



MEDIA INSTRUCTIONS

1. Turn on projector in Sanctuary using grey Sanyo remote. (You may need to enter Sanctuary to do this.) Be patient. It takes about 10 seconds for projector light to become visible.
2. Turn on computer (button on upper left corner of computer front).
3. When screen with time and date appears, click anywhere on screen, then enter password: MS11eleven
4. Wait a moment for system to load, then—on task bar—click on MediaShout icon 
5. MediaShout will open to today's service.
6. See today's notes to determine at which slide you will begin. Click on that slide on left side of screen.
7. Beneath large image of that slide (in the center of screen), click on black arrow. That image should now appear on screen in Sanctuary.
8. Press space bar to advance slides.
9. **If you get ahead, press F7 to go back.** (You may need to click on black arrow, too.)
10. To skip a group of slides that are only used in the other service (see today's notes), on left side of screen, scroll to slide you want to go to and click on it, then click on black arrow beneath large image of that slide. Resume using spacebar to advance slides.

When 8:30 worship service is finished, turn off projector. (see #1 below)

When 10:30 worship service is finished (or 9:00 service in summer):

1. Turn off projector (enter Sanctuary, using grey Sanyo remote, press "ON-OFF" button twice).
2. Exit MediaShout.
3. Shut down computer (right click on Windows icon  at far left of task bar, hover over "Shut down or sign out" then select "Shut down").

Thank you for your service this morning. *Enjoy the rest of your day!*