

POWER UP

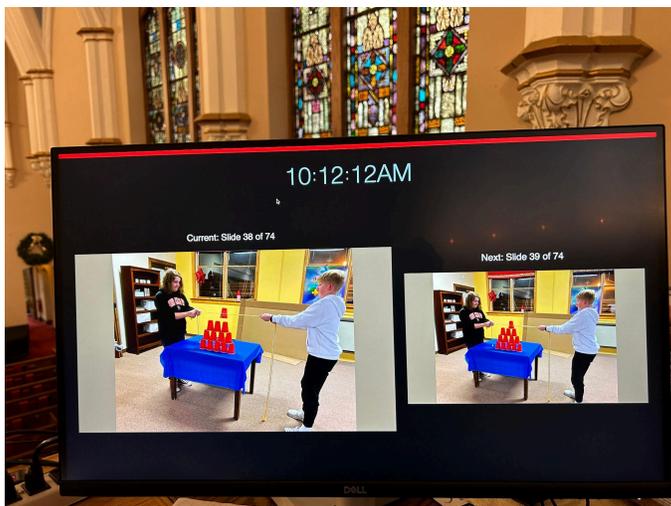
1. Turn on light colored power strip on right side top of desktop
 - a. **wait until middle monitor comes on before proceeding**
2. Press power button (back right hand side corner) on Apple Mac Mini computers
 - a. One Mac Mini is on the left side under the monitor
 - b. One Mac Mini is on the right side behind the monitor
3. Log-in GSUMC2023 for both computers

PREPARE FOR SLIDESHOWS IN PARLOR/SANCTUARY AND LIVESTREAMING ON LEFT COMPUTER

1. Single click ATEM Software Control icon in dock (red square w/white person in middle)
 - a. Be patient for it to load then - Go to Outputs (at top) > Center TV > Multi View
2. Go to Audio at bottom of ATEM window
 - a. Click Audio Mic 1 'ON' (will turn orange)
 - b. Click Audio Mic 1 headphones 'ON' (will turn blue)
 - c. Unmute headphone under Master - ALL THE WAY TO THE RIGHT (Mute should not be lit up.)
 - d. Return to Switcher (left icon in menu at the bottom of ATEM)

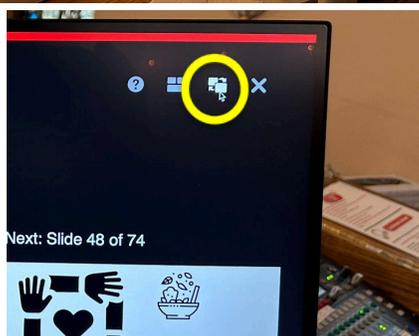
TO SET UP COMPUTER ON RIGHT SIDE

1. Right-click Offertory.key icon (on right side of desktop) and Open
2. Right-click 'Pre LiveStream SS' icon (on right side of desktop) and Open
3. Click 'Play'  at top - slide show should start in Computer Module on middle monitor.
4. Click COMP under **Preview** (do **not** click anything above Preview) in the ATEM window on left monitor.
5. Press Enter on the keyboard and slideshow will be in the Program module on the Center monitor.



If it does not show the Slide Show and shows two slides side-by-side as in image to the left:

You will need to get the cursor to appear in the Computer Module. Move the mouse to the left until the icons appear in the top right (as in the picture below) and click the mirroring icon at the top of the Computer Module:



When slideshow is set and running, turn on TV in Sanctuary (remote is under Pastor's Pulpit)

- a. Click the icon that shows up on the TV Screen to begin the slideshow on the TV

Turn on the TV in the Parlor (remote is on back leftside of TV)

- b. Click computer icon or choose HDMI 1 and click to begin the slideshow on the TV

SHUT-DOWN the Computers

1. Right click on any icons in dock at the bottom of the monitor with a dot under them and click on Quit
 - a. ***The exception - Finder (the two face icon all the way to the left) should always have a dot under it***
2. Go to Apple in the upper lefthand corner and click Shut Down
3. Click Shut Down
4. When right/left monitors go completely dark turn off light colored power strip