

memo

Beach United Church

To: Rental Support Staff
From: David Lewis
CC: [Recipient names]
Date: February 21, 2019
Re: **Setup procedures for displaying video files using the Main Hall mobile monitors.**

The order for following these steps is very, very important!!

Step 1 – position the monitors, plug them in, and turn them on. The power buttons are on the back. The red light should be blinking...if solid, press the power button again. Once they are on the HD Flow logo should appear (in a few minutes). If not, then turn the monitors off and on again.

Step 2 – position the client's laptop on the window ledge beside the sound board. The laptop should have an HDMI or AV connection. If both, always use the HDMI. Offer the client to plug in his laptop using their own power cord into the power bar under the sound board. The client can start up their laptop now so that at least the desktop is showing.

Step 3 – Find the "transmitter" HD Flow device which is normally stored on the top shelf of the sound board console. Be careful as there is an identical device labeled "receiver". Make sure you have the transmitter. Once found, place it beside the lap top pointing towards the monitors.

Step 4 – Find the ac adaptor for the transmitter....there are two of them and one works better than the other....plug it into the power bar and then into the transmitter. When done the lights on the transmitter should light up.

Step 5 – Wait for the transmitter lights to stop blinking....it should end up lighting up only one...normally it ends up lighting the PC light only.

Step 6 – Connect the laptop with the transmitter using the HDMI cord found in one of the plastic trays in the sound board console. Take note of which input you are using....either HDMI 1 or HDMI 2.

Step 7 – Toggle the light on the transmitter using the very small black button at the bottom of the lights. Toggle the light to the HDMI input you are using....either HDMI 1 or HDMI 2...whatever coincides with where the cord itself is connected to in the back of the transmitter.

Step 8 – In a minute or two the image on the laptop should be showing on both the monitors.

Trouble-shooting – if Step 8 is not successful, repeat the steps.