



## AUDIO VISUAL SYSTEM REQUIREMENTS

At Norwood Park we understand that music and photographs are an invaluable addition to modern day funeral services. We operate a professional Audio Visual System that enables families to play their chosen music and display their favourite photographs of their loved one at specific times. Our Chapel is equipped with large screens and speakers to accommodate these requests. We also provide an onsite audio visual technician to operate media during the services.

It is important to note that our Audio Visual System is NOT a computer. We recommend that all prepared media be tested at home by playing each source on either a CD player (for music) or DVD player (for videos) to ensure they work independently, without requiring computer software.

We recommend that you provide your media to Norwood Park in advance of the funeral, to allow us to test it on our system before the funeral itself. This is a service we provide in order to give you the confidence and assurance that everything will run smoothly. Please call our office to make arrangements 02 6241 3177.

The compatible formats are detailed below for your information.

### Music

At Norwood Park we have facilities to play music (Audio Files) from the following media;

- CD (MP3 files)
- iPhone / iPod (From Pre-Prepared Playlist) If using an iPhone please ensure that it is in 'Airplane Mode' and that Bluetooth is turned off
- USB Flash Drive (WAV or MP3)

**\*\*Please Note:** It is your responsibility to ensure that all music provided originates from a legitimate source. Be aware that copyright laws apply to all music broadcast during the service.

### Slideshows to be displayed during the service

At Norwood Park we have facilities to display photos/video presentations from the following media;

- DVD Disc [Not CD] (MP4, AVI, MKV, MPEG2 Video files)
- USB Flash Drive (MP4, AVI, MKV, MPEG2 Video files)
- Photos provided in **JPEG** format can only be played on a set 5 second delay

**\*\*Please note: Microsoft PowerPoint Presentations are not compatible with our Audio Visual System as they require specific software to run. If you have prepared a PowerPoint Presentation you will need to convert it to DVD/Video format. Please see attachment for assistance on how to convert your PowerPoint Presentation.**

### Single Photos to be displayed on screen

At Norwood Park we have facilities to display photos/video presentations from the following media;

- JPEG photo files

**Norwood Park will take all due care to play your provided music and/or display your video presentations. However, we accept no responsibility for music or videos that are unable to be played due to incorrect formats.**

**Norwood Park**

65 Sandford Street, Mitchell ACT 2911

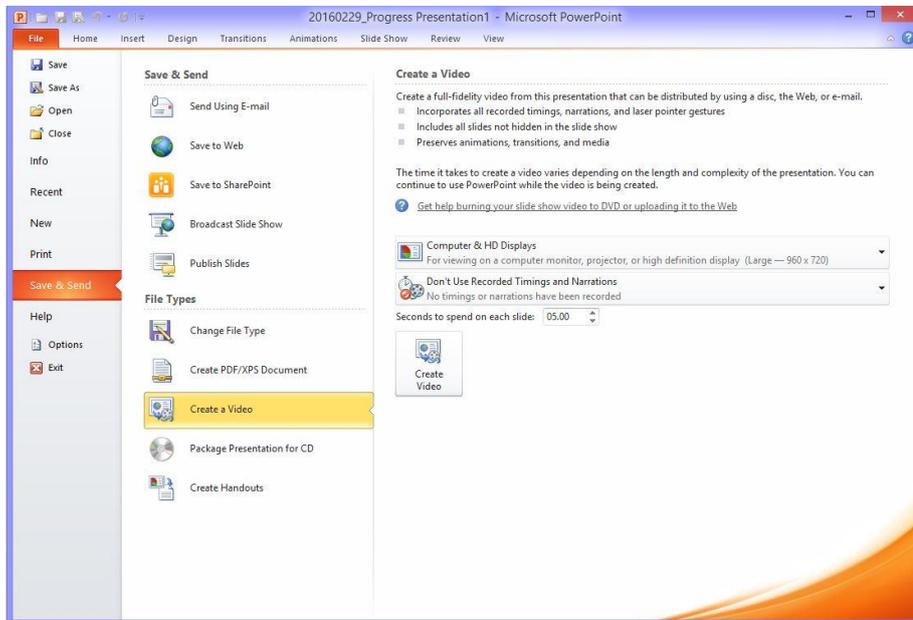
P: 02 6241 3177

E: [info@norwoodpark.com.au](mailto:info@norwoodpark.com.au) | W: [www.norwoodpark.com.au](http://www.norwoodpark.com.au)



## How to convert PowerPoint Presentations (PowerPoint 2010)

1. On the **File** menu, click **Save & Send**.
2. Under **Save & Send**, click **Create a video**.



3. To display all video quality and size options, under **Create a video**, click the **Computer & HD Displays** down arrow. Do one of the following:
  - To create a video with very high quality, yet a large file size, click **Computer & HD Displays**.
  - To create a video with a moderate file size and medium quality, click **Internet & DVD**.
  - To create a video with the smallest file size, yet low quality, click **Portable Devices**.

*Tip: You'll want to test these out to see which option meets your needs.*
4. Click the **Don't Use Recorded Timings and Narrations** down arrow and then, do one of the following:
  - If you did not record and time voice narration and laser pointer movements, click **Don't Use Recorded Timings and Narration**.

*Tip: The default time spent on each slide is set to 5 seconds. To change that, to the right of **Seconds to spend on each slide**, click the up arrow to increase, or the down arrow to decrease the seconds.*

  - If you recorded and timed narration and pointer movements, click **Use Recorded Timings and Narrations**.
5. Click **Create Video**.
6. In the **File name** box, enter a file name for the video, browse for folder that will contain this file, and then click **Save**. You can track the progress of the video creation by looking at the status bar at the bottom of your screen. The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation.

*Tip: For longer videos, you can set it up so that they create overnight. That way, they'll be ready for you the following morning.*

### Norwood Park

65 Sandford Street, Mitchell ACT 2911

P: 02 6241 3177

E: [info@norwoodpark.com.au](mailto:info@norwoodpark.com.au) | W: [www.norwoodpark.com.au](http://www.norwoodpark.com.au)