

Using the digital projectors, wall screens and Public Address (P.A.) speakers with an Oakwood Church laptop

1. **Ensure the Oakwood Church laptop computer mains power lead is plugged in and switched on at the 13 amp wall socket.**
2. **Plug the external monitor connecting cable onto the laptop's (VGA) output socket.** This VGA cable connects the laptop direct to both projectors to duplicate any Laptop Screen running at a resolution of 1024 x768 pixels.*
3. **Connect the laptop to the P.A. sound system, by plugging the 3.5mm stereo sound cable into the line-out (headphone) socket of the laptop.** If the P.A. system does not appear to be working then switch it on at the 13 amp wall socket set low to the right of the door in the Organ Loft.
4. Do not adjust the P.A system volume controls. **The presenter controls the sound volume output to the P.A. system from the laptop** by using the loudspeaker icon which is usually displayed on the desktop taskbar at bottom right of screen.
5. **Start the laptop from cold and log in as Standard User.** Please wait until the laptop fully boots up and both the desktop and the arrow cursor are visible.
6. Meanwhile - **Lower the wall screens using the white remote control** kept on the lectern. Alternatively use the control switches on the wall beneath each screen. If the screens do not descend check that the screen lowering mechanisms are plugged in and switched on at their respective 13 amp wall sockets.
7. **Start each projector in turn using the red power button on their individual remote controls** kept on the lectern. Point the white remote control at the front of the white projector and the black remote at the black projector. An LED will light up green on each projector. A blue screen will be projected and the projector will start to search for a 1024 x 768 output from the laptop. If the projectors don't start, check they are plugged in and switched on at their 13 amp wall sockets.
8. After use
 - a. Shut down the computer properly. **Do not disconnect the mains power lead until software shut down is complete.** Unplug the VGA cable, the 3.5mm stereo sound cable and the mains power lead from the laptop.
 - b. Shut down both projectors and raise the screens using their remote controls.
 - c. Switch off at the 13 amp wall socket in the Organ Loft that powers the P.A. sound system.
 - d. Return the church laptop and accessories to safe storage.

*** Note**

The Toshiba laptop runs Windows XP and Office 2007. If its screen is not automatically duplicated on the projectors use Fn + F5 to select output to Laptop + CRT. If you wish to display Video on the Projectors then you must use Fn+ F5 to select output to CRT only. (The Toshiba laptop screen will go black.)