

Media Running

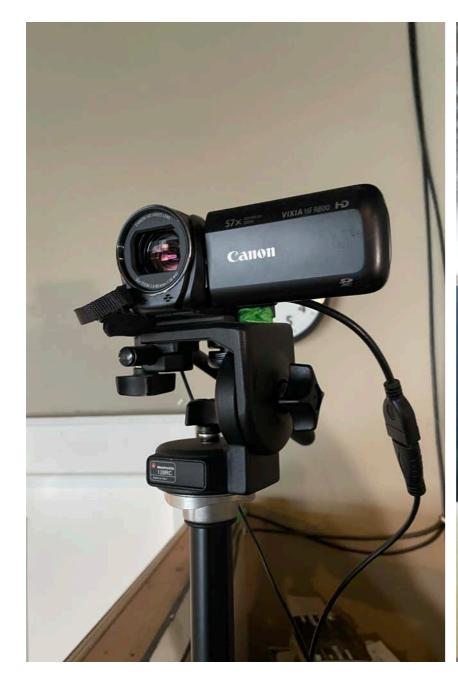
Jan 10, 2022

Power up the Stream Gear



Power up the video switcher by pressing the button on the back right of the device. It will light up once it's on.

Power up the Stream Gear



This is the camera we use

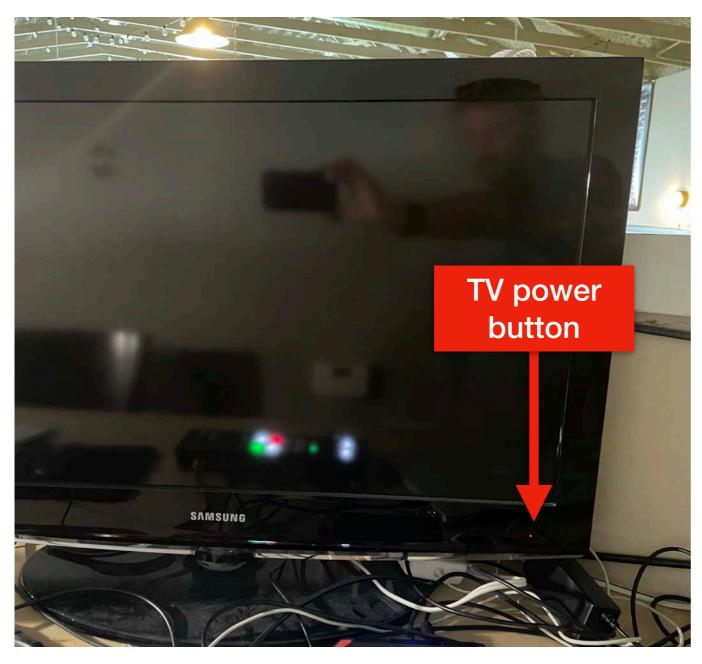


Power up the camera using the ON/OFF Button on the side.



To Zoom in/out use this Toggle on the top of the camera. Push right gently to Zoom in and gently left to Zoom out.

Power up the Stream Gear



Turn on the video TV - the power button is on the bottom right corner of the frame.

Lowering the Screens & Turning on Projectors



On the row of light switches in the booth, flip the "Screen" switch to ON



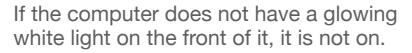
The black remote will let you adjust the SCREENS higher or lower. Stand near the SCREEN and point remote at it to adjust height.

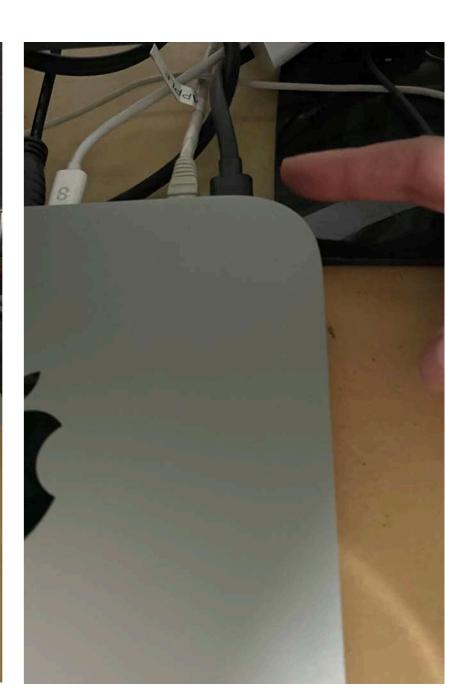
The white/grey remote will turn the PROJECTORS on. To turn on, stand near the SCREEN that the projector is pointing at. Then point the remote at the projector and press the BLUE BUTTON at the top left of the remote to turn ON.

Power up the Hardware





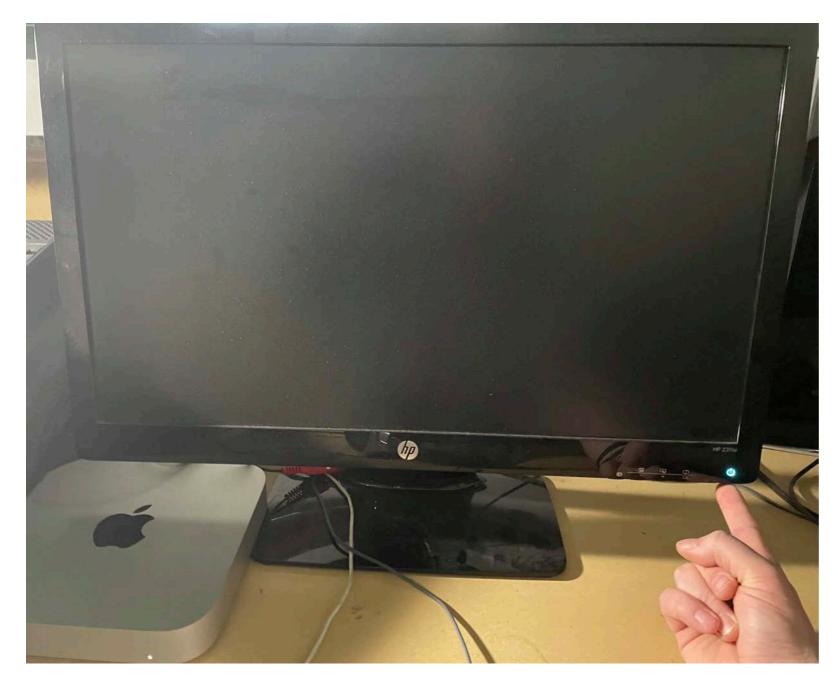




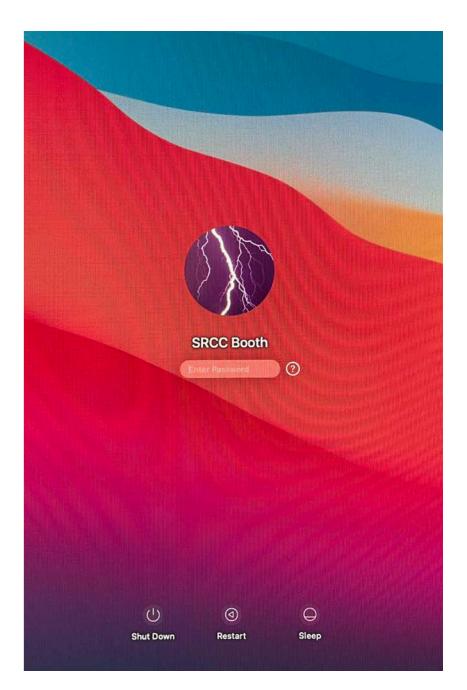
To turn it on press the button on the back of the computer on the right hand side

This is the Media Computer & Monitor

Logging into the Computer



If turning on the computer does NOT wake the monitor up, press the button on the underside of the screen. It should glow pale blue like this.

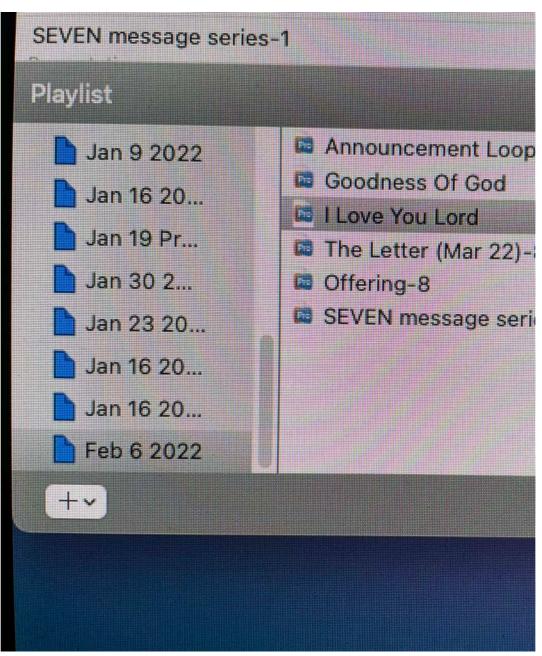


This is the first screen you'll see. The password is: media2015

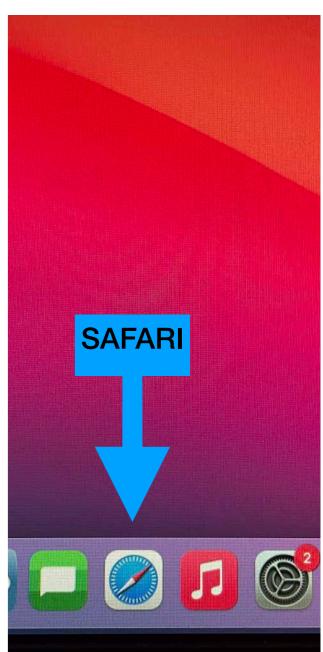
Check for the media build



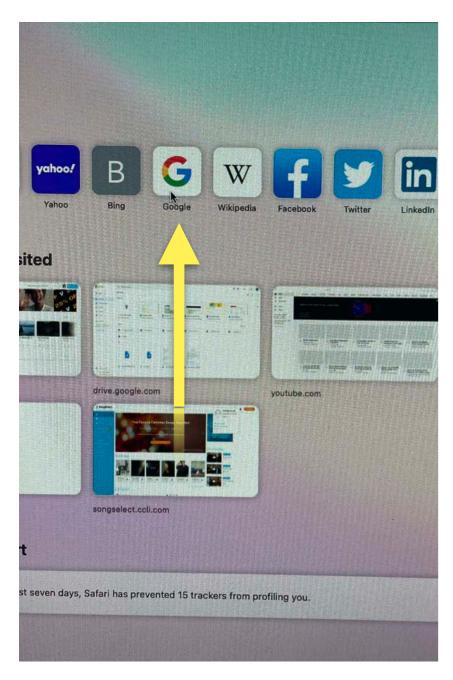
The media build might already be in ProPresenter. To check for it, click the icon to open ProPresenter



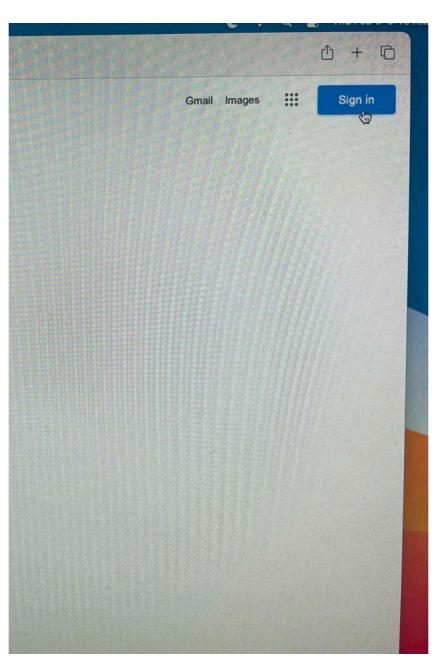
The media builds are labelled by date. Check if today's date is present in the bottom left corner of ProPresenter.



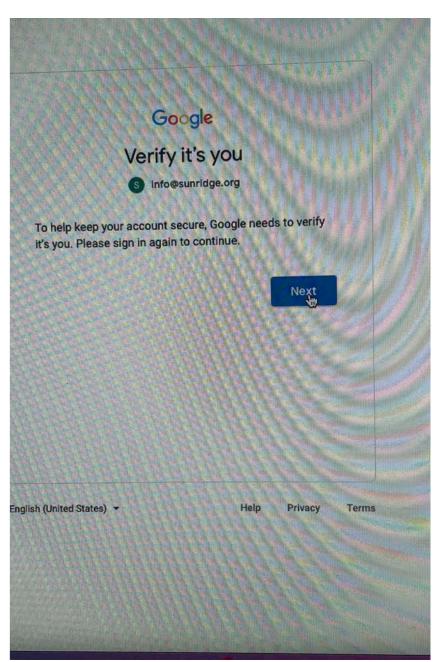
If it's not there, you'll need to get it online. Open Safari - the blue compass icon.



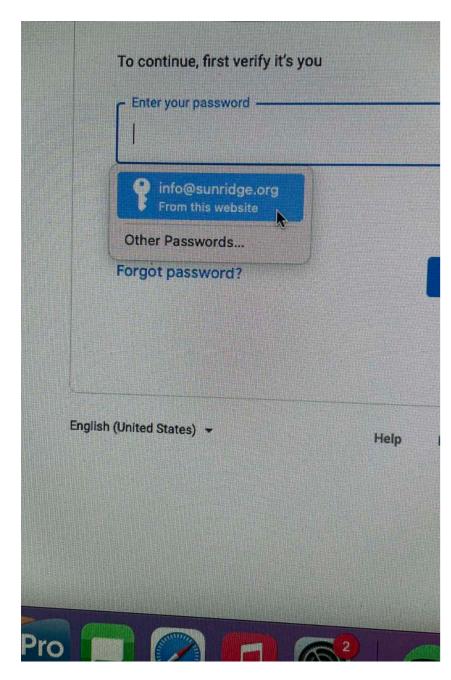
When Safari opens, click on Google



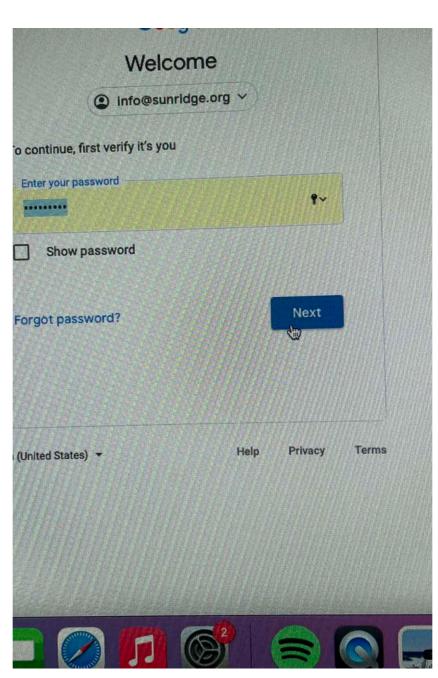
If it doesn't automatically sign in, click "Sign In" in the top right corner of the window



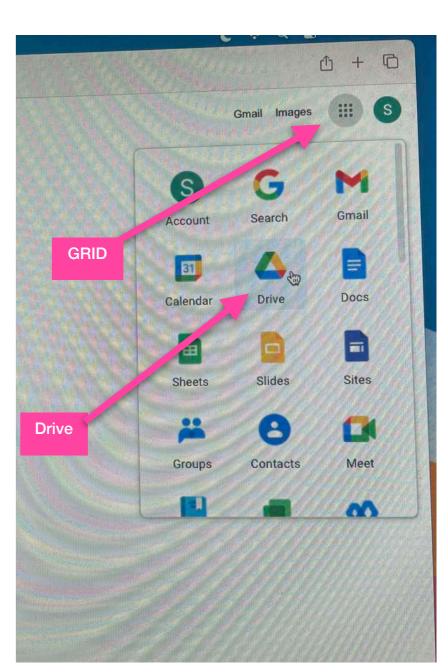
Click "Next" when you see this screen



If prompted, click the key icon that says "info@sunridge.org"



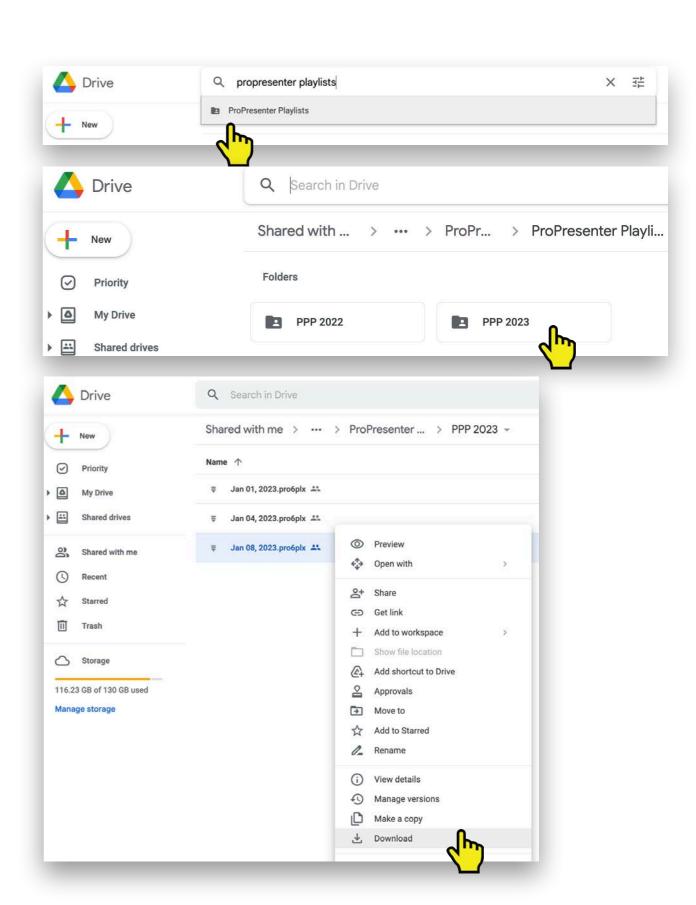
The password is autosaved on this computer, so click the "Next" button

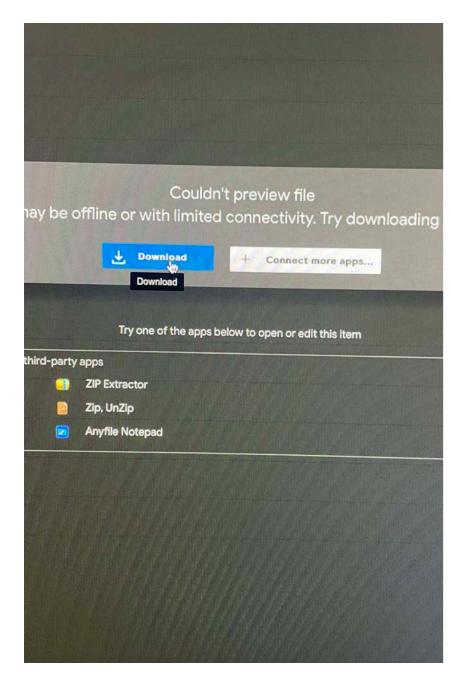


On the top right of the screen, click the Grid to display the menu seen here. Then Click on "Drive".

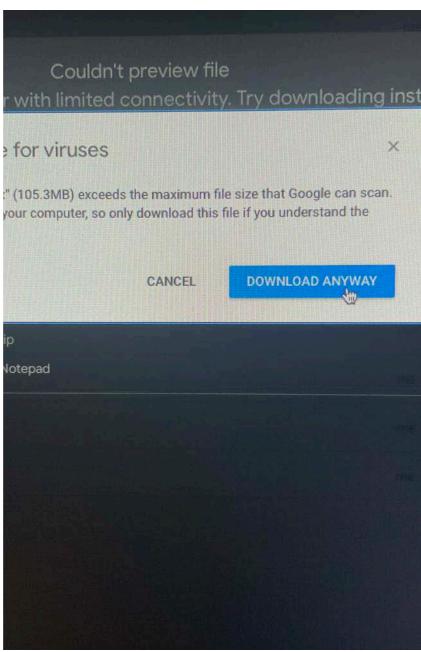
- 1. To download the media ProPresenter Playlist, in Google Drive type "propresenter playlists" and select the folder from the dropdown menu.
- 2. Within this folder there are folders named "PPP" (as in propresenter playlist) followed by the year. Select the folder which corresponds to the year.

3. Right click on the date you'd like to download. Scroll down and select *download* from the dropdown menu.

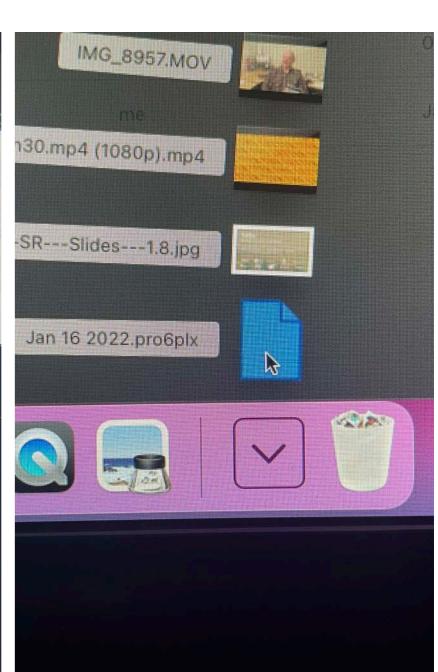




You'll see this screen pop up. Click "Download"

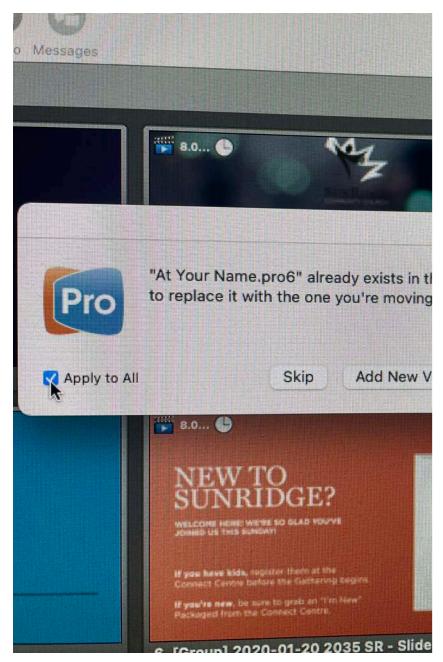


Then this will pop up. Click "Download Anyway"

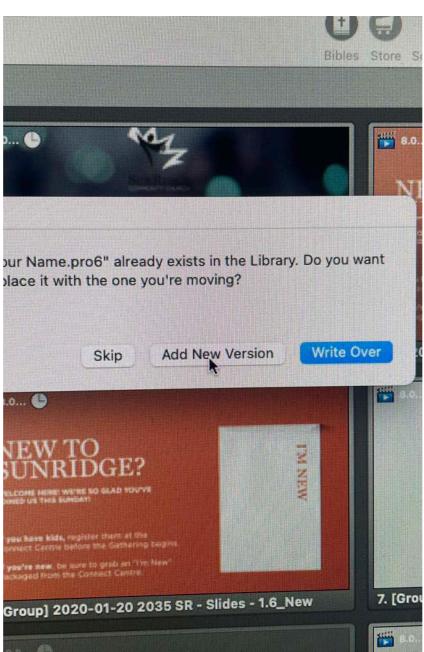


You'll see the dated file go to the "downloads" folder on the bottom right of the screen. Click to open it.

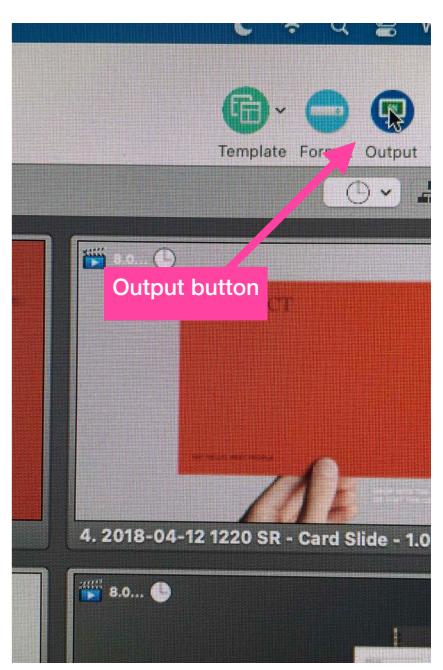
Launching ProPresenter



A screen like this might pop up. If so, click "Apply to All"

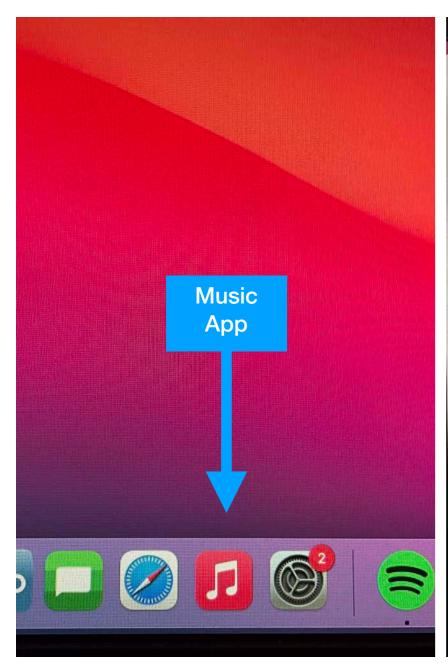


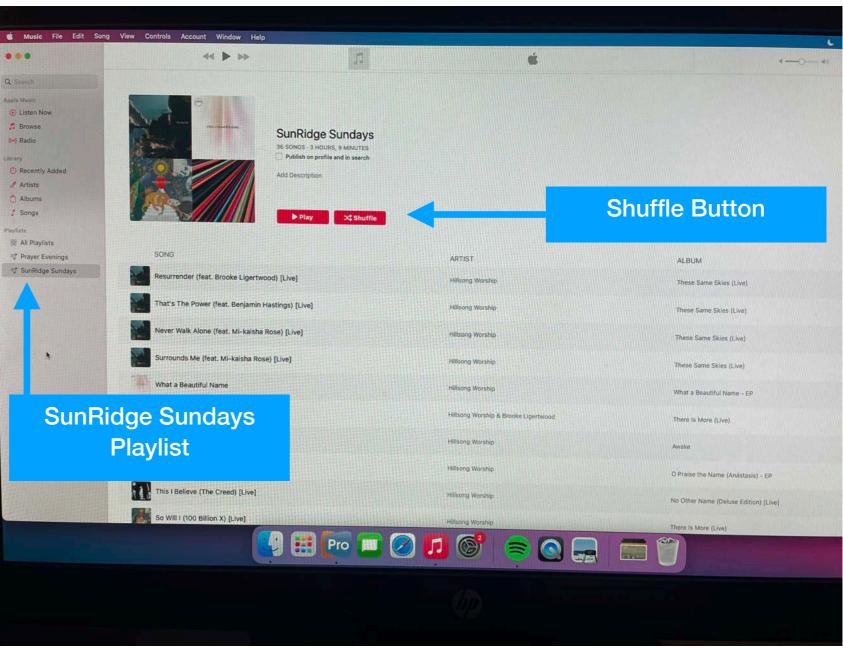
Then click "Add New Version". If another screen pops up, repeat the "Apply to All" and "Add New Version" steps until no more screens pop up.



You can now begin the presentation by clicking the "Output" button from "Off" (red) to "On" (green).

Get the Music Playing

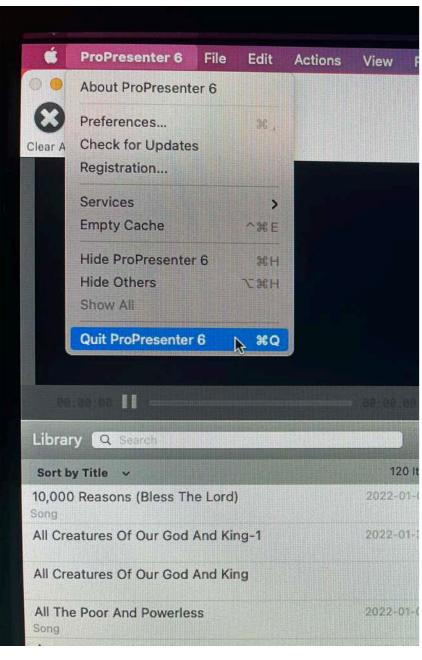


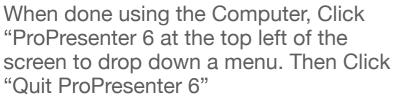


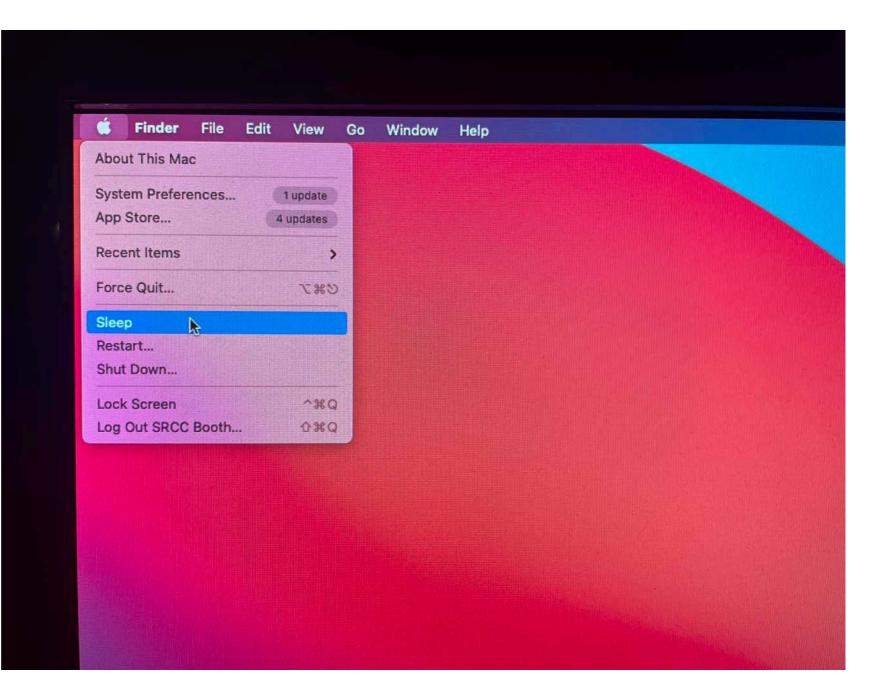
To get music going, click the Music App in the dock at the bottom of the screen.

On the menu on the left, there's a playlist called "SunRidge Sundays". Click that playlist. Then click the "shuffle" button and the music will play

07 | Wrapping it up







Click the Apple icon at the top left of the screen to drop down a menu. Then select "Sleep".