remote, a red light will appear on the underside of the projector.
- ***Put the remote back in the pocket!***

PC:

Setup:

- Retrieve the **PC**, a long **orange extension cord**, and a **power strip** from the cabinet in the Library, in the building West of the main hall (across the patio). The Programs Committee Members have the keys to the building, the library room, and the cabinet.
- Place the PC on a table in front of the stage as shown below.



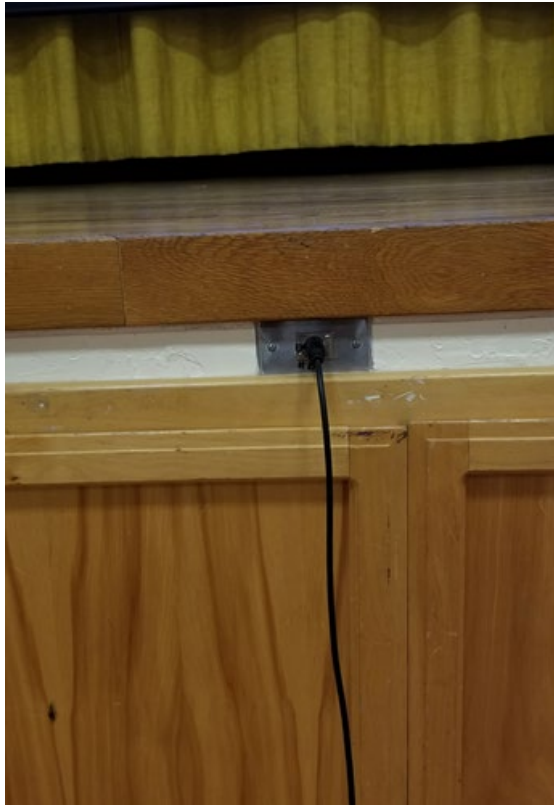
- Plug the extension cord into the outlet at the base of the stage, circled in blue below.



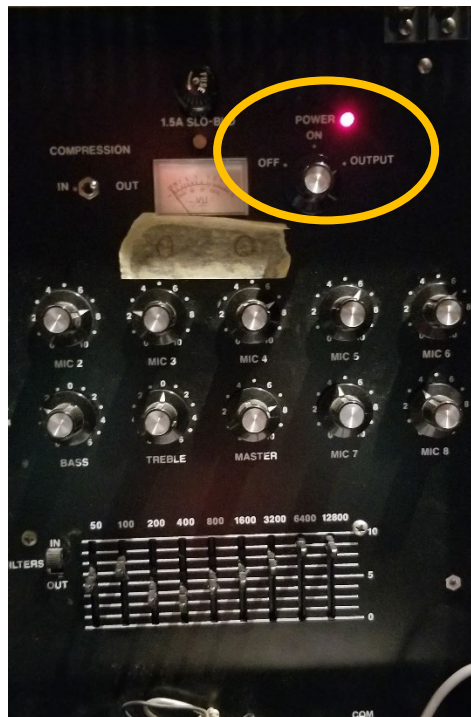
- Connect the long HDMI cable (located in the PC's carrying case) from the PC to the top outlet in the white panel at the base of the stage, circled in blue above.
- Power on the PC (unmarked keyboard button at the top right corner).
- Presentation files:
 - Plug in the President's and Speaker's flash drives and copy their files to the desktop via File Explorer. (Move last month's files to the Recycle Bin.)
 - Return the flash drives to their owners.
 - Open the files for the President and Speaker.
 - If it's a Powerpoint file, select "Slide Show" (top ribbon) > "From Beginning".
- Remote for PowerPoint Slideshow:
 - Retrieve the remote from the PC's carrying case, inside the black glasses case. (There's a spare in the Technology box in the Programs cabinet in the Library.)
 - Open the back cover (battery compartment), retrieve the USB dongle, and insert it into a USB port on the PC.
 - Turn on the Remote using the tiny black switch at the top, left.
 - Test the remote with the PowerPoint slideshow by pressing the right and left arrows.
 - Test the laser pointer by pressing round button in the middle.

Microphone:

- A member of the church staff will leave the microphone on the podium.
- Plug the microphone cord into the outlet at the center of the base of the stage as shown below.



- Stage left, inside the gray panel (black on the inside), turn the upper right dial clockwise past "OUTPUT" until you feel a click. The red power light will come on as shown in the orange circle below.



- The microphone may have a power switch as well. Slide the switch toward to the top of the microphone, and test.

Heating/AC:

Fan/Auto Switches:

- In the closet between the bathroom doors, on the East wall of the Hall, turn the “Fan” switches to “On”.



- Turn “Cool” or “Heat” as needed.
- Turn the “Ventilation” dials to “Max”.

Thermometers: Check the slide-switches on the 3 thermostats on the E wall of the Hall, to make sure they’re set to a comfortable temperature.



Pack Up Checklist:

Tuesday Night:


- Return the USB dongle for the pc remote, back into the battery compartment.
- Turn off the pc remote and put it inside the black glasses case, in the PC carrying case.
- Power down the PC: Start (blue icon in ribbon at bottom of screen) > Power (icon in lower right) > Shut Down.
- Place the PC back in to the carrying case and give it to a Programs Committee member to lock in the cabinet.

Wednesday:

- In addition to the above -
- Coil up the long HDMI cable and put it back into the PC carrying case.
- Coil the orange extension cord.
- Give the carrying case, extension cord, and power strip, back to a member of the Programs Committee.
- Backstage:
 - o Turn off the projector.
 - o Raise the Screen.
 - o Turn off the spotlights.
 - o Turn off the microphone, unplug the cable, and return it to the podium.
 - o Turn the microphone dial on the black panel to "OFF".
 - o Turn off the stairwell lights.
- Turn off the Fan and Ventilation dials for the Heating/AC if needed.

Toubleshooting

Problem	Solution
Powerpoint is very slow, won't open the file, or is behaving erratically.	Move the file from the usb drive to the desktop and open it from there. Do not open the file directly from the usb drive.
The screen and projector have no power.	In the room at the top right of the stage stairs, stage left, (Programs Committee Members have the key, it's the same key as the outside door), reset circuit breaker #26 by pressing it all the way to the right and then all the way to the left.
The projector won't turn on.	Stand on the floor beneath the projector and point the remote at the bottom of the unit, a green light should appear on the underside, near the rear.
Other problems with the Projector or Screen	Contact the contractor, Seth Coyne, at AV Specialists, 520-297-5463, or seth@proavspecialists.com .
The church staff forgot to leave the microphone.	<ol style="list-style-type: none">1. Search the room at the top of the stage stairs (Programs Committee Members have the key). It may be in a plastic storage box on the shelves. You're looking for one connected to a cable that has 3 prongs in the connector.2. Call Dominique at 520-667-6066 or visit the Parish Office at the E end of the property.
Audio in the hall is too loud or too soft.	Volume is controlled by the top 3 "Bay" dials, to the left of the lights panel, stage left, as shown below. (The 4 th dial is marked for outside, we never use that one.)

	
Feedback from the microphone.	Turn down the volume on the top “Bay” dial (shown above).
Microsoft 365 is asking to be signed in.	<ol style="list-style-type: none"> 1. Normally you can exit this box without consequence. 2. If it persists, Userid (email) & password: TQGTechnology@Outlook.com Lovequilts1445@
Remote for Powerpoint Slideshow not working.	<ol style="list-style-type: none"> 1. Make sure the remote is turned on (switch on the back). 2. Flip the USB dongle in the pc port (it may have been inserted upside down). When inserted correct-side-up, and the remote is pressed, a blue light will appear on the dongle. 3. Make sure to point the remote at the blue dongle. 4. Replace the battery in the remote with an extra battery from the “Technology” box in the Program Committee’s cabinet.
Other problems with the Hall	Call Dominique at 520-667-6066 or visit the Parish Office at the E end of the property.
Wifi password in the Hall	Webber1962