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## CHRIST CHURCH SONGS PROJECTION SYSTEM OPERATING GUIDE

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This guide is intended to provide a basic knowledge for the use of the Songs Projection System. It will describe the main components and the important features of the computer, the LCD Projectors and the Zionworx 2.0 system but it is not meant to be a detailed user guide. This Guide will cover the following:

1. How to Operate the Laptop
2. How to Operate the LCD Projector
3. How to Operate the Zionworx 2.0 system
  - a. Create a Service list
  - b. Add in Powerpoint Slide Shows (for Sermons and Announcements)
  - c. Changing the background and controlling the external display.

### Operating the Laptop

- 1) Powering On and Off the Laptop
  - a) *ON* button (Oval silver button just above the keyboard on the top left)
  - b) To power off, click the *start > Shutdown > Turn off computer* sequence
  - c) To shut down for a short while, use the *start > Shutdown > Standby* sequence
- 2) Main Components of the Notebook
  - a) CPU / Processor running Microsoft Windows XP
  - b) 1 Hard Disk
  - c) 1 x VCD/DVD/CD RW Drive
  - d) Battery pack (About 2 hours running time)
  - e) 2 USB ports
  - f) Floppy Drive
  - g) Mouse (optional) and Touchpad (1 tap is like 1 left click on the mouse, 2 quick taps is like double click)
- 3) Systems Management
  - a) Common useful folders are already created, e.g. welcomes, services, songs.
  - b) Keep the Desktop clean and organised
  - c) Handle the Notebook and LCD projectors with care. Always keep/carry them in the original carrying bags (as these are specially designed to protect them.) Avoid exposing them in public as these are very expensive and much desired items.

- 4) To connect the Notebook to the LCD Projector / external monitors, just connect the VGA cable to the External Display port on the Notebook.

## **Operating the LCD Projectors**

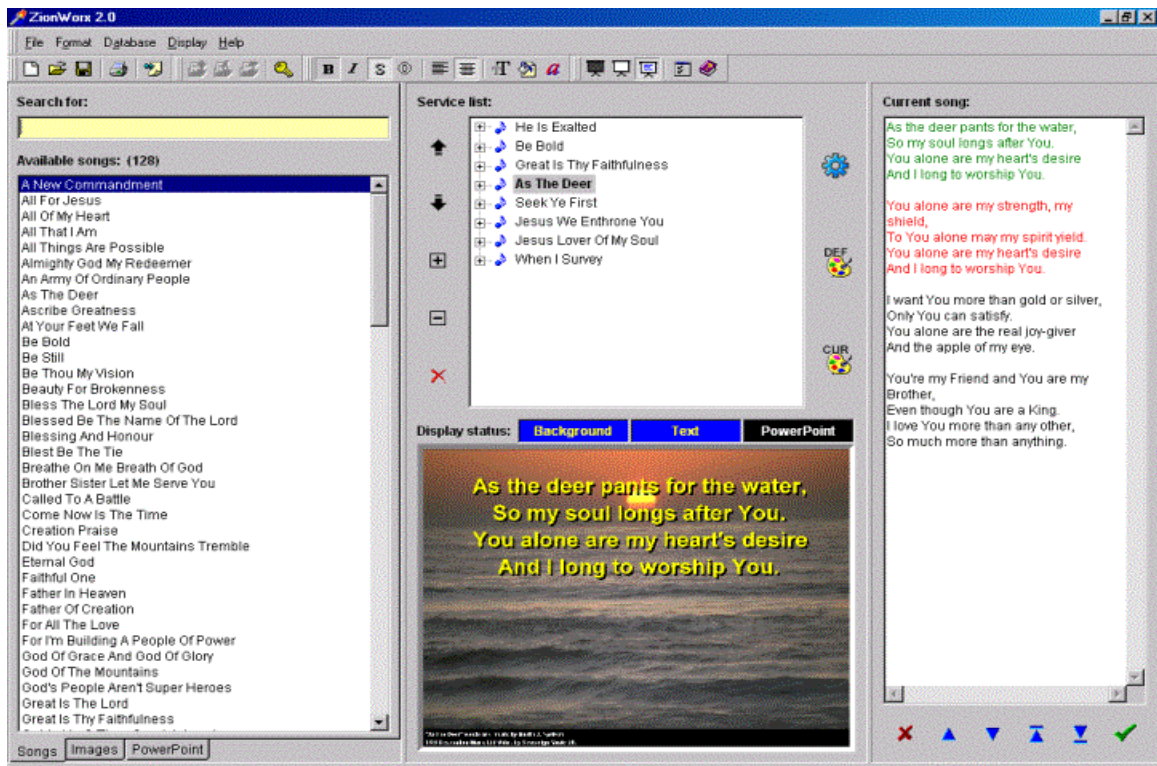
- 1) Switching on/off the LCD Projector
  - a) To switch on, press the *ON/OFF* button (clearly marked on both projectors)
  - b) To switch off, press the *ON/OFF* button (once on InFocus projector and twice on Mitsubishi projector)
  - c) **IMPORTANT - DO NOT SWITCH OFF AT THE POWER MAIN BEFORE POWERING DOWN PROPERLY!!!**
- 2) Use the buttons on the side of the projectors to tilt to the appropriate angle. Then use the keystone feature of the projectors to make the screen into a “Square” (on InFocus projector keystone buttons are on the top at the rear and on the Mitsubishi press the keystone button and then use up, down, left and right arrows to change screen shape).
- 3) Use the Zoom and Focus controls on the front of the projectors to adjust size and focus.
- 4) To set up and connect the LCD Projector to the computer is easy. There are only 2 cables, the power cable and the VGA (video) cable. The socket points are on the side or rear of the projectors. Please ensure the VGA cable is the right side up and fits the socket properly and it is in the “input” and not the “output” of the projector (only on Mitsubishi projector).

## **Operating ZionWorx (ZW) Version 2.0**

- 1) Starting ZW – 2 ways
  - a) Use the shortcut on the Desktop (tap twice on the icon)
  - b) Use the *start* button (on the bottom of left hand side of screen) *start > Programs > ZionWorx > ZionWorx*

After start-up, the system will show the ZW main screen as on the next page.

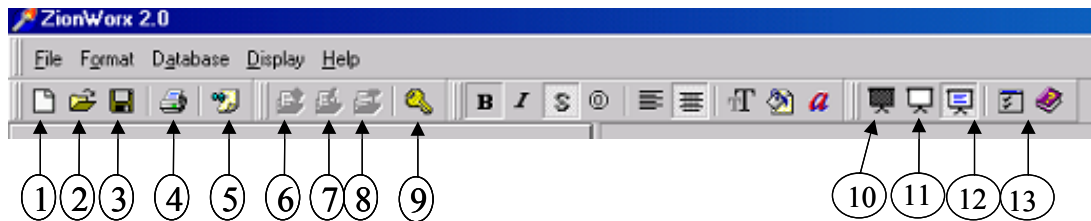
Figure 4: Zionworx 2.0 Main Screen



## 2) ZW Main Screen components

- + Left hand column – Songs database.
- + The Service list is in the middle column (top). The bottom of the middle column is what is displayed on the external LCD projectors.
- + Right hand column is the song currently being played. Green fonts are that which is currently on the external display, red font is next to be displayed.

Figure 5: Zionworx Menu & Icons Descriptions



1. New Service list
2. Open existing Service list
3. Save Service list
4. Print Service list
5. Write Quick Note (messages/announcement)
6. Add new song
7. Edit song
8. Delete song
9. Unlock database with password
10. Fade-out projector screen to black.
11. Show background only on external projectors
12. Fade in song text and background
13. Set display preferences

### 3) Controlling the external display on the LCD projector and the monitors

- + Remember the LCD projectors only show what is in the center column bottom screen.
- + Double click on the song in the Service list. This will send the song to the “Current Song section of the screen. Press F11 to fade in the background and then F12 to fade in the words in GREEN.
- + Hitting Enter will automatically display the section in RED. To jump to another verse, click once on the lyrics on the right hand side display. Use the Pg Dn and Pg Up key to highlight the required section. The red font is the next section to be displayed externally.
- + To go to the next song press F4 and to go to the previous song press F3.
- + It may be useful to repeat the chorus in a song in between verse so that it is easier for the Operator to operate. He/she only then just needs to hit Enter or tap the keypad to play the song.
- + To display a blank/black screen on the external screens, press F10.

### 4) To change the background of the display

- + Click the Images tab on the bottom left of the screen

- + Click the *Down arrow* button under *Category*. Select any of the various background pattern or images (photos) by double clicking on the selected background.
- 5) To show Powerpoint slides
- + First click on the Powerpoint tab on the bottom left of the screen.
  - + Then go to the top right of the screen and under Active Presentation, click on the *Open-presentation* button (right button). Load the presentation.
  - + To go back and forth, use the *Green arrow* buttons on the bottom of the Slides being displayed. As a tip, you can enlarge the left hand display of the Powerpoint slides (so you can see what slide is coming up next) by dragging and pulling the left column window bar.
  - + When finished with Powerpoint, click the Stop (square) button to return to ZW (IMPORTANT - else ZW cannot continue).
- 6) To insert a quick note - Sometime you may want to insert a quick note for the congregation. Do this using the *Write-quick-note* icon (5). This can be used to insert Bible passage or make an announcement.

## Frequently Asked Questions

Q: What happens if the Notebook or the LCD Projector breaks down?

A: If the Notebook breaks down, then first try the second projector. If all else fails, revert to the old OHP system.

Q: Do you have any tips to tell us?

A: There are a few useful tips for you to know: As you use the system more I am sure you will learn more.

1. First of all, the Notebook is equipped with a "Extended Desktop" capability. This allows Zionworx to show a different screen on the operator computer from the external LCD projectors. If at any point you run a PowerPoint without Zionworx then in PowerPoint click *Slide Show/Set up show* then change Monitor to "Monitor 2"
2. There are some "shortcut" keyboard actions which can make life very much faster for you. These are especially useful when you copy songs into the Zionworx database. Some of these shortcuts are:
  - a. *ctrl + c* - to copy a selected section of texts or picture
  - b. *ctrl + v* - to paste into the current cursor position

- c. *ctrl* + *x* - to delete a selected text or picture and stored in the “clipboard” (memory) and this can be paste (Ctrl + v) into somewhere else.