

Zoom Hosting Quick Reference

Zoom and Gmail Login is Granite Worship: GPSVirtualWorship@gmail.com

Before the Service

1. Turn everything on and Log In
2. Prep your files on the desktop
3. Mixer Buttons should be: **A=OUT, B=OUT, C=OUT, D=IN**

Starting the Zoom

- Join with your cell phone with your ear-buds/headset on to monitor
- Once 2 guests have logged in, Spotlight Granite Worship for everyone
- Turn Original Sound **ON**

During Service

- Share PowerPoint (add Share Sound) for Call to Worship, Hymns, whenever the congregation participates.
 - **If you need to Play a Video, Mixer Button A=IN**, Share, Advanced, Video, click Share, select the Video.
 - Close the video then **Mixer Button A=OUT**
- To share the PowerPoint after a Video, remember to click back on the Basics Tab and select the Power Point.
- **When Mike and Lori Sing** put the dongle on the Monitor Port,
 - When they sing **Mixer Button D=OUT**
 - After they sing **Mixer Button D=IN**

After Service

1. End Zoom (usually after the Postlude is complete)
2. Clean up the Desktop, move files to the Documents folder or delete
3. Shutdown the PC, turn everything off.
4. Make sure the Lavalier and other mics are off to avoid draining batteries