

Video Projector and BSF Slide Admin Guide

Keller Baptist Church

Launching Video Projector and Chapel Lighting Steps:

- Turn on chapel lights by selecting No. 5 on light switch located below Pro Presenter computer on the right side.

Pro Presenter Computer:

- The Pro Presenter computer is an Apple MAC that is located under the desk directly below the Pro Presenter monitor and keyboard. The computer is typically powered-on for BSF sessions.
- Should the computer be powered-off, the power-on button is located on the right-rear side.
- Log In password is: KBCmedia
- The Pro Presenter screen will automatically launch after entering the Log In password.

Projector 1 and Projector 2 used for BSF Slides

1. Pull the Pro Presenter screen down slightly and select the Firefox icon in the lower Task Bar.
2. Launch Projector #1 from Firefox.
 - Select Projector #1 > Sign On > Projector Control > Confirm > Power On
3. Launch Project #2 from Firefox.
 - Select Projector #2 > Sign On > Projector Control > Confirm > Power On

Library Playlist Folder for BSF Slides (Top Left of Pro Presenter Screen)

1. Library Playlist - Select: Special Events > BSF
2. BSF Loop and BSF Teacher slide files are listed below the BSF Playlist.
4. Test the Teaching slides to ensure they display properly on the chapel screens.
5. Run the Slide Show deck until the teaching starts.
6. When teaching starts, select Teaching Slide #1 and progress through the slides when the slide topic is started.

Chapel TV for Speaker Time Tracking

- Power On the TV in front of the Sound Board desk for the clock.

Chapel Microphone

- Chapel Microphone volume control is on far left of the Sound Board.

Turning Off Video Projector Steps

1. Turn off Projector #1 from Firefox.
 - Select Projector #1 > Sign On > Projector Control > Confirm > Stand-By > OK
2. Turn off Projector #2 from Firefox.
 - Select Project #2 > Sign On > Projector Control > Confirm > Stand-By > OK
3. Shut Down Firefox.
4. No action required to power off the Pro Presenter computer
5. Power Off the clock TV.

Shutting down the Sound Board (See instructions next to sound board)

- Once sound board is shut down, place the cover over it

Turning Off Chapel Lighting

- Turn off chapel lights by holding the downstairs Dimmer Switch located to the right of chapel door across from Admin table until all the light are off.