

Quickstart Pre-Worship Checklist

1. Turn Master Power strips on (blue & red lights).
2. Open camera screen to activate.
3. Power on video mixer, then the soundboard.
4. Turn on speakers, right and left monitors, and then spotlights and the rest **using the remote switches**.
5. Power on Tascam recorder (recording chip in).
6. Verify that Williams hearing assist is on (it should always come on when Master Power is on).
7. Wake up Silver Zoom and login.
8. Start Zoom and sign in as:
sanctuary@yucaipamethodist.org Teiykou7
9. Start the Sunday Worship Zoom meeting (create a meeting if it's not there). In the upper left corner, click **Original Sound for Musicians: On**.
10. Wake up Red Zoom if needed, and start Zoom.
11. Join the UMCoy meeting, and **check all boxes to Remember my Name, Don't connect to audio, and Turn off my video**. Then click Join.
12. On Silver Zoom, accept Red Zoom, set as co-host.
13. After a third participant joins on Zoom, use ... on the sanctuary image to **Spotlight for Everyone**.
14. On Silver Zoom, click Participants, choose Mute All, and then **uncheck** Allow Participants to Unmute.
15. On Red Zoom, start the Worship powerpoint and Share screen from the Zoom window.
16. Push Record button on Tascam recorder.

Joys and Concerns Time

1. During the first hymn, on Silver Zoom, click Participants, choose Mute All, and then **check** Allow Participants to Unmute.
2. **On Red Zoom, unshare the powerpoints and change to Gallery View.**
3. Take Stick 1 around to the congregation for sharing. Then ask Zoom participants to unmute & share; hold Stick 1 to Silver Zoom speaker for sound.
4. **On Red Zoom, switch to Speaker View and share the powerpoints, move to Unison Prayer screen.** On Silver Zoom Participants window, choose Mute All and uncheck to Allow Participants to Unmute.

Post-Worship Shut Down Process

1. On the Tascam recorder, push Stop button, Power off, and push Select on the top to confirm.
2. Turn off speakers, spotlights, monitors, and everything **using the remote switches**.
3. Close camera screen.
4. Power off video mixer and soundboard.
5. On Silver Zoom, logout of Zoom and close the application.
6. Put Silver Zoom to sleep and close the screen.
7. **On Red Zoom, use ESC to close the Powerpoint and exit out of Zoom.**
8. **Put Red Zoom to sleep and close the screen.**
9. Turn off the Master Power switch ONLY.

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