

Technology Guidelines Setup/Takedown Information

All technology equipment will be kept in plastic tubs marked by what area they are to be used in; Conference Room and Fellowship Hall.

NOTE: THESE TUBS ARE NOT HELD IN STORAGE TO PROTECT THE EQUIPMENT FROM HEAT AND COLD. THEY WILL BE KEPT AT THE HOME OF THE BOARD MEMBER RESPONSIBLE FOR TECHNOLOGY.

All audio speakers will be marked for area that they are to be used in. **Note:** do not change where speakers are to go unless for some reason a speaker does not work. They will be checked out prior to being brought to the camp ground/storage building before the Walk.

Each container will have the equipment needed to set that room. During take-down the equipment is to be put back in the container marked for the room it is coming out of.

There will be a set of directions for setup in each box and is to be kept in that box to assure that setup is completed correctly. An inventory list will also be in the box to verify all items are returned to the box during takedown.

Please make note of any equipment that does not work or needs to be replaced due to wear.

Conference Room Setup/Takedown

Sound System

1. Place speakers, one on each side of front of lectern table (square box that candle and Bible goes on).
2. Place amplifier on top shelf of lectern podium.
3. Run power cord to extension cord and plug in.
4. Place microphone in holder.
5. Run cord through hole in top lectern and connect to channel 1 on amplifier.
6. Run speaker cables from amplifier to speakers;
 - a. Left cable out of left side jack on back of the amplifier, through hole in back of shelves to the bottom shelf and out the left side of lectern and connect to left speaker.
 - b. Right cable out of right side jack on back of amplifier, through hole in back of shelves to the bottom shelf and out the right side of lectern and connect to right speaker.
7. After complete plug extension cord to power source and turn amplifier on. Test the system to make sure it is working. Make sure to check and make sure that the volume is turned up to a point that you can hear. The team will set the volume to the desired point.
8. Any problems contact the Outside Board Rep and they will contact the Technology Person.

Living Waters Emmaus Community of Alabama Inc
Support Team Schedule

Computer and AV Setup

1. Put first TV in the room to the left of the lectern behind computer desk and connect to power strip.
2. Place computer on desk and plug power cord into power strip then connect to computer.
3. Plug video out cable (very short grey cable with on male plug and a larger end with three inputs) found in laptop bag.
4. Plug short black video cable into video out cable (yellow port) and the other end into the video in on TV (yellow port).
5. Turn on TV, once comes on use remote to select input to video (screen will state no input found).
6. Turn on laptop.
7. Once laptop powers up TV will stop saying no input found.
8. Look on laptop and you will find a folder that states the Walk number. Double click the folder and pick a file and double click it. Once PowerPoint opens press F5 and the program should show on the TV. Press esc, left side of keyboard on laptop. Click file and close.
9. This completes the setup for the conference room for the setup committee.

Computer and AV Takedown

1. Unplug each component.
2. Roll up cords for storage.
3. Place amplifier into storage tub.
4. Place cables, cords and microphone into tub.
5. Place laptop and video out cable in laptop bag.
6. Place bag into tub.
7. Place DVD player and video into tub.
8. Close tub.
9. Take tub and TV to loading area, **but do not put on trailer. This equipment does not go to storage. It should be given to the board member responsible for technology if he/she is in attendance on Sunday afternoon. Otherwise the TV and tubs are to be given to the Outside Board Member for the walk who will in turn make arrangements to deliver it to the board member responsible for technology.**

**Living Waters Technology Support Team
Conference Room Box**

1. Remote controls: TV and DVD player (in chapel Thursday)
2. DVD player and cables (2 sets)
3. Video (DVD)
4. Laptop, AV adapter and power cord (in backpack in box)
5. Connecting cables for TV and LCD Projector
6. Cables to connect TV's together in Conference Room (2)
7. Amplifier for Conference Room (amplifier will be marked)
8. Power cable for amplifier and extension cord (2)
9. Speaker cables (2)
10. Microphone and cable

Living Waters Emmaus Community of Alabama Inc
Support Team Schedule

Fellowship Hall/Dining Hall Box

1. Amplifier
2. Power cord
3. Microphone and cable
4. Speaker cables (2)

Extra Equipment Box

Box will contain the following:

Extra DVD
Extra AV cables
Extra speaker cables
Extra microphone cords
Extension cords
VCR

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