



Visual Facility Operating Manual

Version 02-2018



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1. Turn on the power Switches of Projectors & Dome Camera



The switches are under the window near the drums set



2. Remove both the wooden covers of the console

3. Place the covers under the pew behind the chairs.





4. Turn on the power switch under the desk for the operating console.

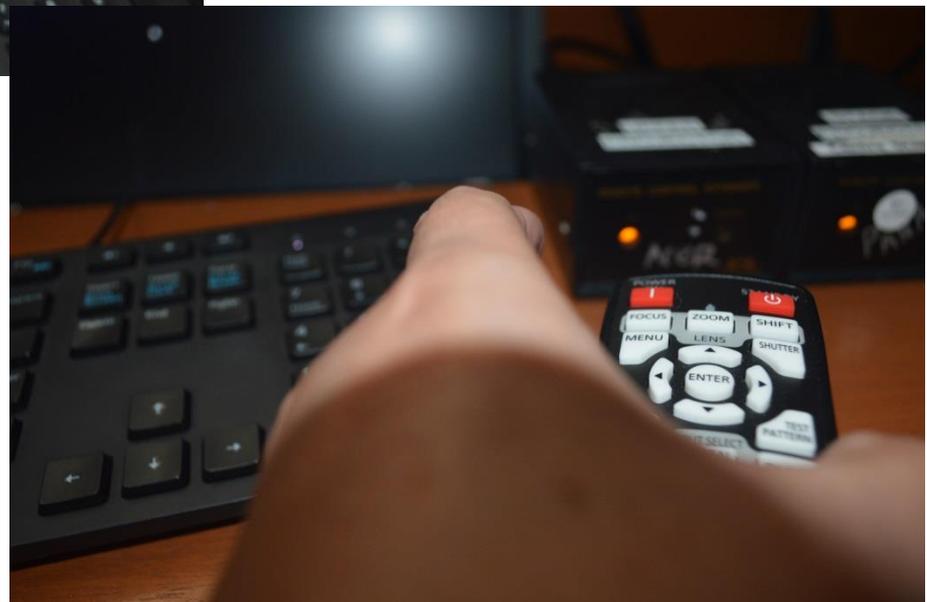
5. Turn on the power of the CPU.



6. Log on to the PC



7. Turn on the power of Upper Projector (with the Panasonic remote control)



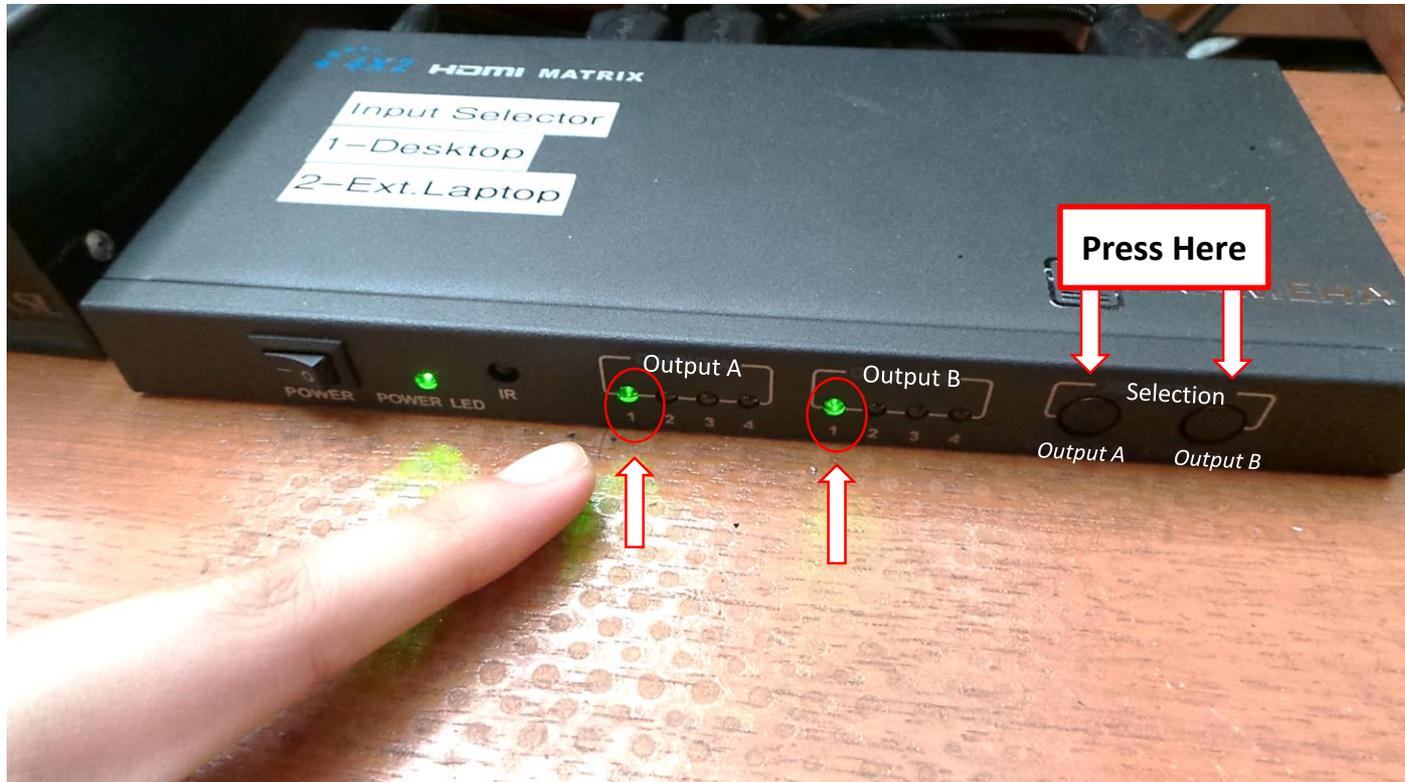


8. Turn on the power for stage projector with the Sony remote control.

9. Turn on the power of the TV above the operating console with the Samsung remote control.



10. Input Selector Setting



Ensure Output A and Output B are set to number 1

11. To Connect to External Laptop



Set Output A
and Output B to
number 2

Connect HDMI
Cable to Laptop



Video Mixer Control



12. Turn on the power of the mixer with a power button at the location indicated.





Dome Camera Control

13. Turn on the power of the camera control with a power button at the location indicated.





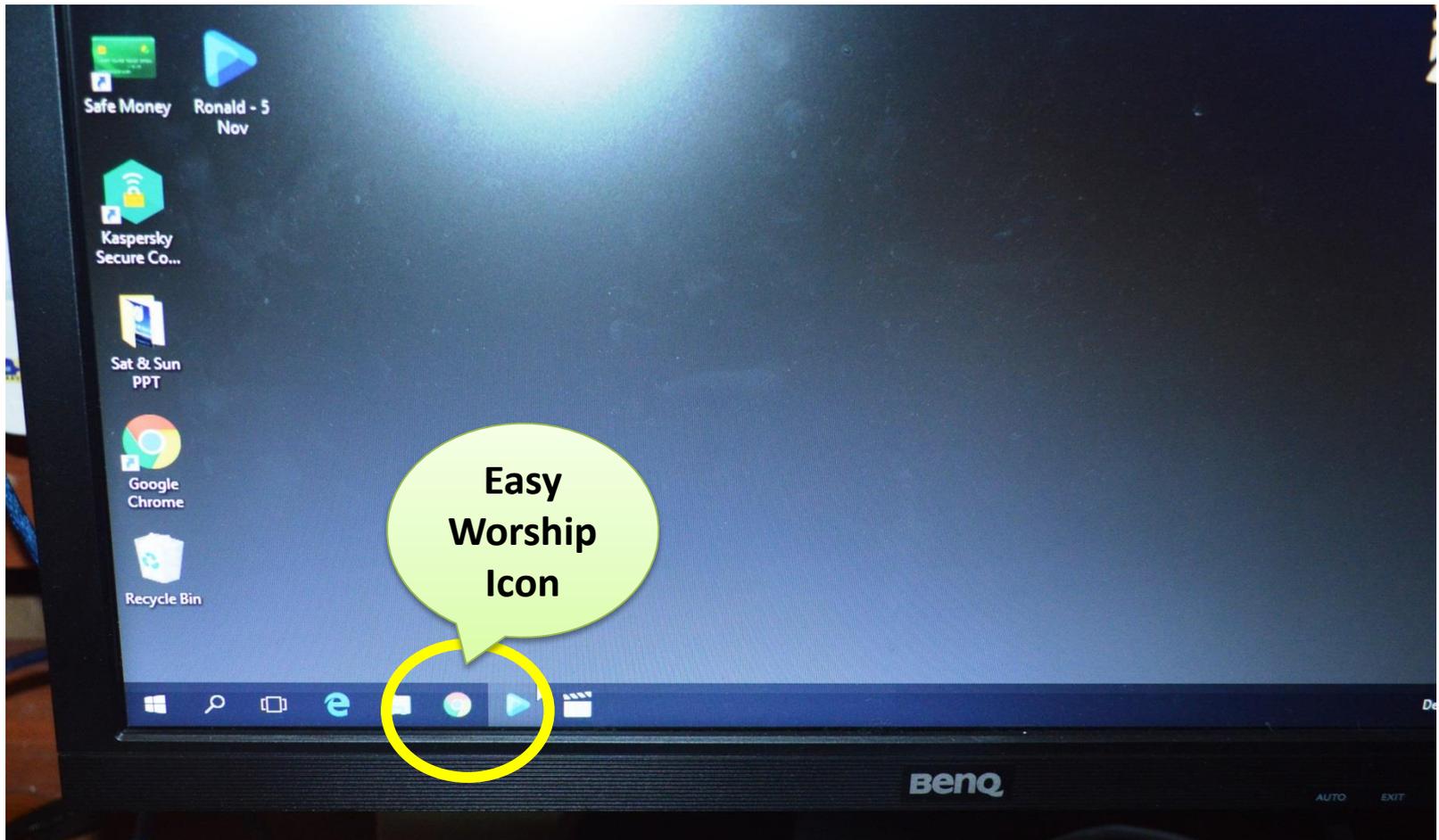
Video Mixer Control should be lighted up as shown.

Both projectors should be able to show the projection of the PC extended screen as shown here.

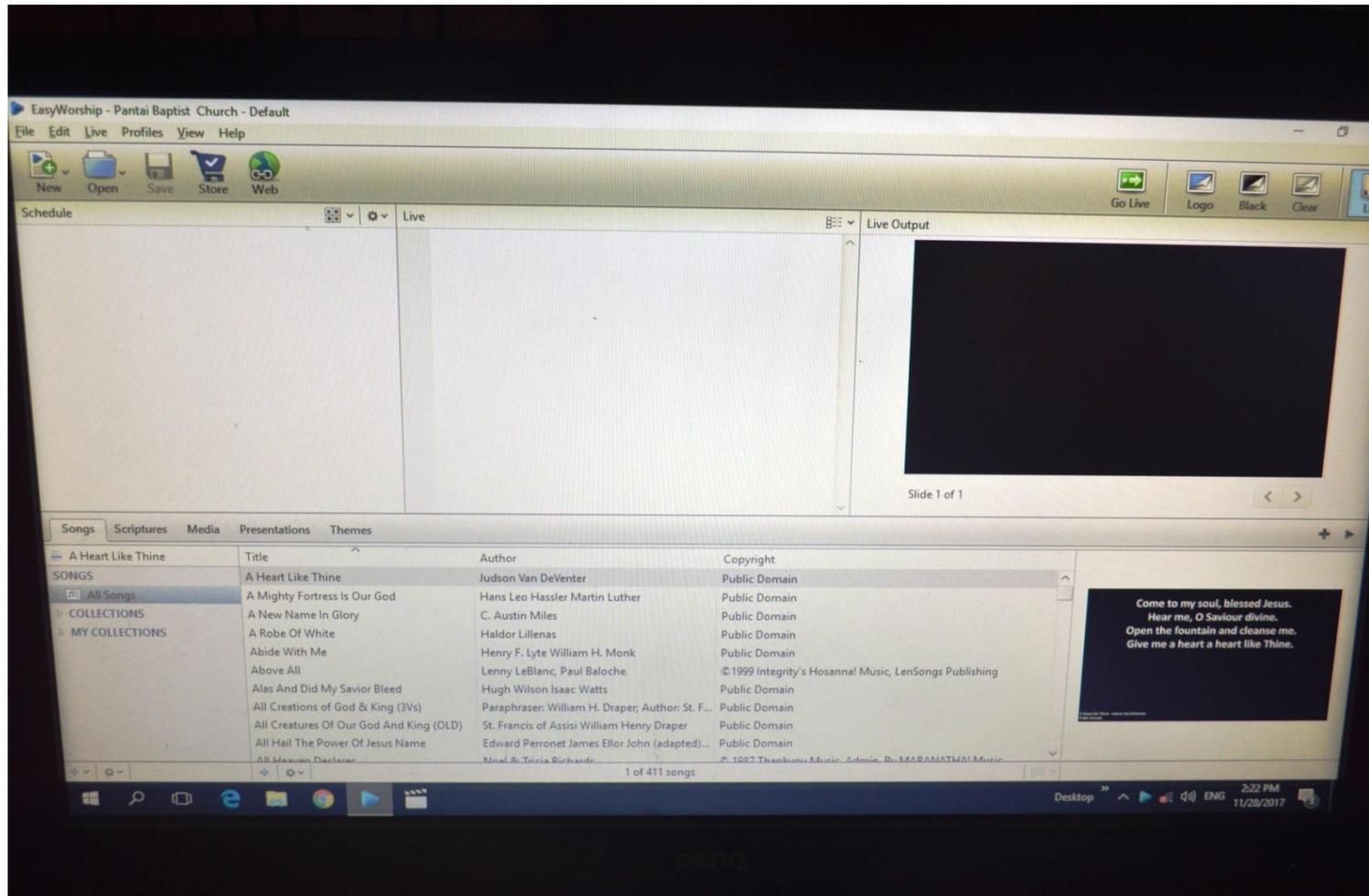




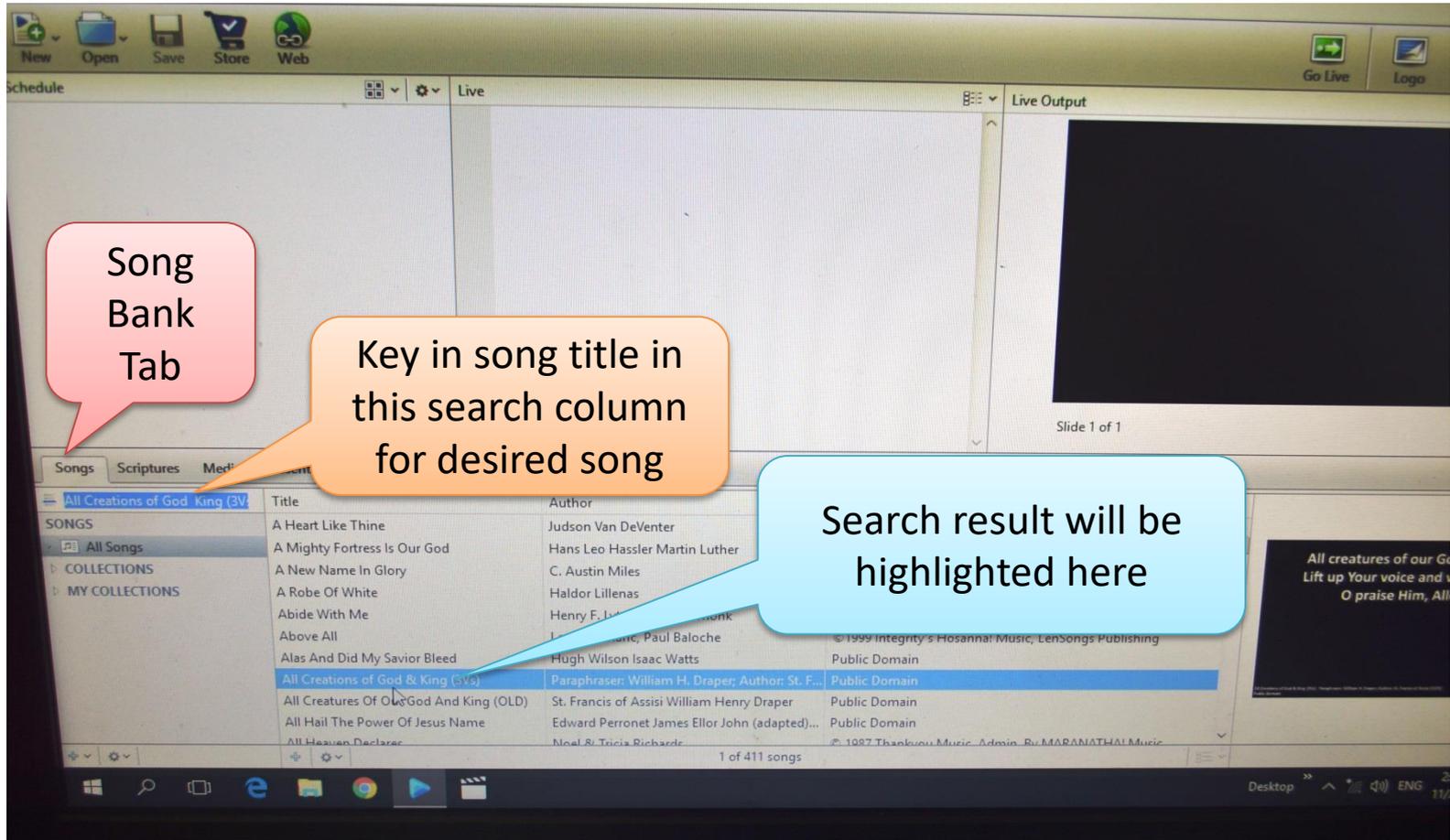
How to Use Easy Worship



Click on the Easy Worship icon located on the menu bar of the monitor

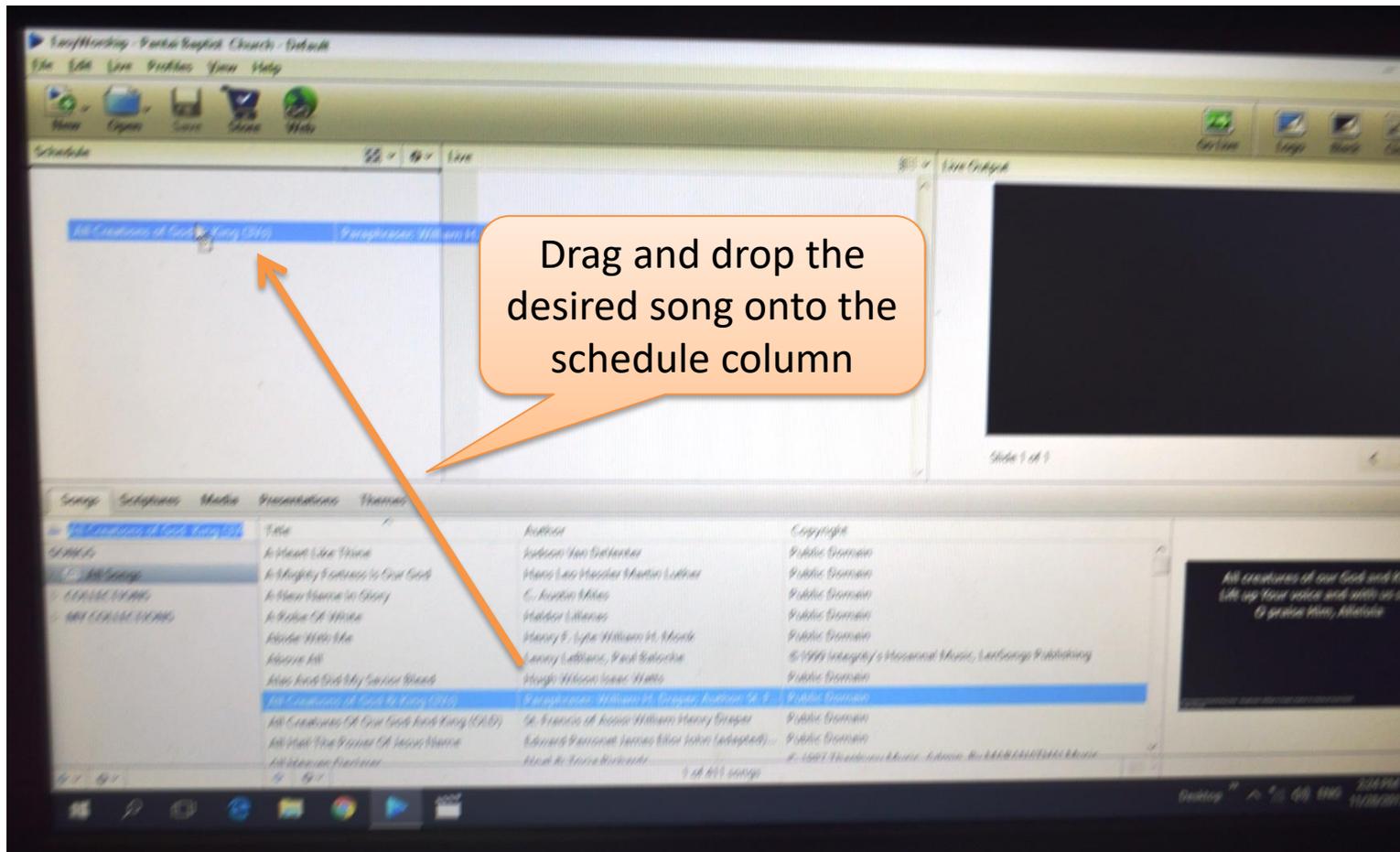


Easy Worship program is open.



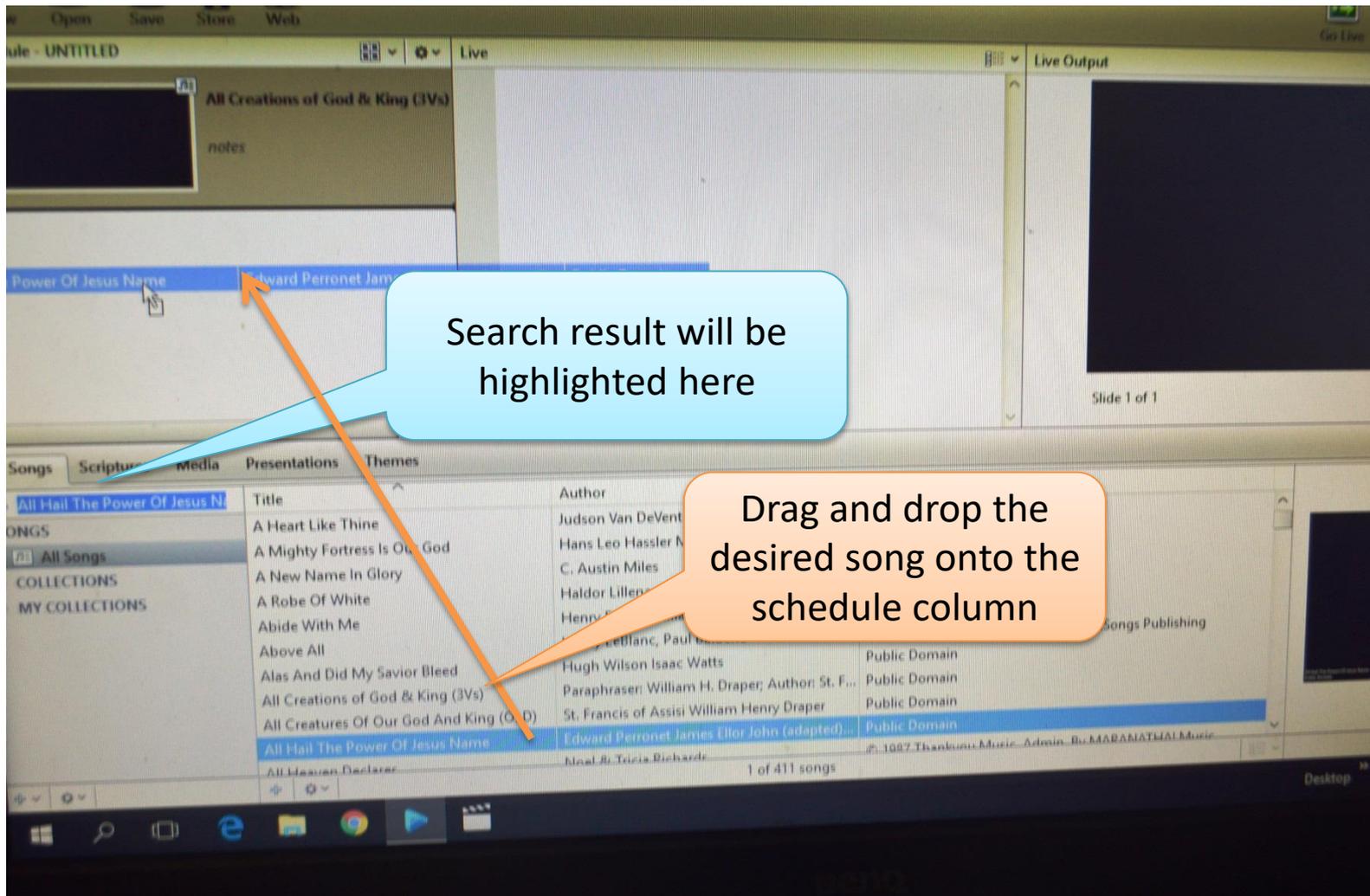
To create a new worship schedule (1):

1. Select the Song list tab to search for the desired song
2. If desired song is already on the song bank, it will be highlighted as a search result as indicated above.



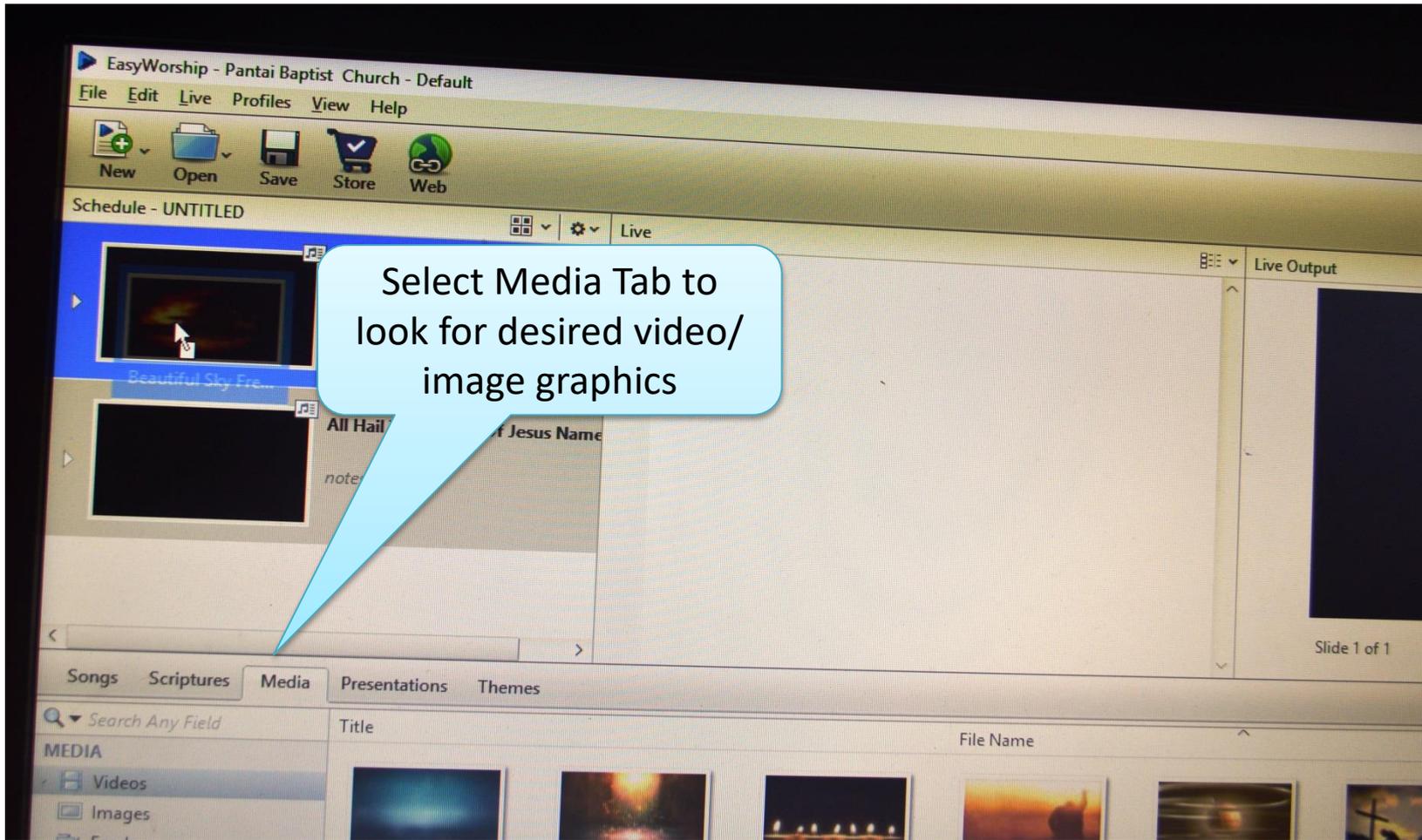
To create a new worship schedule (2):

3. Drag & drop the desire song from the song bank to the left top schedule column



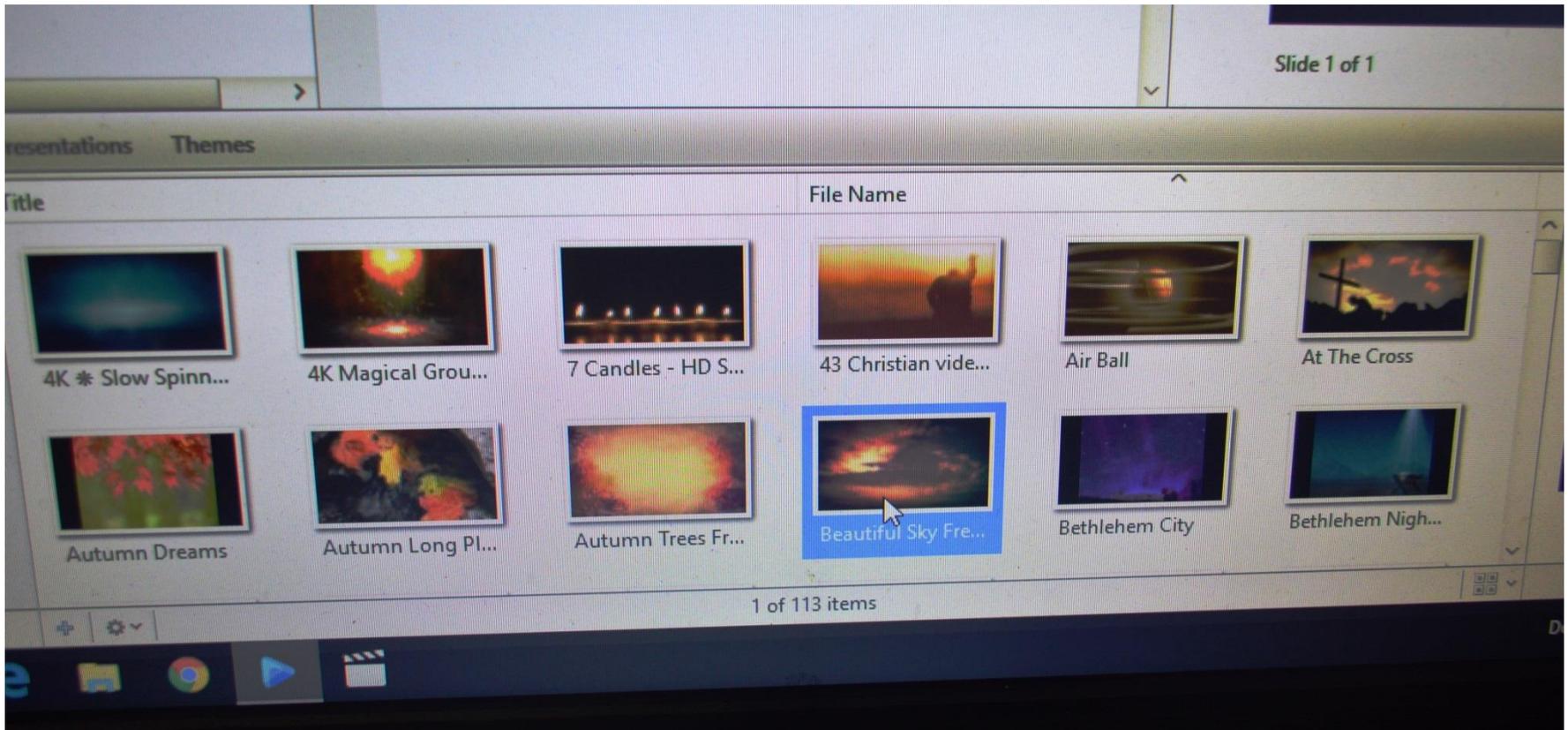
To create a new worship schedule (3):

4. Drag & drop the second and third desired song from the song bank to the left top schedule column in the same manner



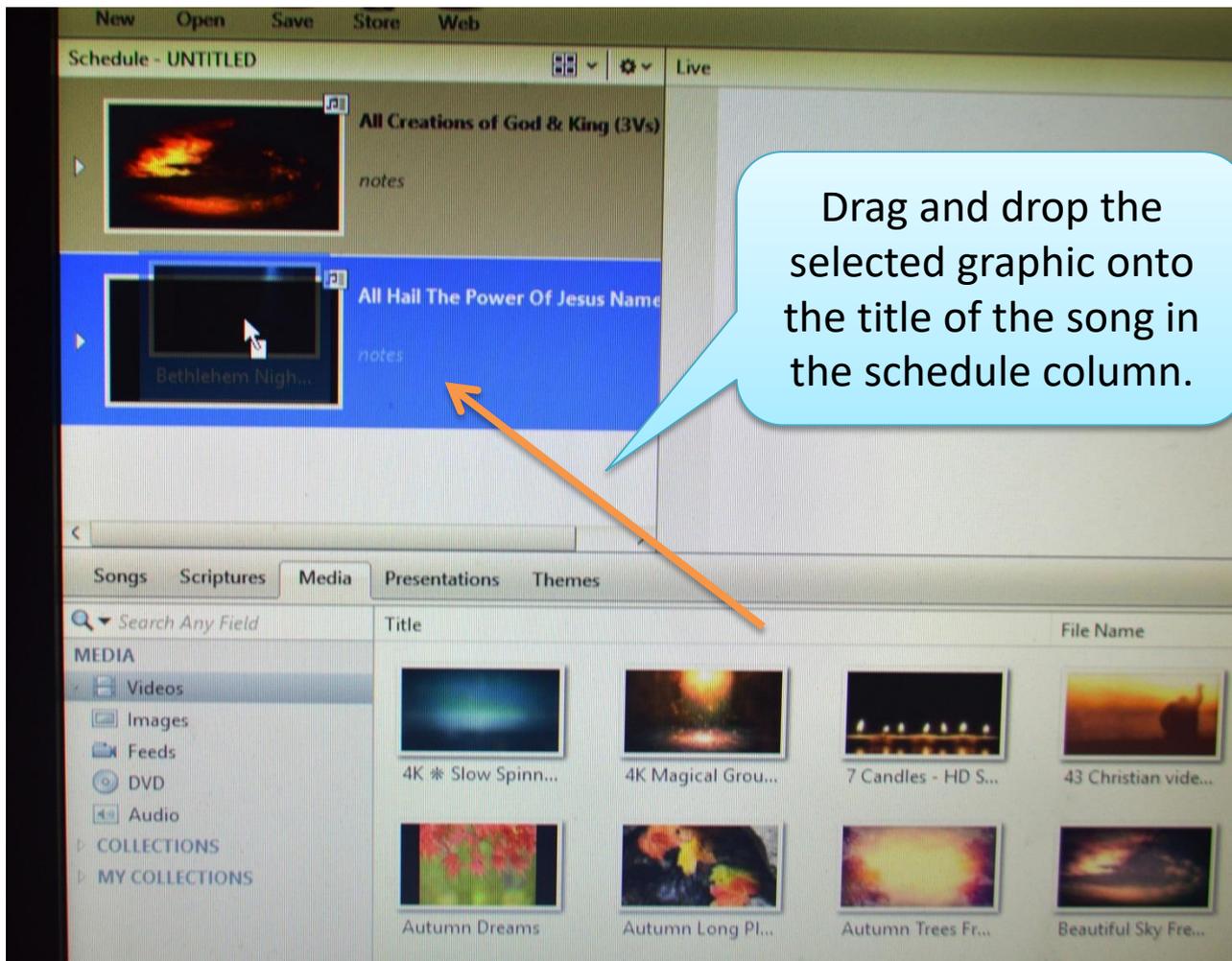
To create a new worship schedule (4):

5. Go to the Media tab to look for desired video or image graphics.



To create a new worship schedule (5):

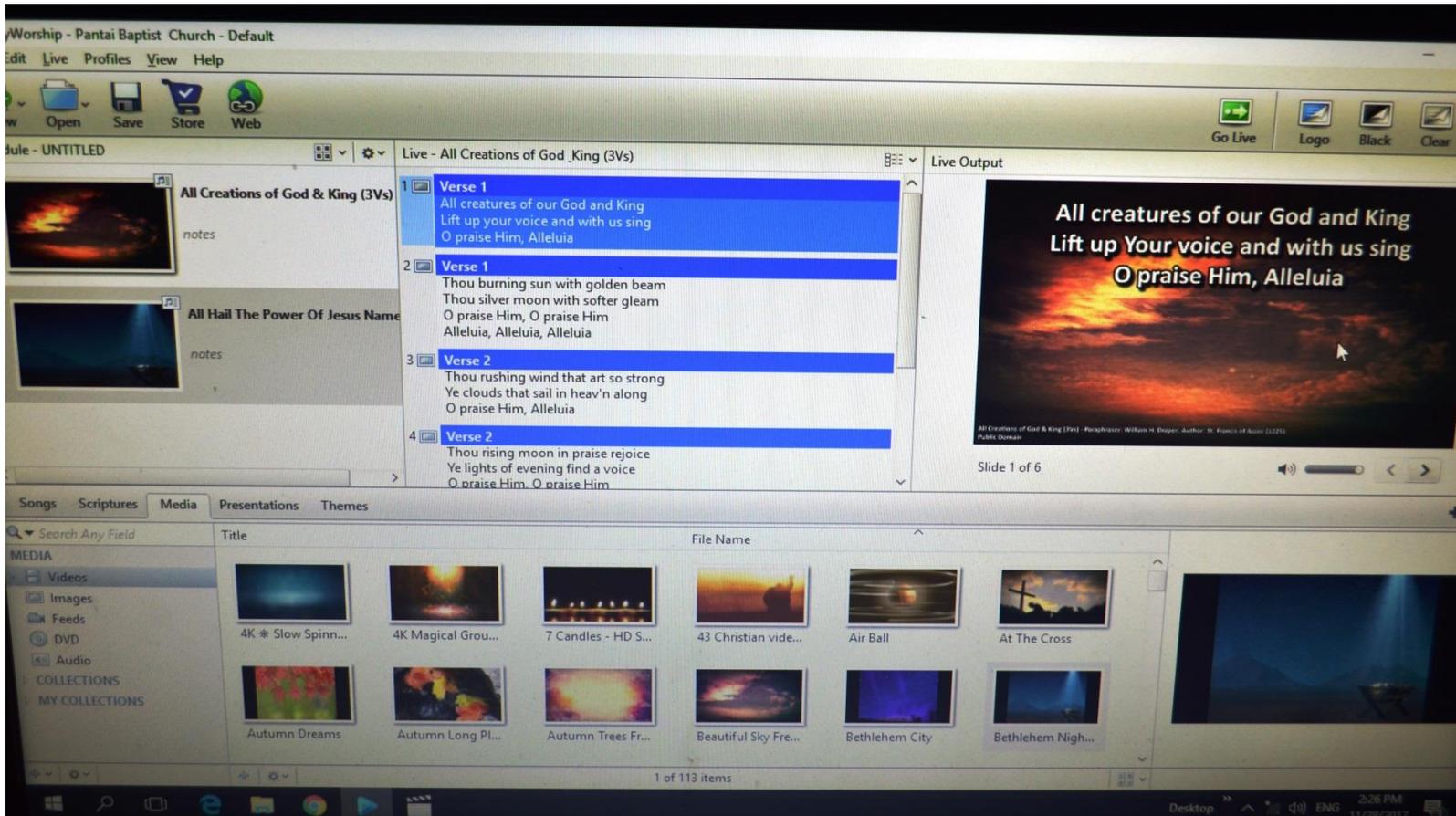
6. Select the desired video or image graphics.



To create a new worship schedule (6):

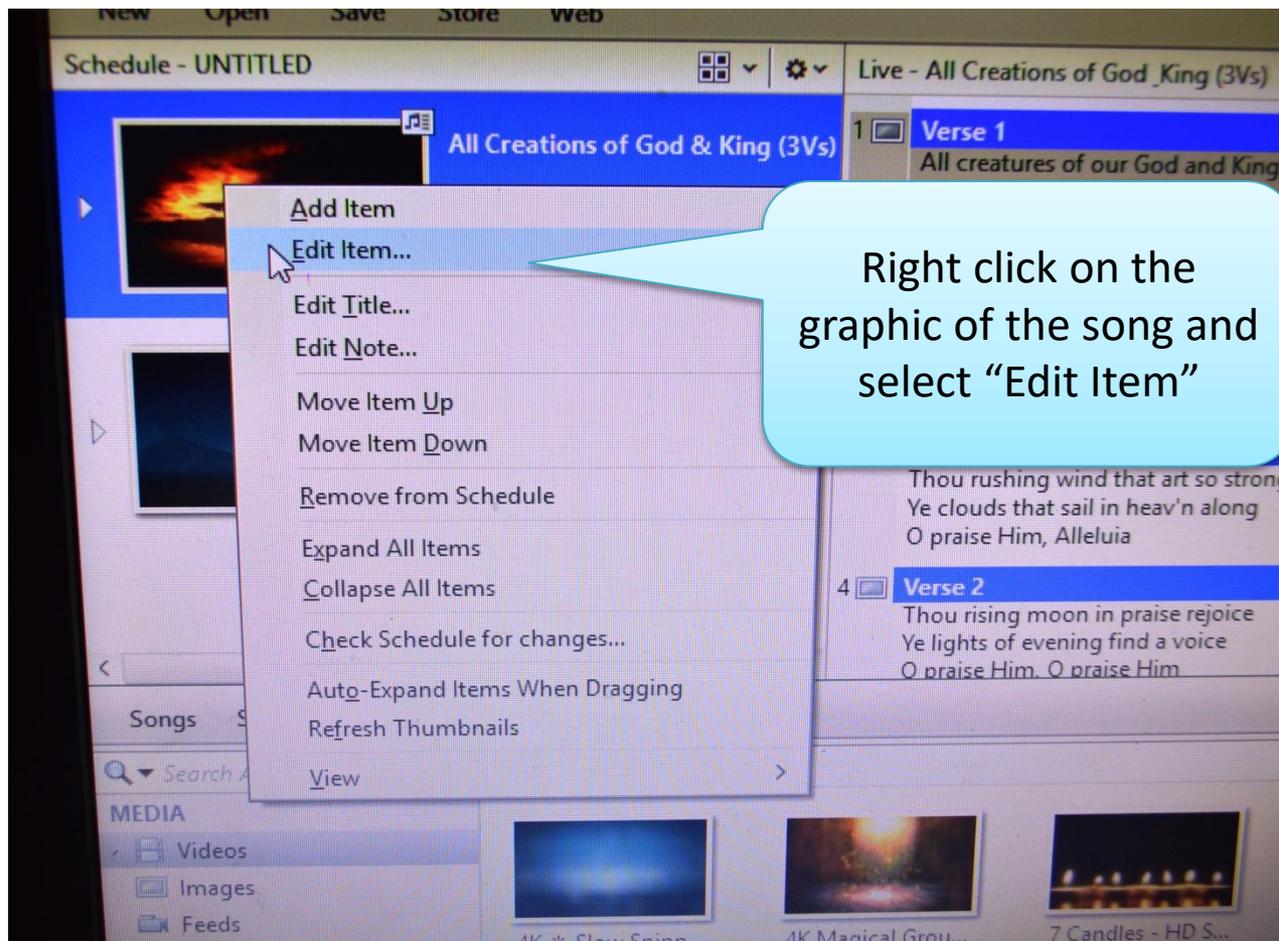
7. Drag and drop the selected graphic onto the title of the song in the schedule column.

8. Hold the graphic until the song title is highlighted in blue. The blue highlight is an indicator the graphic is selected for the song.



To create a new worship schedule (7):

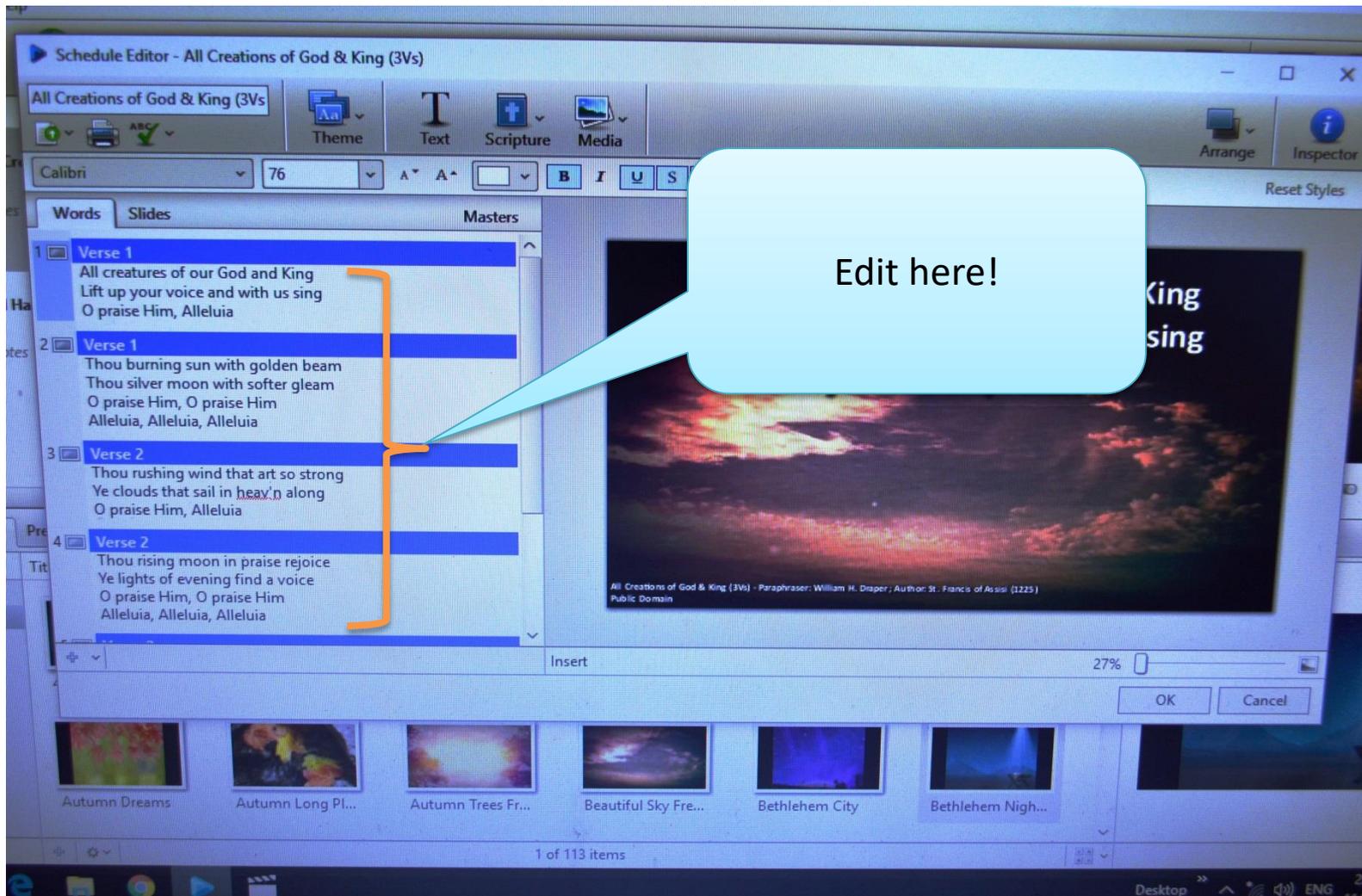
9. The song slides with graphic selected should appear as above.



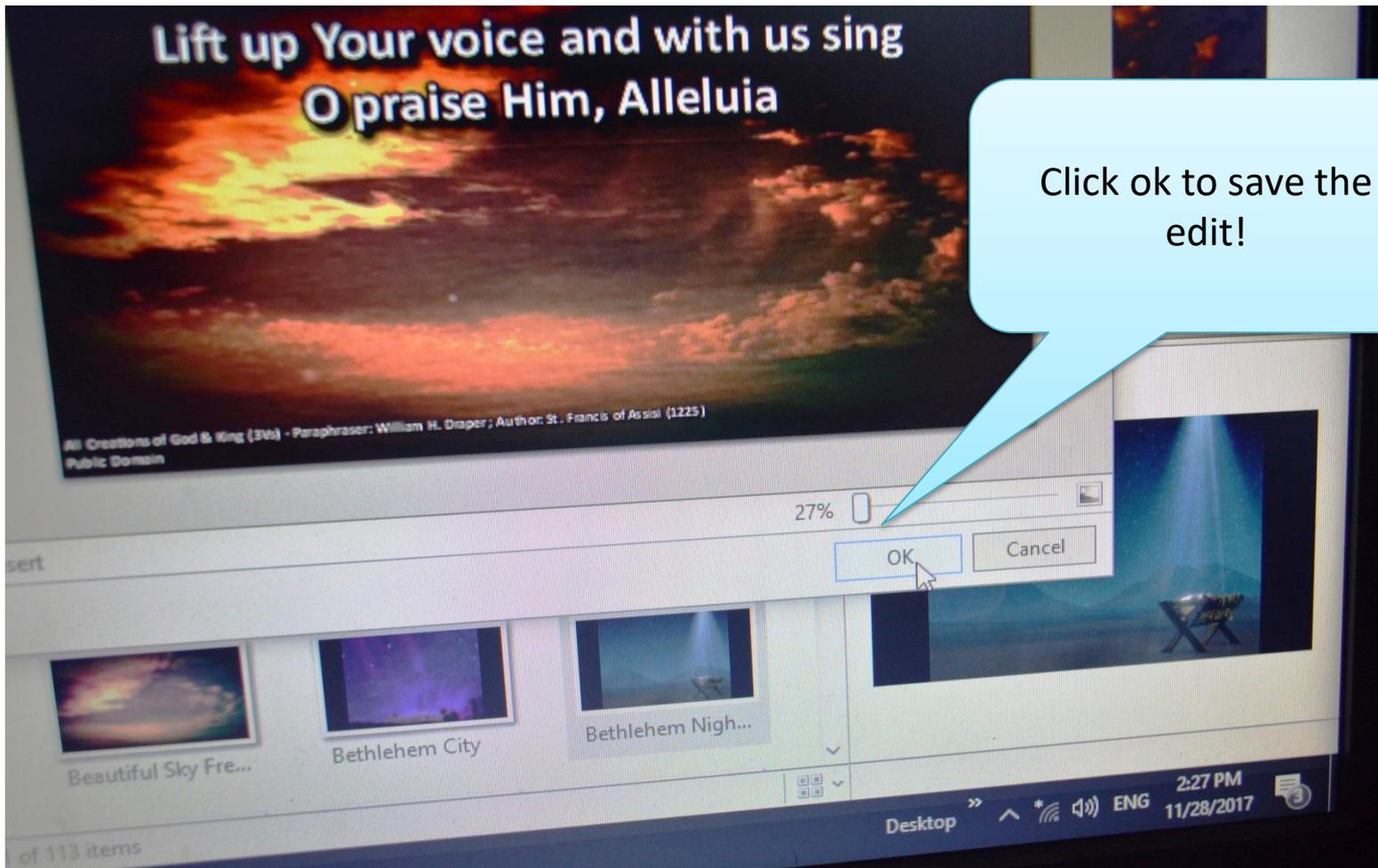
To create a new worship schedule (8):

10. To edit the selected song slide in the schedule:

11. Right click on the graphic of the song and select "Edit Item"



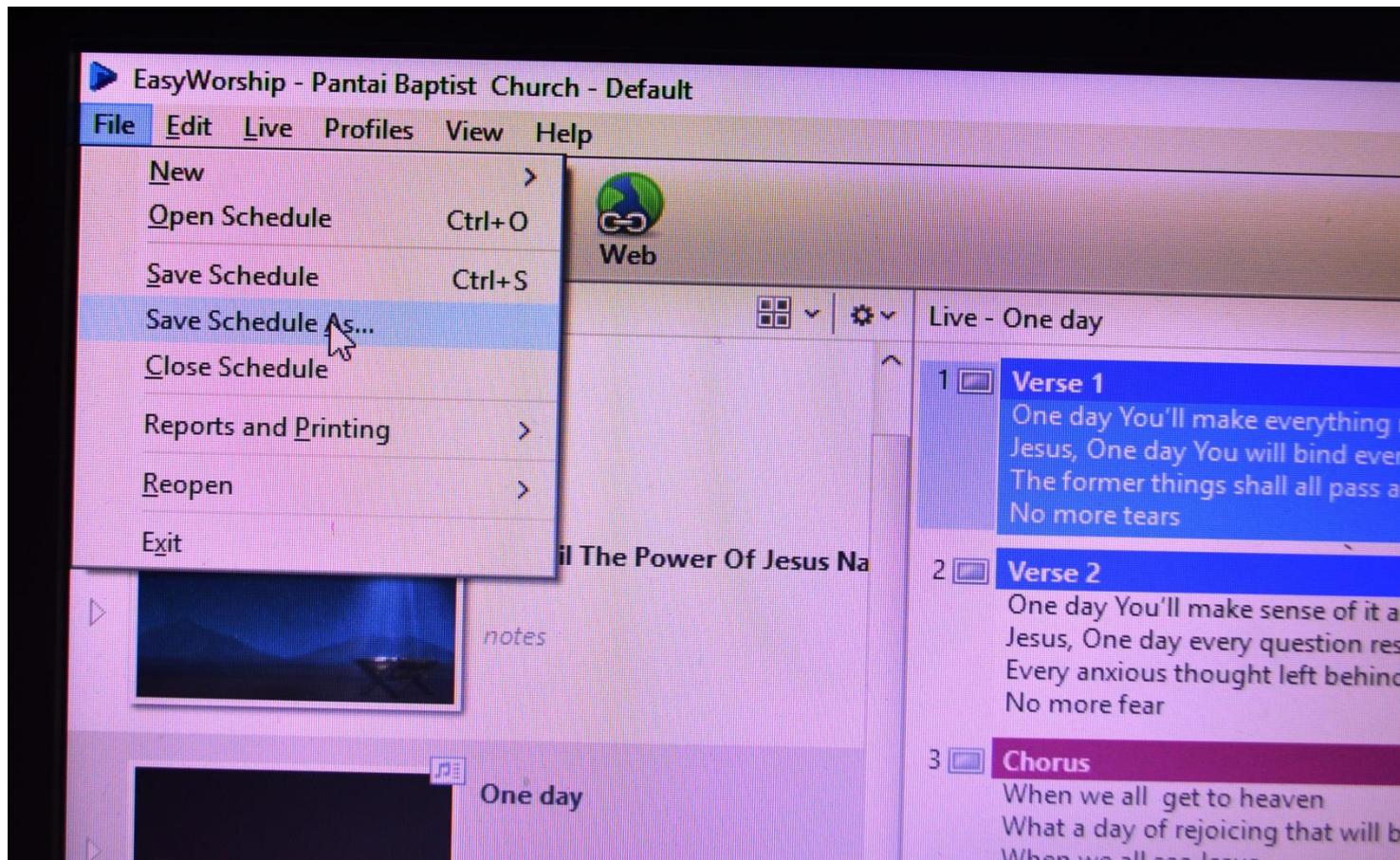
To create a new worship schedule (9):
12. Edit the selected song on the left column.



To create a new worship schedule (10):

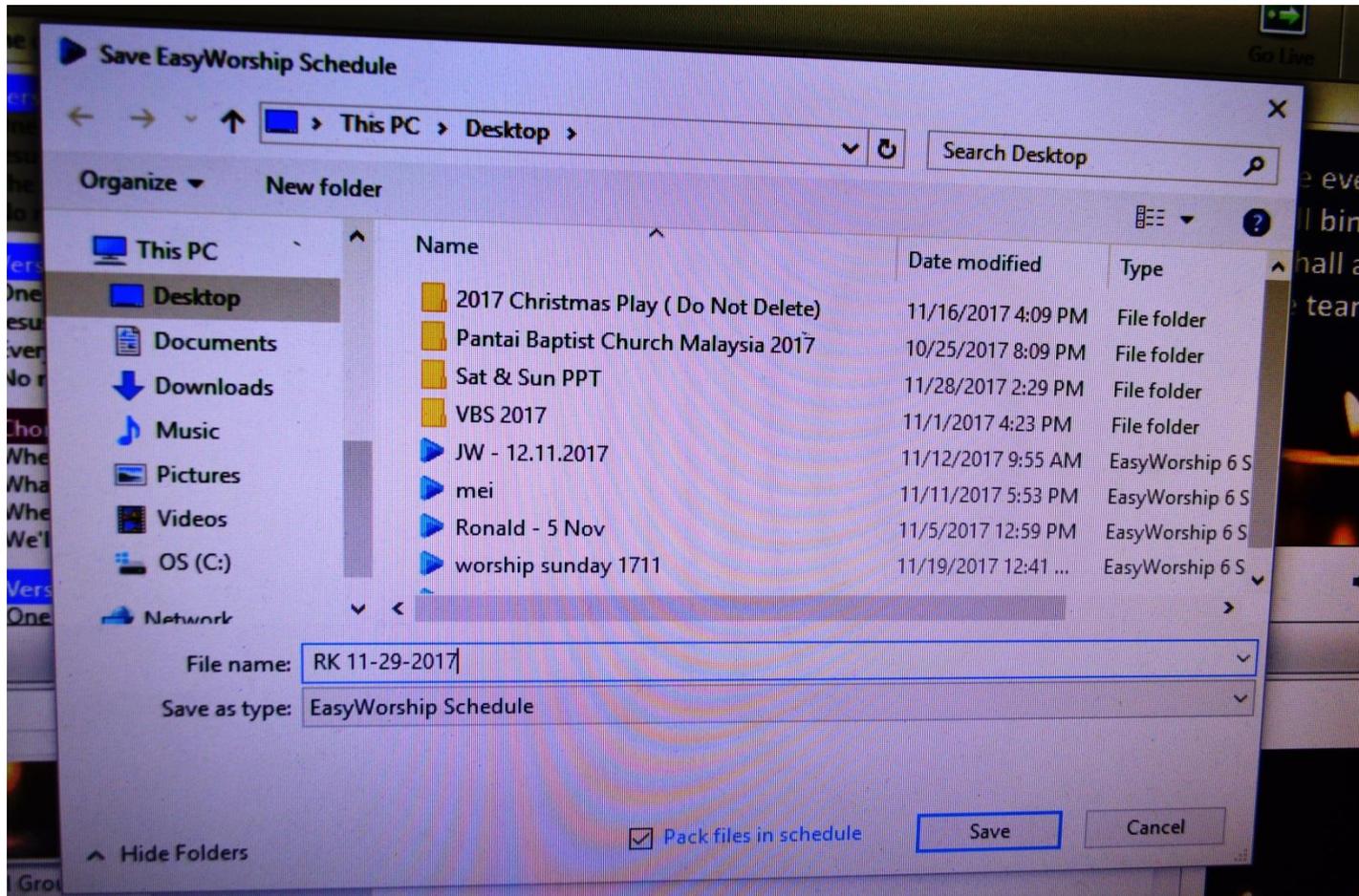
13. Click “OK” on the right bottom corner to save your edits.

Note: This edit only applies to the song selected on your worship roster, does not affect the slides in the song bank.



To create a new worship schedule (11):

13. To save the worship schedule, click on the file menu and select 'Save schedule as'



To create a new worship schedule (12):

13. Give the schedule a new file name: eg song selection for Ronald Khoo: save as "RK11-29-2017" [RKMM-DD-YYYY]



To create a new worship schedule (13):

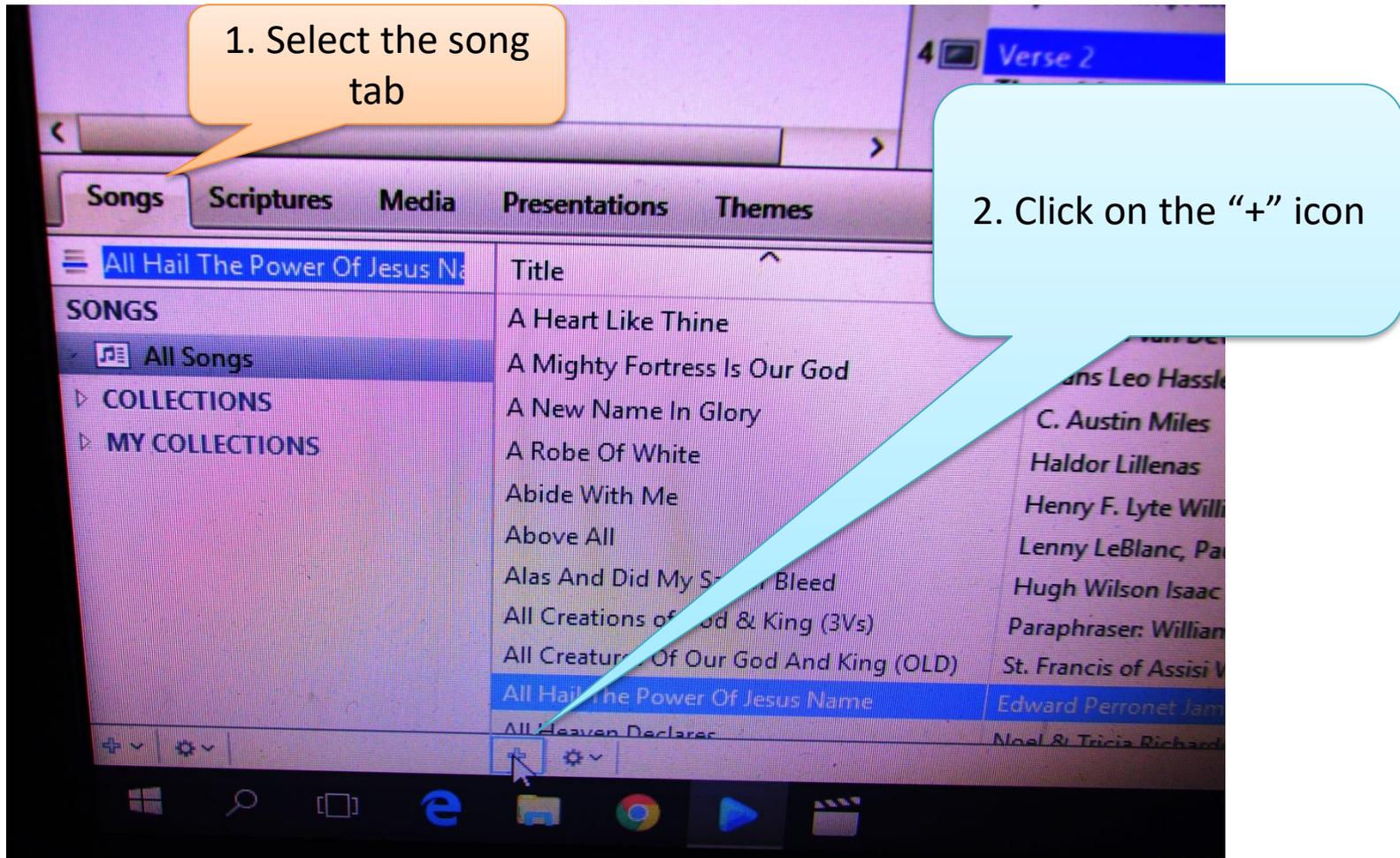
14. To project the slides, the right top corner “LIVE” icon must be turned on.

15. When the icon is highlighted in blue, the slide is being projected.

16. Turn the “LIVE” icon off when the you need to switch to power point projections.

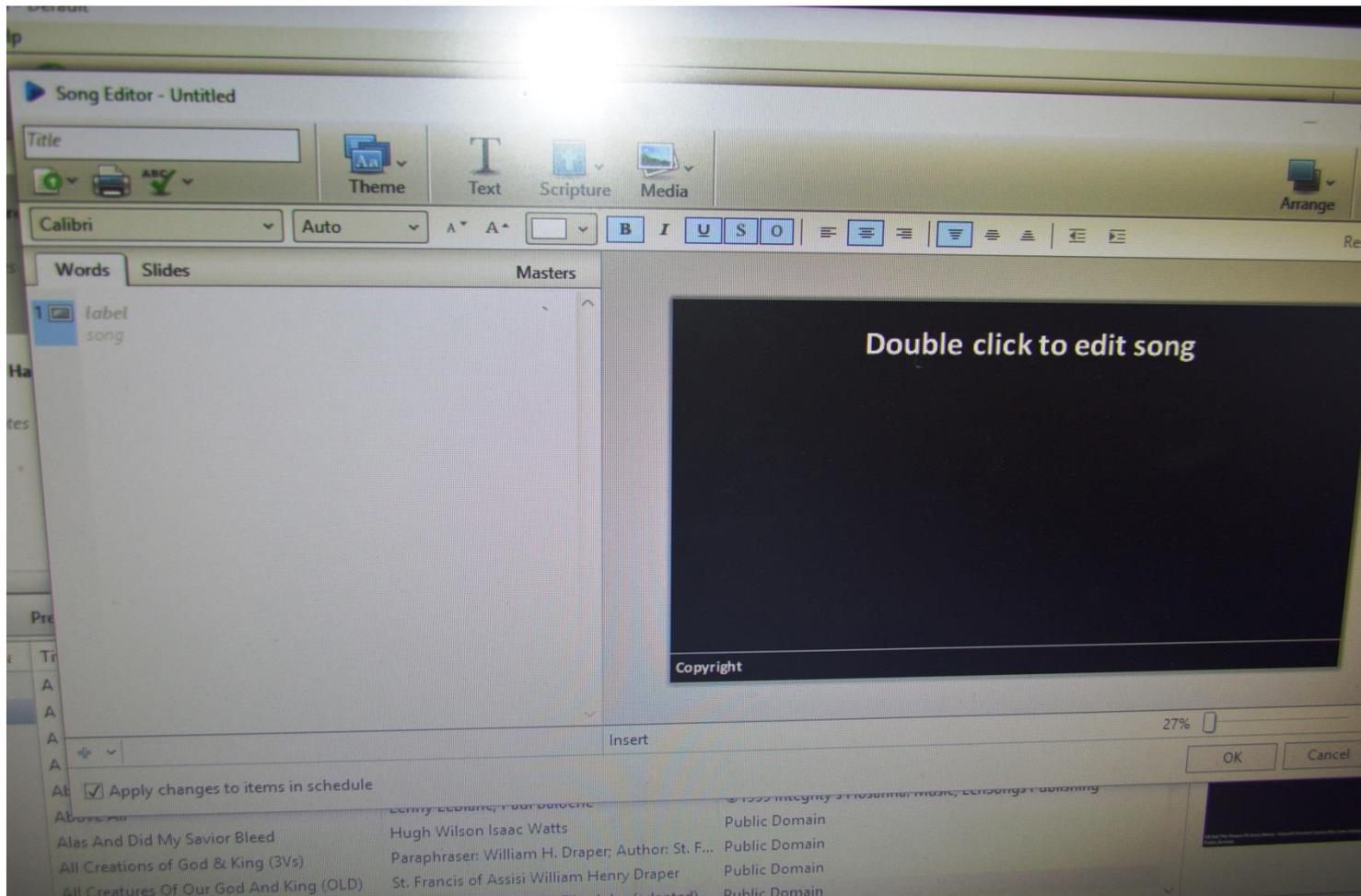


Create a New Song on Easy Worship

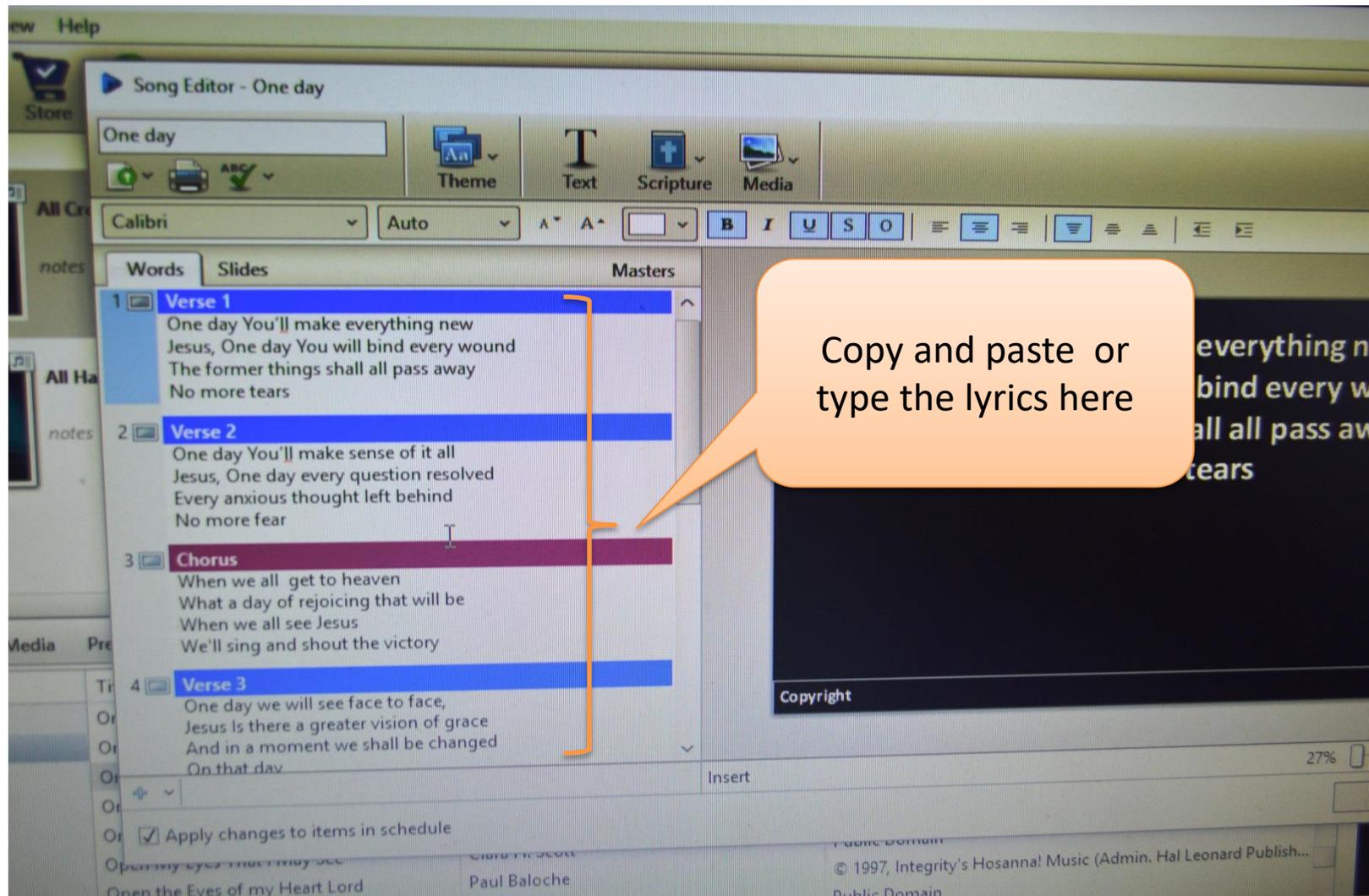


To create a new song in the song bank (1):

1. Select the song tab
2. Click on the “+” icon to open a new song slide template

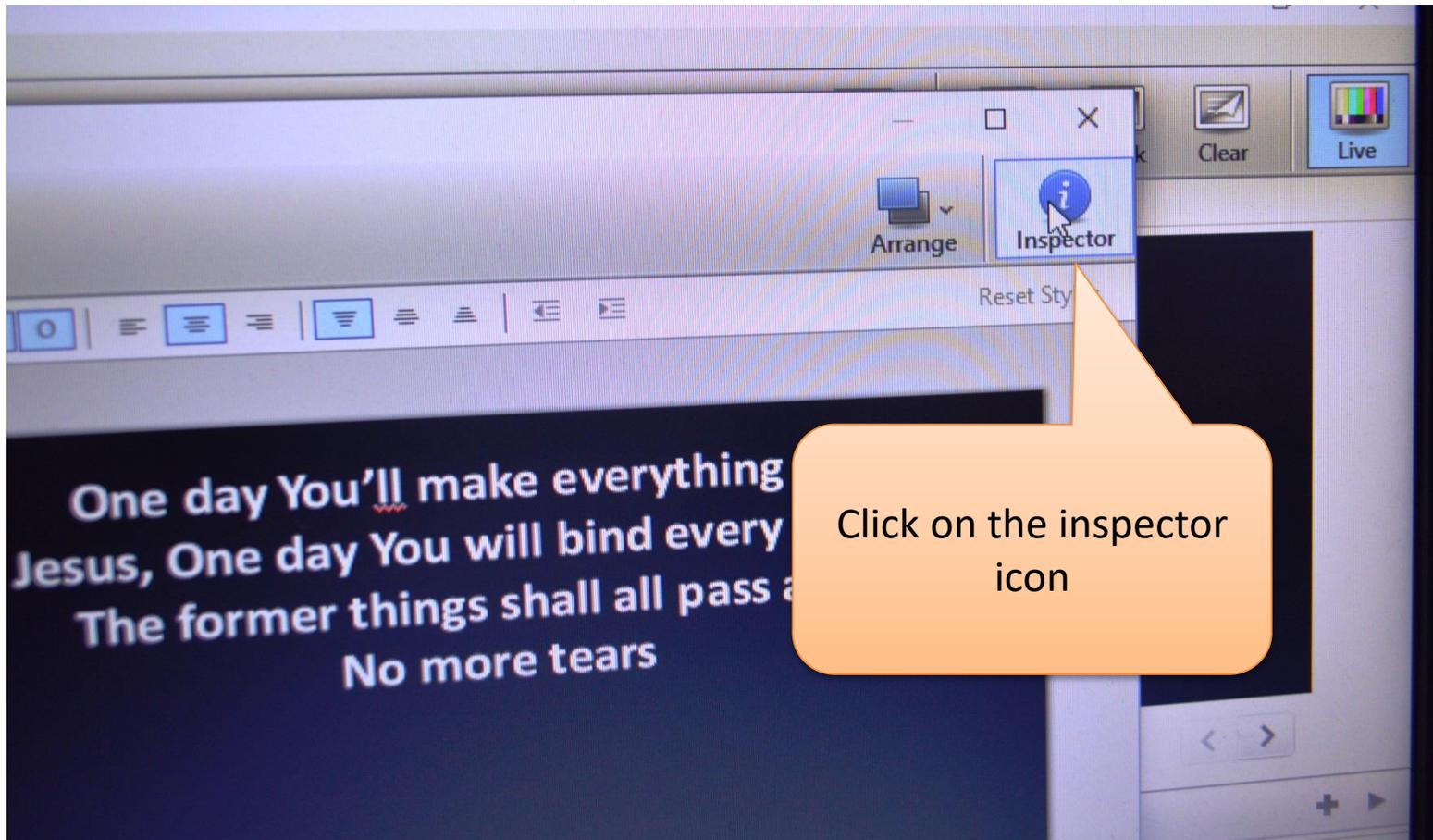


To create a new song in the song bank (2):
3. A new song slide template is opened.



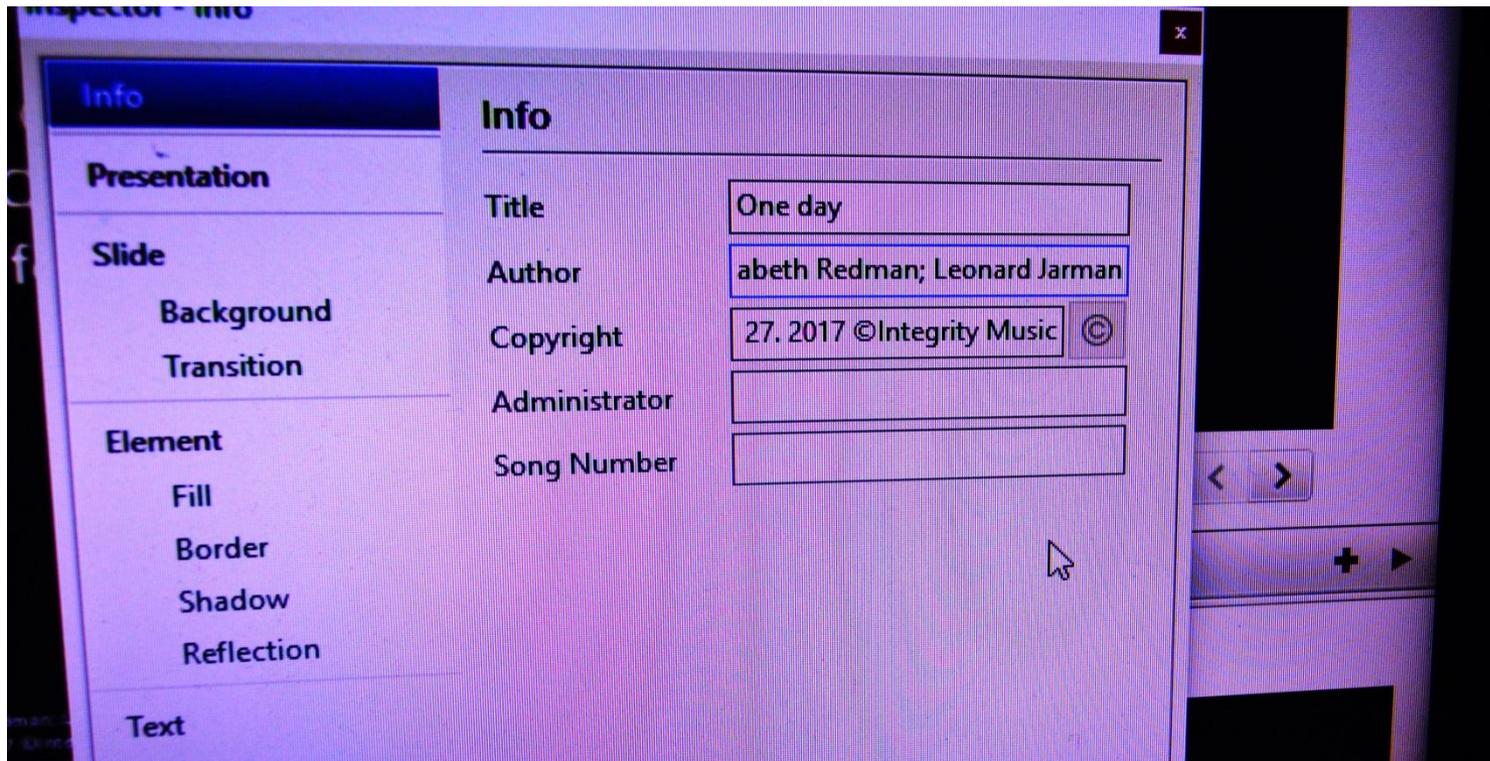
To create a new song in the song bank (3):

4. Copy and paste the lyrics of the new song onto the left column.



To create a new song in the song bank (4):

5. To enter the copyright data of the new song:
6. Source for the copyright data on google search, copy the data;
7. Click on the inspector icon on the right top corner of the new song slide template.

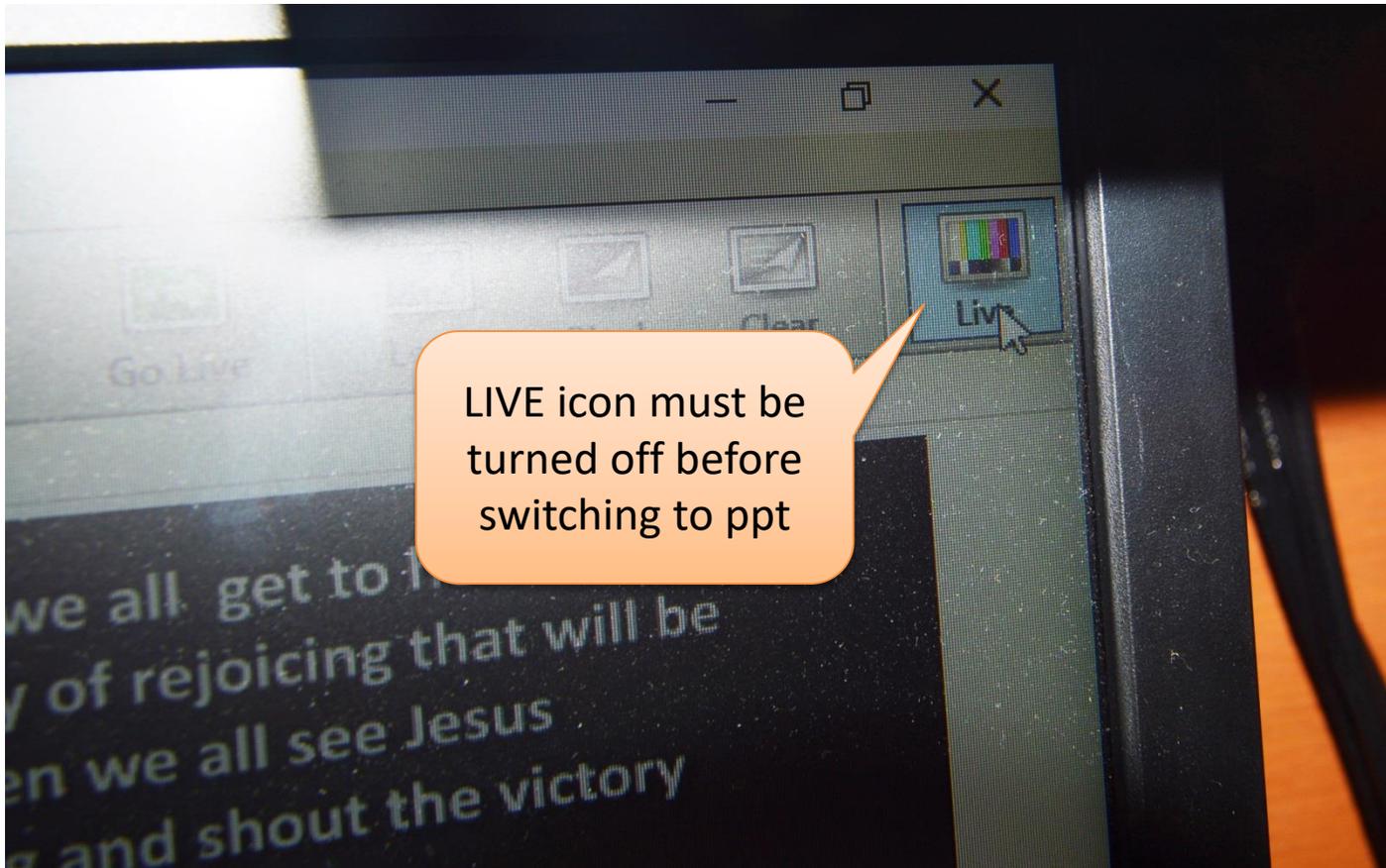


To create a new song in the song bank (5):

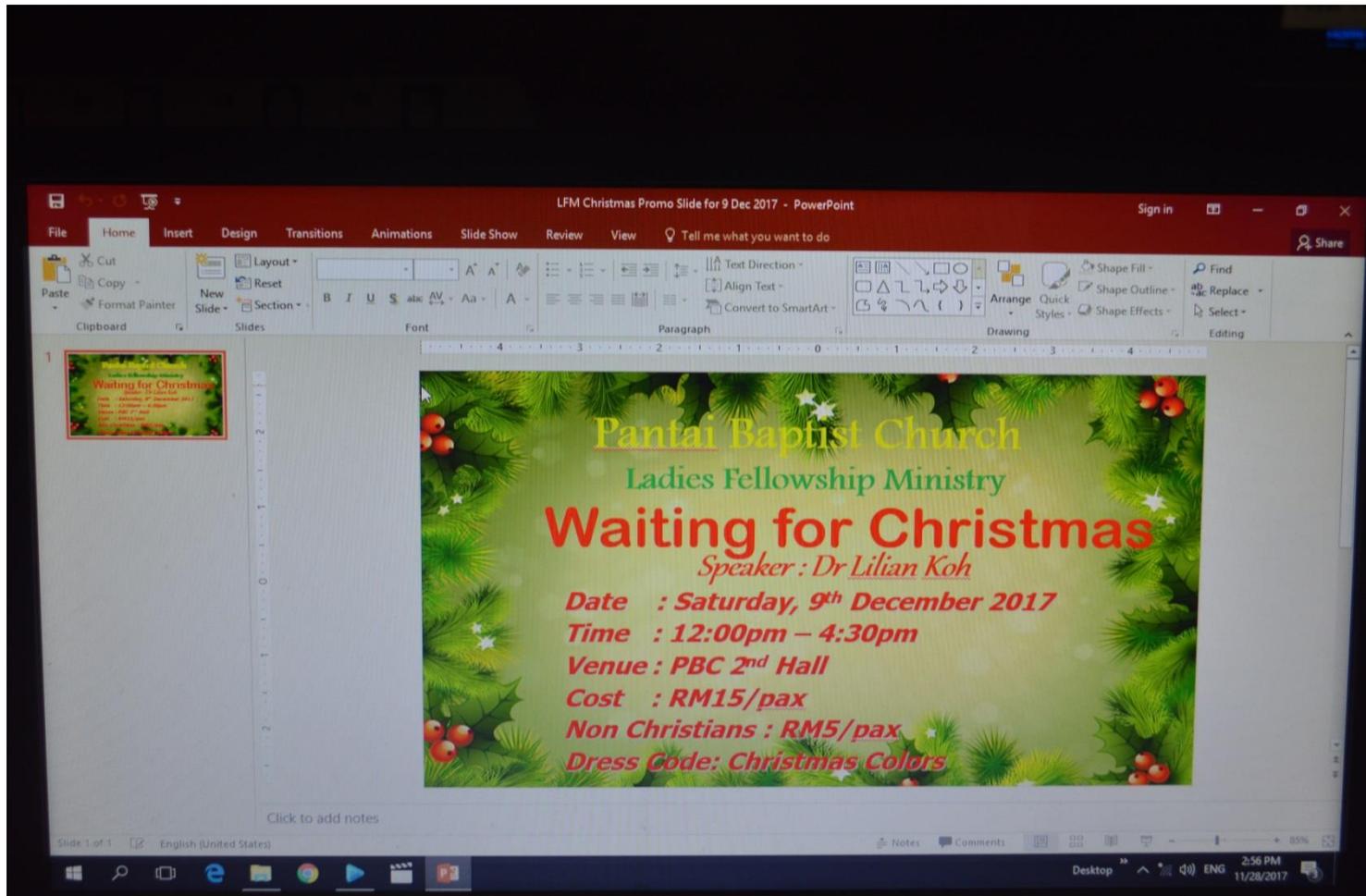
8. When the copy right template appears, key in the data sourced from google
9. Author's name and the copyright ownership must be entered.
10. Click on the [x] icon on the right top corner to save and close the tenplate.



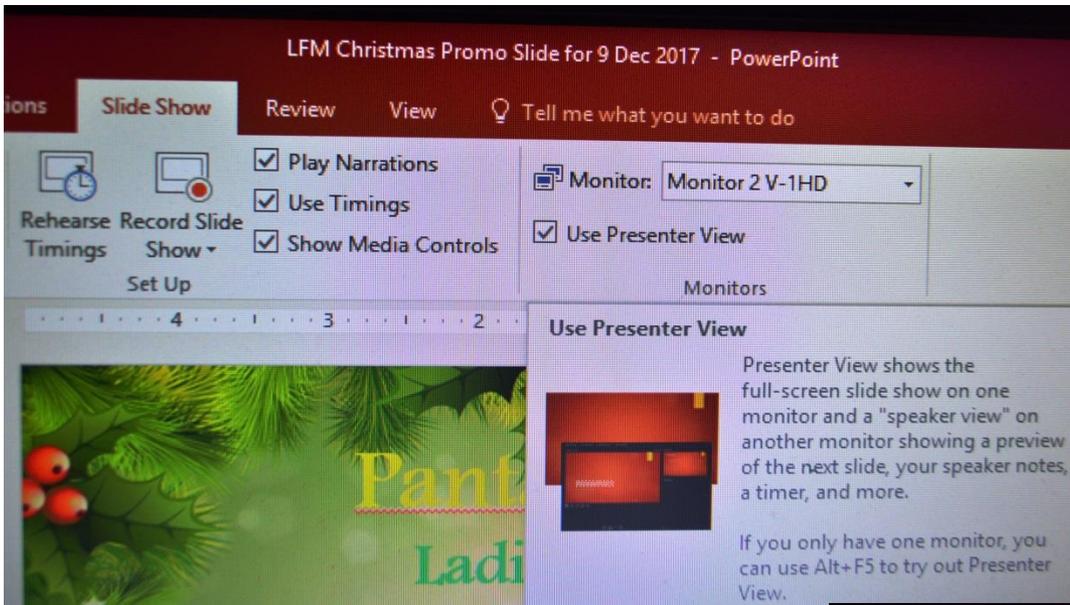
Switching from Easy Worship to Power Point Slides



1. Turn the “LIVE” icon off when the you need to switch to power point projections; then minimize the Easy Worship.

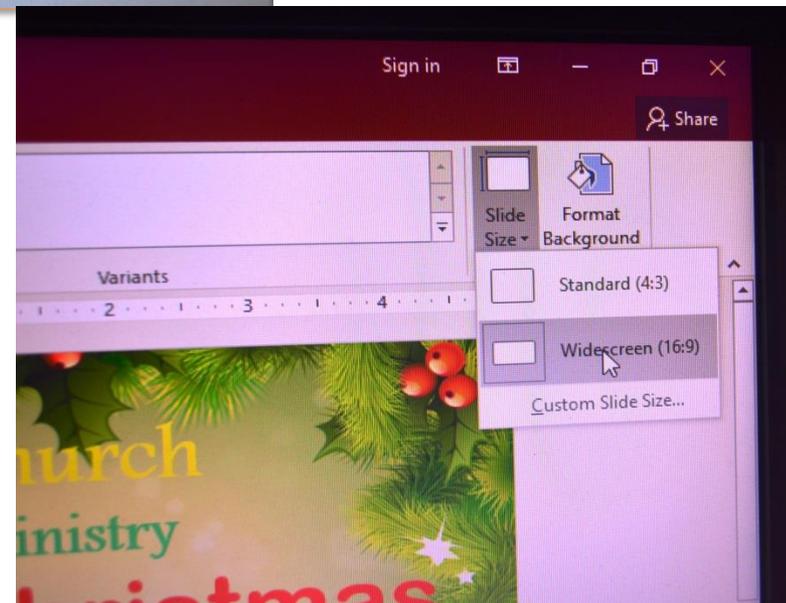


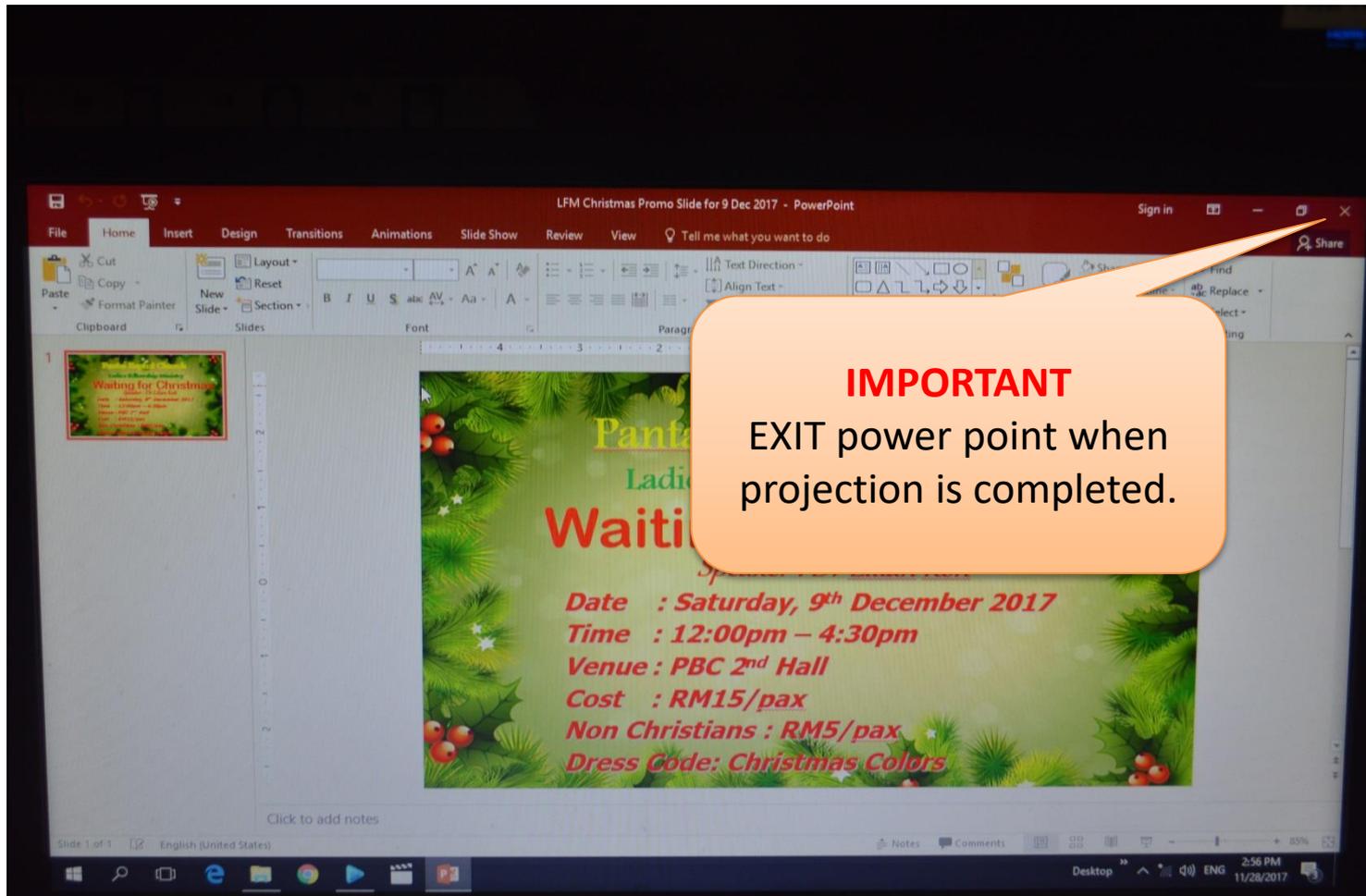
1. Open the ppt slides



Ensure that the ppt slide is set on “Presenter View”

Ensure that the ppt slide size is set to “Widescreen (16:9)”





1. EXIT Power Point when projection is completed.