

Procedures for Projectionists

Before the Liturgy

- ❑ Arrive at least 30 minutes before the liturgy. This is important so that the system is up and running before anyone else arrives.
- ❑ Practice good hand hygiene. Cough or sneeze into a tissue or your upper sleeve, not your hands. You are encouraged to wash your hands with soap and water or use an alcohol-based hand sanitizer.
- ❑ Wear appropriate attire. Remember you are distributing the Body and Blood of Christ. Please be attentive to any wording that might be on your clothing and to any inappropriate clothing.
- ❑ Open the computer by pressing in the latch button located on the front of the computer.
- ❑ Lift up the top of the computer, which is the screen.
- ❑ Turn on the computer by pressing the power button in the upper right corner above the keyboard.
- ❑ **You do NOT need to open bottom drawer and turn on Smart Cut. It stays on all of the time.**
- ❑ Click on folder with your mass time on it.
- ❑ Click on file with the correct date.
- ❑ Under SLIDE SHOW choose VIEW SHOW.
- ❑ Run through the slide show and compare it with the printouts left in the folder in the desk.
- ❑ When you click the mouse after the last slide it will return to set-up screen. Under SLIDE SHOW choose VIEW SHOW. The show is now ready to run.
- ❑ Turn on Projectors by touching black box screen twice. (See last page of instruction)
- ❑ When the System Controls screen displays, in the center box under Both, Press **ON**
- ❑ Press the box on bottom that says **SOURCES**
- ❑ The source input should be **LAPTOP**.

During the Liturgy

- ❑ Be sure to be attentive especially to the cantor. Know what is coming next at all times.
- ❑ Be prepared!
- ❑ **IMPORTANT****Do not wait until the last moment to change a slide. If a note is holding at the end of a slide, change it while it is holding, so the people can be ready to sing the next phrase.**

- Simply click the mouse to advance each slide. There is a picture slide after each complete song/text collection.

Things to Know

- Pressing ESC. will bring you automatically to the set-up screen.
- Should you need to cut short a song or forward through a song or some other mistake is made you can mute the screens or black them.
- To Mute: Under Video Muting (on Source Inputs screen) press **BOTH**
- To Un-Mute: press **BOTH** again.

After the Liturgy

- Turn off projectors by going **BACK** to System Control screen
- In the Both box, press **OFF**
- As the fans kick on, press **EXIT**.
- A screen will tell you 'This action will turn off projectors', press **YES**
- On computer, Press ESC. to return to set-up screen.
- Close file.
- Close application.
- Go to the Apple and choose SHUT DOWN.
- **Turn off the sound system.** (except between 8:30 and 10:30)
This is located on the upper right hand corner of desk. Turn the key to off and the lights should go off one by one.
- **Close the computer after it has completed the shut down mode.**
- Close roll-top desk after each mass (except between 8:30 and 10:30).
- Lock desk after all masses. Return key to working sacristy cupboard (except between 8:30 and 10:30).
- Thank you!

Troubleshooting

What if . . .

- 1) The computer will not turn on.
 - a. Check the power source on the back of the computer to be sure all cords are secured in place.

- 2) The computer will not shut down.
 - a. Be sure you have selected shutdown and NOT log off.
 - b. Turn off monitor and close the desk as usual. Leave computer on so that it can be used for the other masses. Call Aaron and let him know you have had a problem.

- 3) There is a slide missing in a song.
 - a. Leave a note for next projectionist
 - b. Call Aaron or Tarri so they can fix the problem.

- 8) The Mac turns on and asks for a password w/no “cancel” button.
 - a. The mac was not turned off and shut down normally (as described in the after liturgy part) Shut down and restart.

Order of the Mass

- I. Greeting and Welcome by the cantor.
 - Our presider is...
 - I invite you to stand and to greet those around you.
 - Let us pause to prepare ourselves for this celebration
 - Today we are welcoming into our faith community ...(if baptism)
 - i. If baptism all will be invited to turn their attention to the baptismal font.
 - ii. Presider will say some prayers and then trace the sign of the cross on the child's forehead.
- II. Gathering Song
 - Put up **slide** when music begins.
 - Go through slides until picture slide is up.
- III. Greeting and Sign of the Cross
- IV. Penitential Rite and Gloria
 - This may have music but usually only during Lent.
 - Gloria is usually not projected.
- V. Opening Prayer
- VI. First Reading
- VII. Responsorial Psalm
 - This is always projected.
 - Sometimes it is only one **slide**.
 - Put the **slide** up when the music begins
 - A black screen may appear when the cantor is singing the verses.
- VIII. Second Reading
- IX. Gospel Acclamation
 - This is typically not projected.
 - If it is, put up **slide** when music begins.
- X. Gospel
- XI. Homily
- XII. Creed
- XIII. General Intercessions (Lord, Hear our Prayer)

XIV. Preparation of Gifts

- This is almost always sung with projection. Put up **slide**.
- If not sung by assembly the choir will be singing or silence or instrumental music.

X. Eucharistic Prayer

- The Holy, Holy; memorial acclamation; amen, The Lord's Prayer and Lamb of God are typically not projected.
- If they are, put up slides when music begins.

XI. Communion Song

- Put up **slide** when music begins.
- Sometimes the choir will sing the second communion song with no projection needed.
- If a third song is needed, you will see the cantor approach the microphone and then the music will begin. You will need to project the next set of **slides**.

XII Prayer after Communion

XIII Announcements

- These typically will follow this prayer.
- If there is a speaker this is where they will typically speak followed by the announcements.
- Sometimes the announcements are skipped because there either are no announcements or someone forgot.

XIV Sending Forth

- This is almost always projected.
- Put **slides** up when music begins.

You do NOT need to open the bottom drawer. The smart cut stays on all of the time.

To Turn ON projectors:

- Touch the screen of the new black box to wake it up. (Crestron box)
- A picture of St. Joseph Statue comes up.
Touch screen again.
- The **System Controls** screen come up.
In the center box under Both, press **ON** to turn on both screens.
(Do not press right and then left....use the Both button)
- A red line will appear as the projectors power up. (about 30 seconds)
When the red line disappears, press **SOURCES**.
- The source input should be **LAPTOP**. (It should already be on, but you can press it anyway)

You are good to go!

To Mute screen: (cut to black):

- Under Video Muting (on Source Inputs screen) press **BOTH**.
- To Un-mute, press **BOTH** again and both screens will come back on.

To shut down:

- Go BACK to **System Control** screen.
- In the Both box press **OFF**.
Red lines will appear again as the system shuts down. It takes longer
as the fans kick in .
- Press **EXIT**.
- It will say “This Action will turn off the projectors”.....press **YES**

The fans will go off when cool. Turn off the computer as usual.