

New Name, New Look For Employee Newsletter

The MSI employee newsletter is back! *MSI Matters* is a cooperative effort of the Communications and Human Resources Departments. It is our goal to provide timely and important information to the employees of Meeting Services, Inc. As an employee newsletter, we'd like to hear from you.

If you have any ideas, opinions, thoughts, or suggestions as to what you'd like to see on these pages, please let us know. We are also seeking contributors, especially for the *Tech Tips* section. Andrew Dolled can be reached at extension 316 or email at adolled@msiprod.com and Lee Schwabe can be reached at extension 308 or through email at lschwabe@msiprod.com.

Open Enrollment For All Benefit Programs

July is MSI's open enrollment period for all health benefit programs. Benefit programs include Medical, Dental, and AFLAC programs. Now is the time to make changes that are only available during Open Enrollment periods. Changes that can be made are:

Medical - New enrollee; adding or deleting dependents; changing from HMO to PPO or vice-versa.

Dental - New enrollee; adding or deleting dependents; changing from prepaid to indemnity or vice-versa.

AFLAC - New enrollee; adding or deleting dependents; adding or deleting plan options.

Employees who have not yet enrolled for these programs should consider doing so. Newly eligible employees will be contacted by the HR department. If you have any questions regarding your eligibility, please contact Andrew Dolled or Melanie Barrett in Human Resources.

Dental Changes

MSI's Dental Insurance is changing. Effective July 1, 1999, Safeguard Dental Care will be our carrier for all dental needs. All eligible employees will have the option of enrolling in the new plan. Please contact Human Resources for enrollment procedures and any questions you might have.



July 5 Holiday

Since Independence Day falls on a Sunday this year, MSI will observe July 5 as the paid holiday.



MSI has the gear and the guys for any size event.

Jammin' At U.C.S.D.

Meeting Services, Inc. provided the sound and lights for the sungod festival at U.C.S.D. last month. This was an outdoor music festival with an attendance of 19,000 people.

Concert sound, lights, and area lighting filled the practice field in this day-long event. The entertainment included Black Eye Peas, Pimp Symphony, Reel Big Fish, and Cypress Hill.

Jack Dussault headed up the MSI team. Making this event successful were Scott Gould, Iain Bible, John Poutre, and Brent Brito. Steve Evans of U.C.S.D. was the client.

Did You Know...

- Your payroll is Y2K safe! ADP's payroll systems have passed all tests for both regular and direct deposit checks.
- Your Manulife 401(k) information is only a click away on the WWW. See Andrew for how to set up your PC.
- Hancock Schedules are available via email. Email Tom Payne (tpayne@msiprod.com) to be added to the list.
- Microsoft Word and Excel training is available. If you are interested, contact Dave Duncan at extension 310.
- A PowerPoint seminar is planned for the end of the month. Stay tuned for date, time, and place.

SCAFFOLDING SAFETY TIP

When climbing scaffolding, check first to make sure that the cross-bars are in place and secure. Use only the main, welded parts of the scaffold frame for hand and foot holds. Don't hurry. Stay awake and alert.

MSI on the WWW

Our web site has allowed us to gain world wide recognition. A look at the log for our site shows that it has been visited by people from the following places:

Mexico, Canada, Germany, United Kingdom, Italy, Netherlands, Australia, Israel, New Zealand, Finland, Japan, Norway, Sweden, France, Belgium, South Korea, Brazil, Slovak Republic, Denmark, Portugal, Croatia, Singapore, Brunei Darussalam, Argentina, Greece, Spain, Switzerland, Estonia, Bermuda, Latvia, Hungary, Poland, Georgia, Venezuela, South Africa, Uruguay, United Arab Emirates, Peru, Slovenia, Hong Kong, Bahrain, Malaysia, Ireland, Russian Federation, Polynesia (French), Cyprus, and Columbia.

Juan Borrerro has assisted in the creation of a Spanish language version of our web site. In addition, he has been influential in marketing our services and used equipment to Spanish-speaking clients. Recently, one of our customers from another country flew in to purchase some used sound gear. Kudos to Juan for all his extra efforts.

Our state of the art technology has once again proven that MSI is a leading contender in the Audio Visual field.

msi *Matters*
PRODUCTION SERVICES

is the official employee newsletter of Meeting Services, Inc. and is a cooperative venture between the Human Resources and Communications Departments.

Using PowerPoint Viewer

When you run a playlist (.lst) file in Microsoft PowerPoint Viewer 97, if the presentations are placed on separate lines, each presentations loops (reruns) until you press ESC. For example, if your playlist file contains the following list:

```
Pres1.ppt  
Pres2.ppt  
Pres3.ppt
```

when you run the playlist, PowerPoint Viewer runs Pres1.ppt until the ESC key is pressed and then Pres2.ppt until the ESC key is pressed and so on. This article describes how to loop through a series of presentations, rather than one at a time. Using this method you will press ESC after the series runs instead of after each presentation.

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To run a series of presentations, separate the file names with a space (press the SPACEBAR), like this:

```
Pres1.ppt Pres2.ppt Pres3.ppt Pres5.ppt Pres4.ppt
```

NOTE: If you are using long file names, which contain spaces, enclose the file names in quotation marks, like this: "Presentation 1.ppt" "Presentation 2.ppt" "Presentation 3.ppt"

The playlist file can contain multiple series of presentations, like this:

```
Pres1.ppt Pres2.ppt Pres3.ppt  
Apres1.ppt Apres2.ppt  
Bpres.ppt Cpres.ppt Dpres.ppt
```

When you run the playlist file, PowerPoint Viewer will loop through

Pres1.ppt, Pres2.ppt, and Pres3.ppt. When you press ESC, PowerPoint Viewer will loop through Apres1.ppt and Apres2.ppt. When you press ESC again, PowerPoint Viewer will loop through Bpres.PPT, Cpres.ppt and Dpres.ppt, until it is finished.

For the adventurous, PowerPoint Viewer can also be run from the command line. The following describes the command-line switches that you can use within a playlist file.

Command lines should be of the following format:

```
ppview32.exe [command-line switches] "<path\powerpnt file name>"
```

The following command-line parameters are supported:

Automatic advance /A or /a

Slide range /R=n-m or /r=n-m where n<=m

Loop continuously /L or /l

Print /P or /p for printing file

Kiosk password /K or /k for setting a kiosk mode for file

Macro virus dialog box /V or /v for showing the macro virus dialog box

Playlist files used with the Microsoft PowerPoint Viewer 97 do not recognize switches when opened at the command-line. However, you can use command line switches within the playlist file using the format below.

To apply a switch to individual files, use this format:

```
[switch] <path\filename>
```

```
[switch] <path\filename>
```

```
...
```

```
[switch] <path\filename>
```

This example loops a presentation until the ESC key is pressed, and then moves to the next presentation and loops it:

```
/L PRES1.PPT
```

```
/L PRES2.PPT
```

```
...
```

```
/L PRESx.PPT
```

For additional information on playlists, please see the following articles in the Microsoft Knowledge Base:

ARTICLE-ID: Q171681 TITLE : PPT97: How to Create a Playlist that Loops Continuously

ARTICLE-ID: Q170801 TITLE : PPT97: How to Obtain PowerPoint Viewer 97

ARTICLE-ID: Q176678 TITLE : PPT97: Using Command-Line Switches with Playlist Files

June Events

San Diego Convention Center

1-4 American Society of Military
Comptrollers
19-23 American Diabetes
Association

Town & Country

Lots of small meetings throughout
the month

Paradise Point Resort

8-12 American College of
Physicians
15- 19 Syndicated Office Systems
21-30 International Campus Law
Enforcement
28 Make a Wish

Production Shows

1 - September, Moonlight Amphitheater
5-12 Usenix, Monterey
6 Pediatric AIDS Foundation
Concert, Los Angeles
8-13 Earth Wind & Fire, Las
Vegas
12-18 IEEE, Anaheim
13-16 Tackitx, La Costa
14 - X-Games ships
14 - July 5 Del Mar Fair Sound
21 FanFest ships
21-26 Wedgewood, LACC

Leprecaun Seminar

On June 14th.,
Rob Ludwig of CAE
Leprecaun will hold a
seminar at the Production
Warehouse. The
event will begin at
9:00a.m. and showcase
the latest products from
this lighting console and
dimmer manufacturer.
Attendance is open to
all interested personnel.

Company Anniversary

Mike Brown	June 97
Jeffrey Lobaugh	June 97
Greg McCown	June 97
Dave Scovel	June 90

Birthday

Tony Jalifi	June 6
John Poutre	June 21
Lane Rickard	June 23

MSI Welcomes

New Arrivals

Aaron Hubbard	Senior Tech	Hancock
Rick Moore	Senior Tech	Hancock
John Poutre	Senior Tech	Hancock
Yolanda Williams	Admin Ass't	Hancock
Jason Gisclair	Inventory Control Asst	Hancock
Nina Anson	Accounts Payable	Kurtz
Claudia Cisneros	Facility Receptionist	T & C

Change

Mike Brown	Production Driver to Technician
Brian Shield	Senior Tech to Senior Shop Tech
Allien Whitsett	Technician to Shop Tech
Melanie Barrett	Admin Ass't to H.R. Ass't

Welcome Back

Bradley Smith	Technician	Hancock
Dan Zasqueta	Facility Ass't Mgr	Paradise

When you see any of these people, please take the time to congratulate them on what's going on in their lives.



MSI Sounds at the Fair

If you see any shows at the Del Mar Fair this year, you will be listening to an MSI sound system. Salesmen Tom Bollard and Lane Rickard worked together to secure the contract for the Grandstand and the smaller stages.

The sound rig for the Grandstand will encompass a 48 box PA, 32 highs and 16 lows. Yamaha PM 4000's will be used to mix the sound.

Featured entertainment this year includes **Carrot Top, Wynonna, Anne Murray, Better Than EZRA, Marco Antonio Solis, Jo Dee Messina, Gladys Knight, Hall & Oates, Tracy Lawrence, Billy Ray Cyrus, Diamond Rio, and Peter Frampton.**