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:

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
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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. No action is required to power off the Pro Presenter computer.
4. Power Off the clock TV.

Shutting down the Sound Board

- Press the Red button on the front of the amps.

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.