



- Turn on the manual white master toggle switch located at the very top left side of the control equipment.
- The piece of equipment with all the white buttons is called the Switcher. The main power light on the Switcher should be always on. The Switcher determines what shows up on the screen.
- Turn on the main computer/monitor screen. The on/off switch is located BEHIND the lower left corner of the computer.
- Once the computer screen lights up start PRO PRESENTER by clicking on it.
- The lower left corner of the computer screen lists the various worship services and times. Click on the service that you are doing.
- Now the main computer screen should be showing the various slides in the order that the person who set up the order of service has chosen.
- The smaller lower window is called the Library, and it contains most of the universe of slides that could be chosen when creating the worship service. The operator probably will not need to use that, but only the person who sets up the worship service.
- The smaller window in the upper left corner shows what is being projected onto the main front screen by the altar.
- The main system remote controller is the small 5"x6" box that sits on the counter in front of the computer. Turn that on by simply touching the screen.
- Activate the Switcher by hitting the word Switcher on the remote controller, and then hit the word Power on.
- Generally we want to choose to turn on the PC-B, which stands for PC-Booth. The light by PC-B on the Switcher will be lit when the PC-B is turned on.
- PC-S stands for PC-Stage, but is very rarely used, and generally should be off.
- Now turn on the main projector up behind the altar. This is done by going to the main system remote controller. Press the main button at the very bottom of that device. Doing so will allow the next screen to appear on the remote controller. That screen will show a box that says PROJECTOR. Touch that box, and then touch the ON box that will appear next. You may have to hold the on box for a couple of seconds, or touch it twice in order for the projector to start up. The projector starts up very slowly and takes quite a while to get to full brightness.
- NOTE: Under the main controller button are written the words, Touch this main button to watch a DEMO, but during the above sequence that is not what happens. Instead the remote controller moves to the next screen which allows you to choose the PROJECTOR box. That can be very frustrating if you do not know this "secret" detail.

- ❑ Now whatever slide is chosen will be highlighted in yellow, and it will be the picture projected onto the screen.
- ❑ The small extra monitor to the left of the main computer can also be used to view the different inputs. It is turned on by pressing the main button at the middle bottom of its screen. Then click repeatedly the first button located under the bottom of the screen, until PC is selected. Now whatever slide is highlighted on the main computer screen will show up on the smaller monitor. This is helpful for the operator to clearly see what is being projected onto the front altar screen without actually looking up at the altar area.
- ❑ Turn on the CD recorder by pressing the main on button on the left side of the recorder. Insert a blank CD. To start recording press the record button, and it will instantly start recording. To stop recording press and hold for three seconds the stop button. This allows the recorder to stop and seal the recording. In a few seconds the CD will come out, and you can write on it the date and time of what was recorded.
- ❑ Turn on the remote TV monitor located in the upper corner of the narthex. All the various remote controls are on the shelf directly under the center counter top. Take the Dynex remote, point it at the TV, press on, and it will start showing whatever is on the main screen, if it is properly receiving the signal.
- ❑ Check the window curtains for bright sunshine. Some people like the bright morning sun, but most do not, and it somewhat interferes with the clarity of the main screen by the altar. So a compromise is to lower the screen about one third the ways until it is about even with the wood frame that divides the upper window from the lower window. Use your own judgment based on the circumstances. The curtains have their own remote control. Choose which window to control, and then press and hold the up or down button until the desired height is reached.

Some helpful contact phone numbers:

- Jim Dix cell 262-853-1953
- Paul Craig 262-993-4718
- Jim Leurquin cell 262-408-7834
- Mark Nadolski cell 262-993-3489
- Doug Graf cell 414-333-3540
- Sandy Kriefall cell 414-630-5543
- Pastor Jay cell 262-271-5455