

So you want to set up a Remote Church Viewing Location?

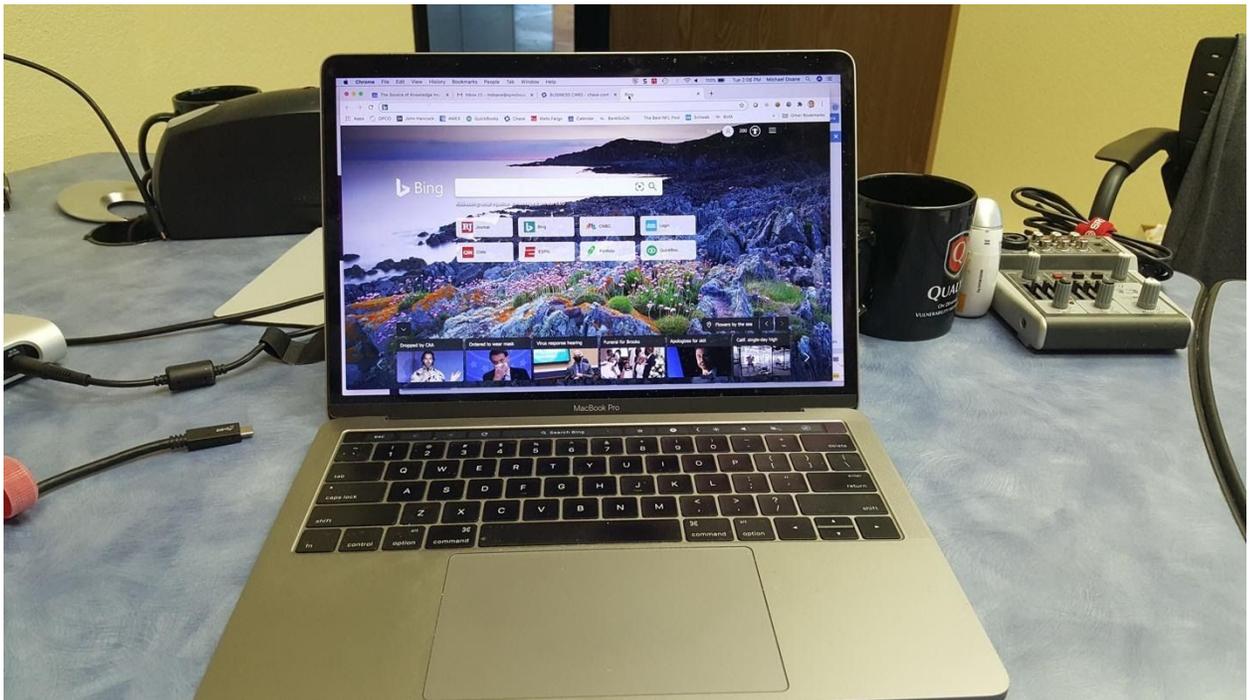
So here is what you need to do. The picture at the back shows all of the items you might need.

I am going to assume the following:

- a. You have a laptop with internet access
- b. You have high speed internet
- c. You may have wireless internet
- d. You have a place/table to place your laptop, Bluetooth/wireless speakers and external monitor.

First steps.

1. Take your laptop



to the location where you expect to view the service.

2. Turn on the wifi and see if your laptop can connect.
3. If it can connect, open your browser and go to [speedtest.net](https://www.speedtest.net)
4. Run the test of your upload and download speed. If the download speed is greater than 5.0 Mbps, you will NOT need to run a hard wired cable to your laptop!!

5. If you cannot connect, or cannot achieve the minimum speed, you will need an ethernet cable (also know as a CAT 5 or CAT 6 cable)



6. Find your Internet Router. It can be in a closet or some other unlikely place! There are a few configurations, but most look like this:



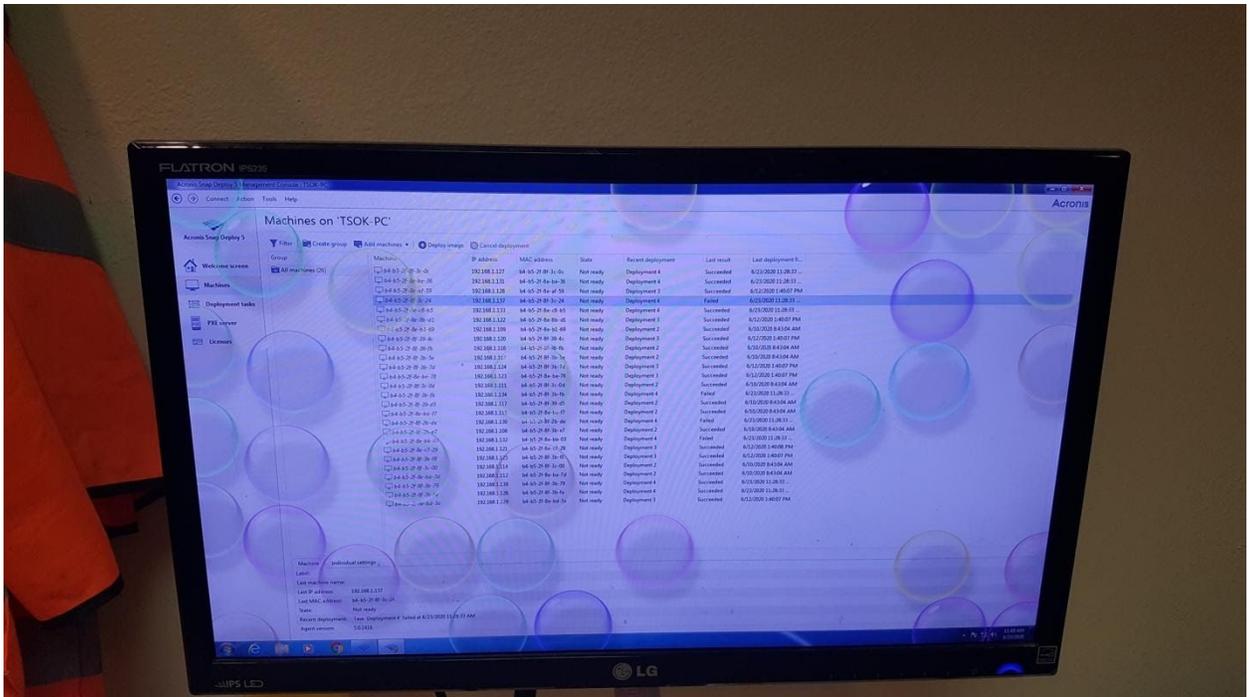
7. Connect the ethernet cable to the outbound port of the router and run it to your laptop. Plug the other end of the cable into your laptop. REPEAT STEPS 3 and 4. By being hard wired you should be able to achieve the minimum speed.

8. "Connect" your Bluetooth/Wireless speakers



to your laptop and test the audio by playing a previous service from Bishop UMC. You can adjust the volume as it will be similar across all services.

9. If you have an external monitor (something bigger than your laptop screen)

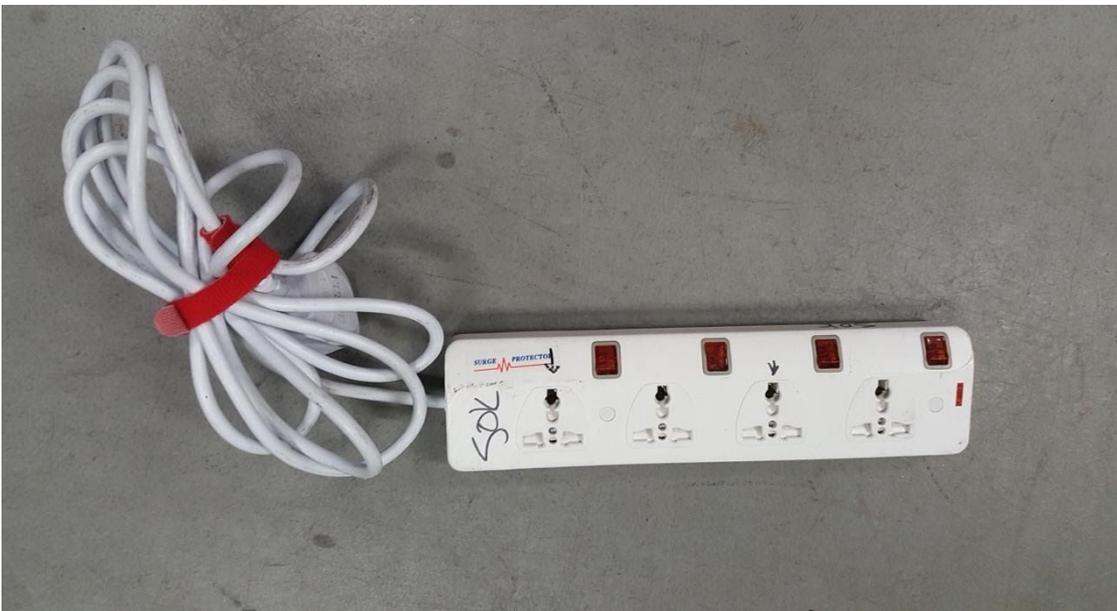


it will be great to hook it up to your laptop so that the service can be seen better.

10. Run an extension cord



out to the viewing area. Connect the power strip (you need at least 2 outlets)



to your laptop and external monitor.

11. Turn the monitor on.
12. Connect the monitor with the HDMI cable



- and connect the other end to the Laptop.
13. When you connect to the laptop, more than likely it will flash, then you will see an image on both the laptop AND the external monitor. Hopefully it is the same image.
  14. If it is not the same image, you will need to go to your laptop preferences/displays and select "mirror" or "clone" displays. Hopefully you either don't have to do this or you have a teenager available to solve the problem!
  15. Once this is done, you should be ready to go!