



WHAT IS A COMPUTER TECH?

Your job as computer tech is to setup, edit and control the presentation to the sanctuary as well as the livestream. You will work together with the pastors, speakers, and musicians cooperatively.

WHEN & WHERE

Please arrive in the balcony by 9:00 AM (or as instructed)

SUNDAY MORNING CHECKLIST

Power and setup

1. Power ON Hallway TV > Dfolio app
2. Power ON Sanctuary TV
3. PC - ON with button on pc only (no strip)
4. Stage display - ON Remote
5. Front TVs - ON Both with one remote
6. Spotlight - #1 & Brightness 30-35 usually
7. Arch Lights - Wyze app on ipad changes colors
8. Lamp

Computer Setup for Service

1. You will need the Order of Service on Clipboard
2. OPEN Chrome
 - a. Gmail []
 - i. Download any items needed for ProPresenter [Sermon, Announcements]
 - ii. Add downloads to appropriate Dropbox folder
 - b. Restream []
 - i. Change Title to current sermon title [Sermon Name]
 - ii. Make sure Facebook and YouTube channels are turned ON
3. Check Speedtest [Auto updates on Streamdeck] - Upload speed should be 10+
4. Pause Dropbox Rightclick & Pause
5. Pro7 button on StreamDeck opens ProPresenter7

Program Items & Imports

1. For each program item:
 - a. Add Appropriate instructions
 - b. MACRO on first slide
 - c. Background, Slides, etc...
 - i. **Announcements:** 10 Second Timer ON; [M] Announcement
 - ii. **Minute for Missions [M4M]:** [M] FullScreen
 - iii. **Scripture Reading:** Bible> NIV verses>Add to current presentation; [M] Scripture
 - iv. **Songs:** Search> Find song> Add to Presentation; [M] Songs
 1. Add a TITLE slide to new songs using reflow editor
 2. Add a Theme for lyrics display and a Background image to first slide
 - v. **Sermon:** Import Sermon In Pro7 File> Import> Powerpoint; [M] Full Screen
 - vi. **Communion:** [M] Full Screen
 - vii. **Closing Song:** [M] Songs
 - viii. **Ending:** 10 Second Timer ON; [M] Full Screen

Livestream & Starting Service

- Restart Propresenter [This will give it a clean start]
- 10:20 AM
 - Begin Announcements
- When advancing slides during music, press -> key instead of using mouse. The mouse can accidentally move slides out of order.
- Advance the slide to the next slide on the LAST WORD of the previous slide. The brain already has to remember that word before it is sung and needs to prepare for the next slide.



End Power Down

- Close out ProPresenter
- Unpause Dropbox
- Shutdown AV Computer
- Lamp
- Power OFF Sanctuary TVS
- Power OFF Stage Display
- Power OFF Hallway TV

ATEM MINI FIX



If you hit a wrong button near PIP buttons and the ATEM switcher isn't displaying correctly... don't worry!

1. Open ATEM Software Control (It's in the bottom task bar)
 - a. File > Restore
 - b. File Explorer will open
 - c. Choose the most recent date in that folder.
 - d. Click OK.
 - e. Continue clicking Yes or Ok until it restores.
 - f. It automatically resets it back to the settings before. Done.

