**8:00 am service instructions:**

● Find computer stand and position it over the floor plugs.

● Open laptop

● Plug in Power cord (square black base), Network adaptor with blue ethernet cord, Mic for altar. We use the onboard camera.

● Press the space button until the login page appears (put in pin 1928)

● Search for zoom icon and open it

● Select “Sunday Morning Service” from the drop-down menu and start it. If not shown, enter data manually (414 396 328 & passcode 002235)

● Make the meeting full screen (box top right)

● Put on original sound (top left of the screen)

● Adjust volume up to 95+. (“FN” key + “F3” key)

● Make it so only host can share their screen (go to share screen and then advanced options, click host only). Optional as we do not share screens at 8:00 service.

● Then at the end of the service allow people to talk for a bit and then “end meeting for all”

● The stand is moved back to wherever it was found.

**9:00 am Bible Study:**

● Unplug the power/ ethernet cords from the floor

● Take computer and all the cords into the nursery and set it on the table

● Find “Bible Study” on the drop-down menu and start it.

● If Bible Study does not show as an clickable option, manually enter meeting ID ( 85236491007 ) and the Pass code ( 002235 )

● Join with computer audio

● Put on original sound

● Then you are finished setting up.

● Once Bible study is over, end the meeting for all. Matt comes and puts the computer and all the cords back in Leather bag.

● Leather bag is put away in the top drawer of the file cabinet in the Vesting room and locked.

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