

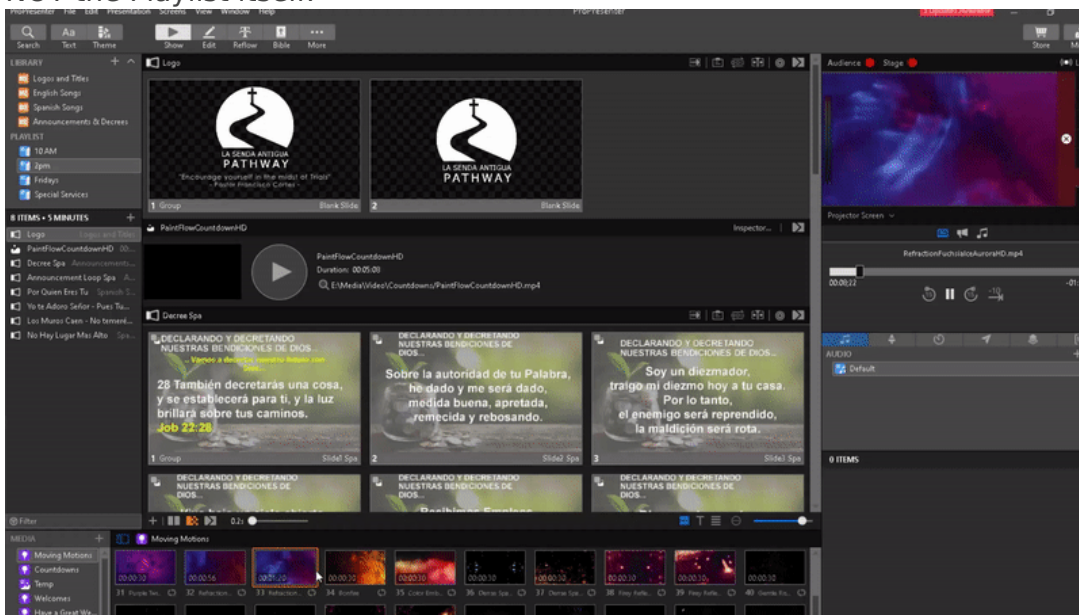
Projector Guide 2025

To Start

1. Start with Prayer

2. Turn ON Equipment

1. Turn on **Computer**, and ensure the **Switch Upstairs is ON (Its labeled "MAIN SWITCH")** and **CH. SDI 6** is selected and high-lighted in **blue (You do not need to turn on the screens)**.
2. **Turn on the back TV.**
3. Start Pro Presenter and set your preferred background motion with the LSA logo (the background motion should back the stage lights).
 1. Make sure to add your preferred background motion to the **Playlist Name** and **NOT** the Playlist itself.



2. Sound Tech should match your selected color for the fill lights.

4. Ensure the **Audience** AND **Stage** button is green and that Pro Presenter is projecting and the Stage view is active on the back TV.
5. Remove any items from the Playlist that are no longer needed (songs, videos, scriptures, etc)

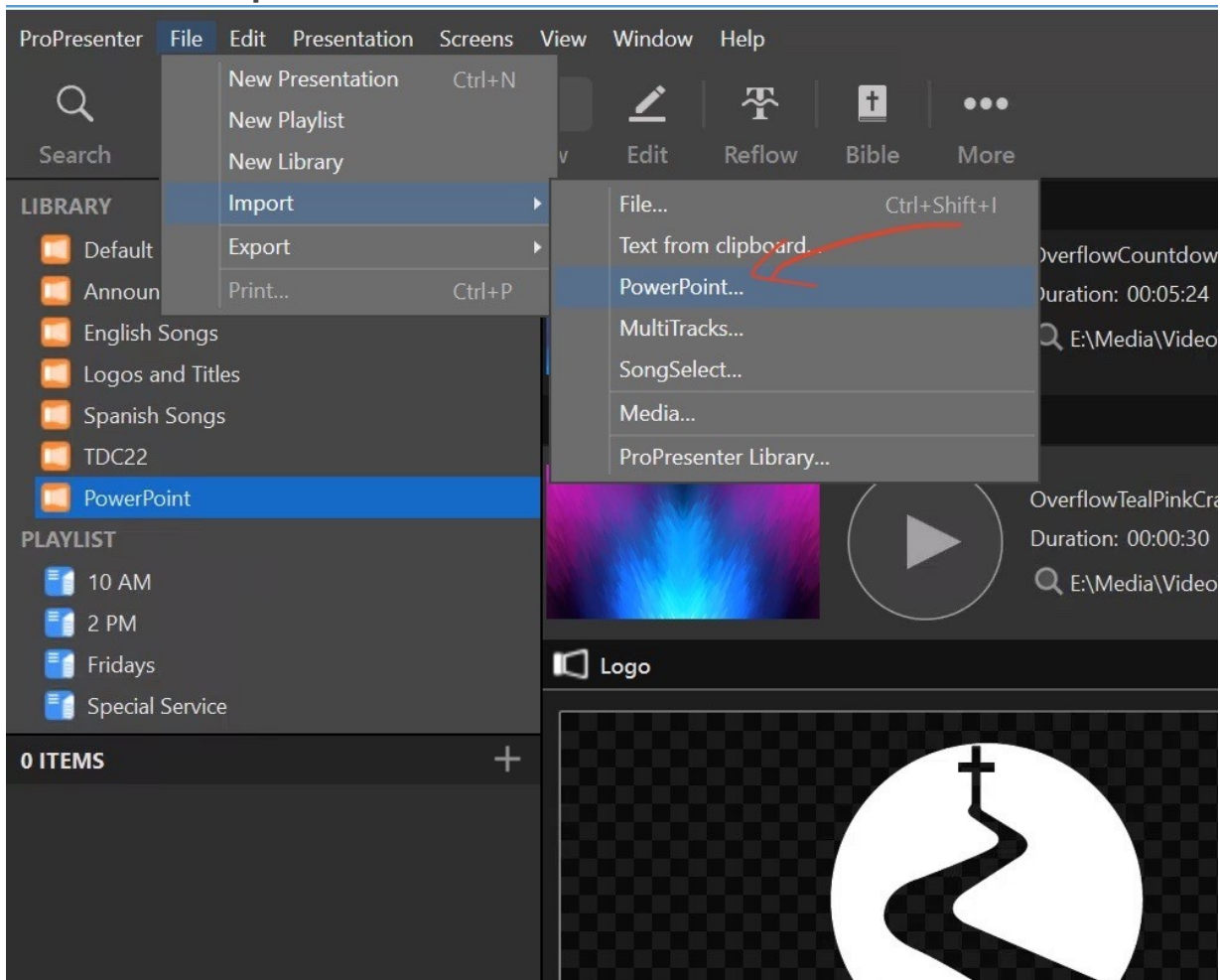
3. Announcements

1. Check Dropbox for the service [Agenda](#) to see what is expected for the days service.
 1. Check Dropbox for any **Announcements** as well.

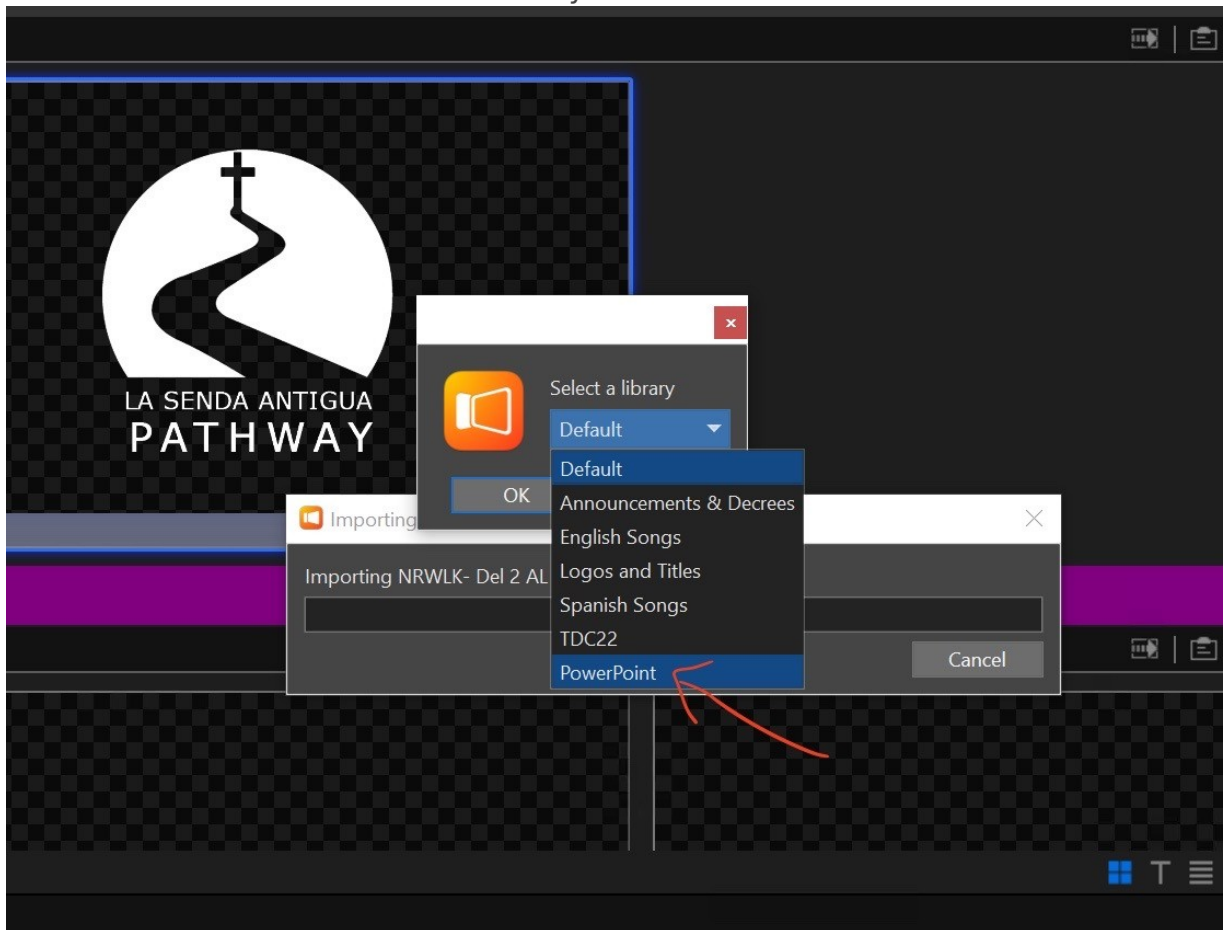
2. Check the Gmail for any **Cell Group Reports** and or Pastor **Power Points**
 1. Check for any [new announcements and or videos](#) and drag them to the appropriate playlist.
 - If for 10 AM Service then use the English version.
 - If for 2 PM Service then use the Spanish version.
 - If for Thursday Service, then use the Bilingual version.
 - If for a Special Service, then use the Special Service version.
3. **If any videos are going to be shown, let the sound tech know to test and be ready.**

4. PowerPoints

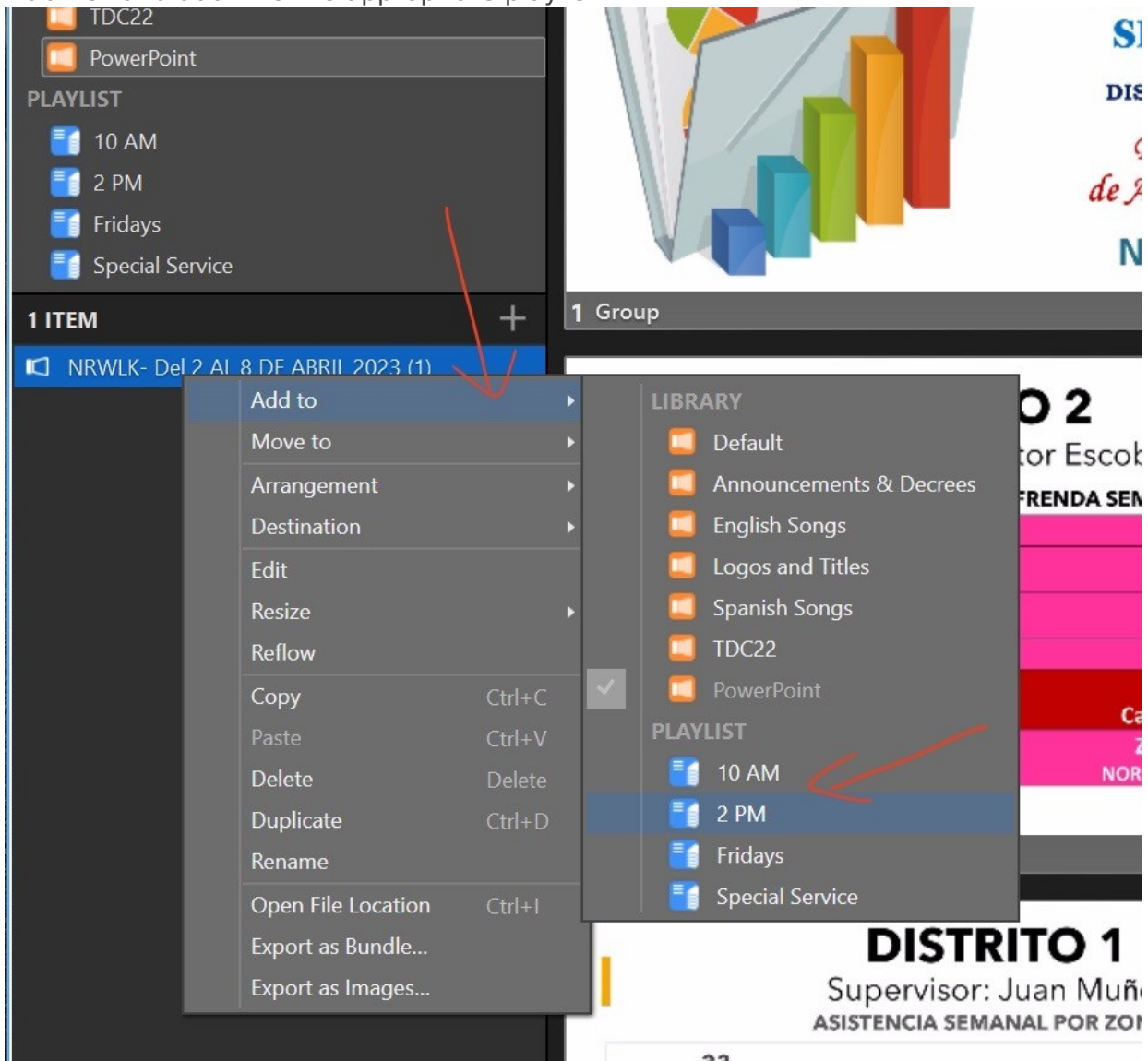
1. Download the powerpoint (cell group report, pastor powerpoint etc) to known location
2. Click on **File / Import / PowerPoint..**



3. Next you will see an import dialog and you will be prompted to select a library to save it to. Select the "PowerPoint" library and click "Ok"



- Once imported, Right-Click the powerpoint you just imported and hover over the "Add to" and add it to the appropriate playlist.

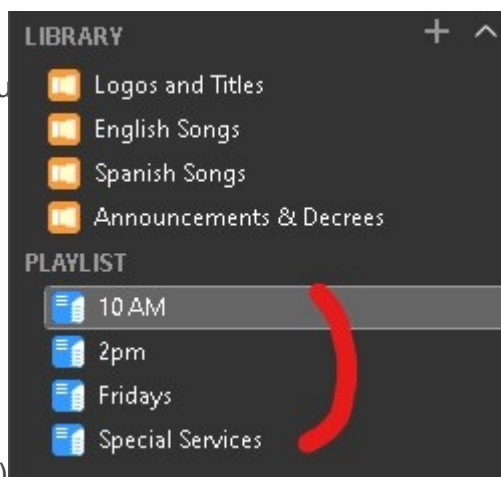


- Next go to the playlist and move it up or down if needed according to the agenda and or when it will be shown.

- If you are showing a cell group report or any other powerpoint where the user has a remote (clicker). You must click the first slide to make it active then the user with the remote (clicker) can take control from there.

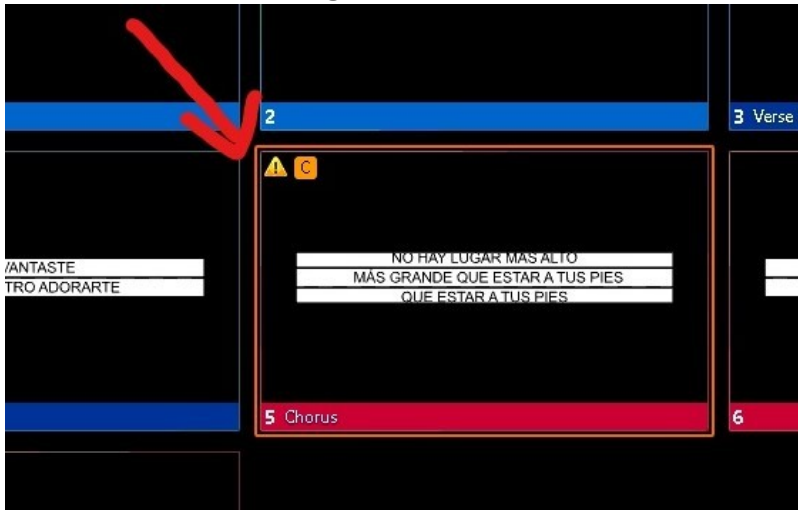
5. Music

- Check your Playlist for you



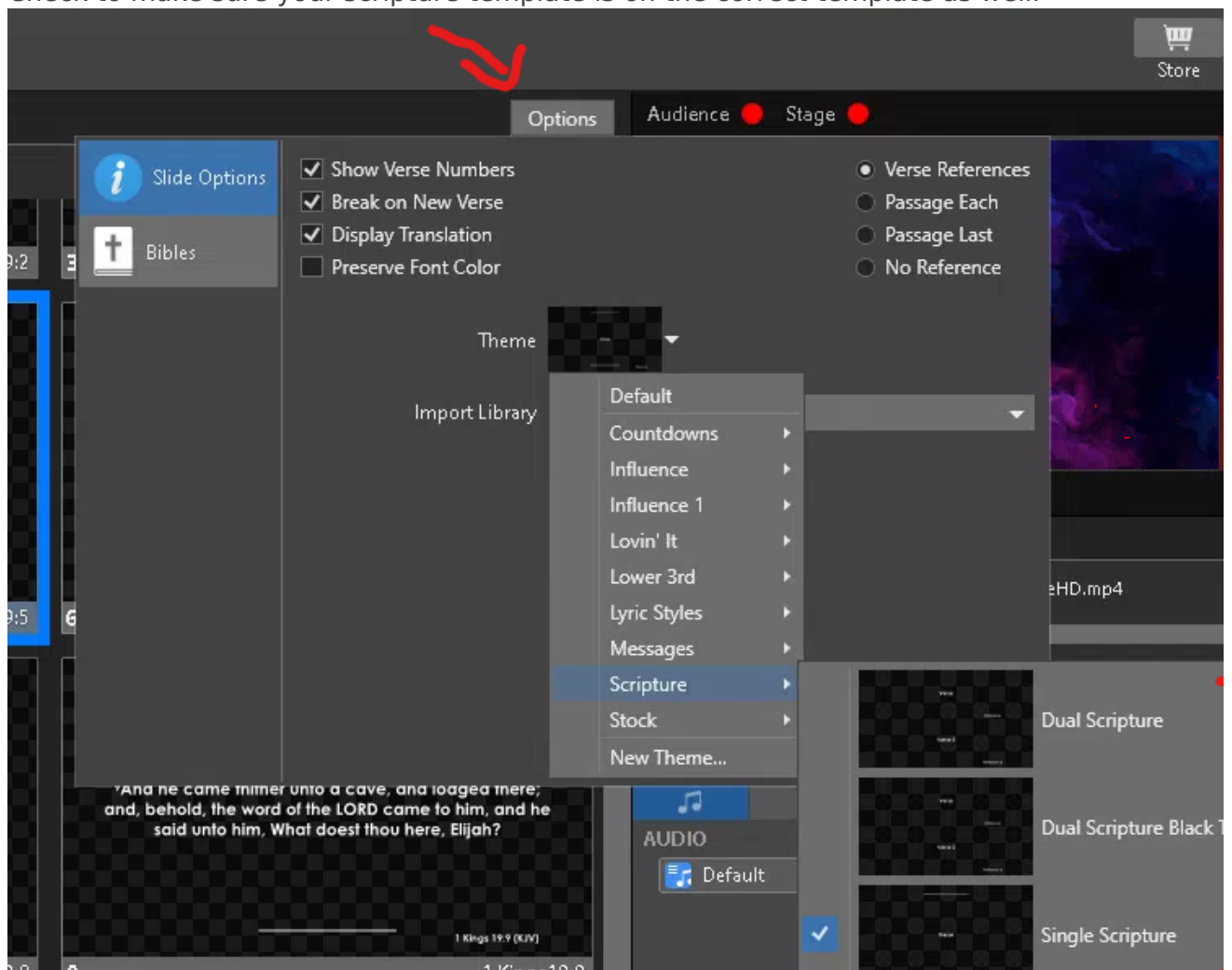
Playlist or Special Service)

1. Check the email to make sure no songs are missing, and if there are any song updates from the music team.
 1. If there is a new song and do not have time to add it before service, proceed without it however, do make note of it and add it before you leave.
2. Ensure all songs are shown on only **two** lines max.
3. Make sure there are **no errors**, these are typically caused by an extra line or too much text for a single slide.

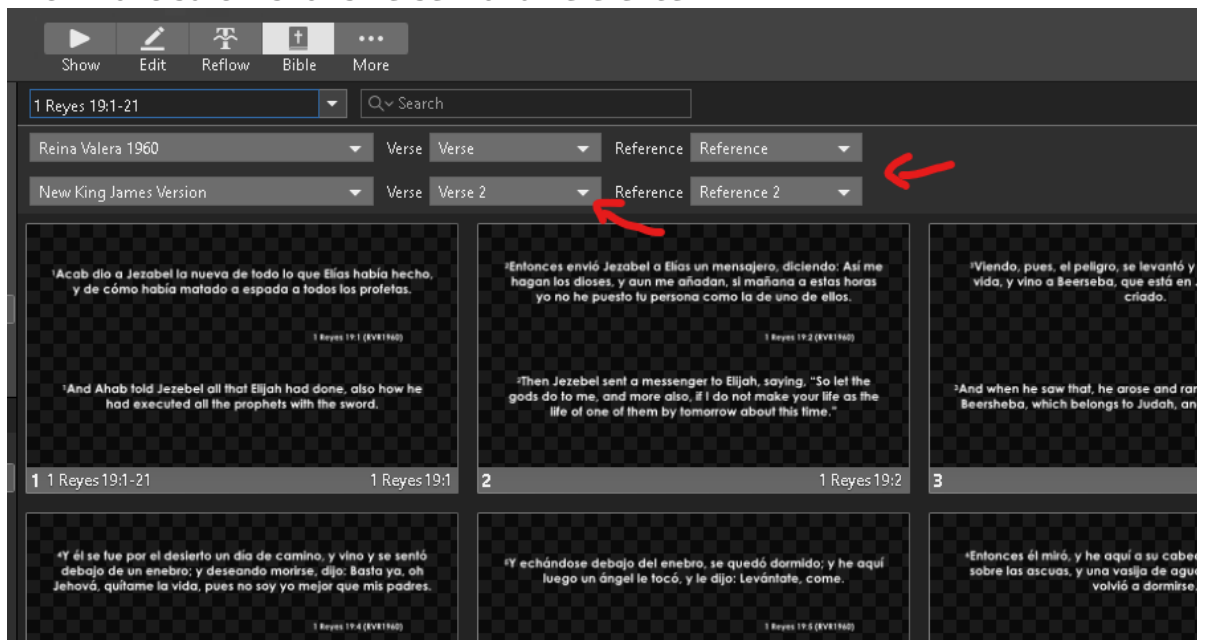


6. Scriptures

1. Select the Bible module
2. Check to make sure your scripture template is on the correct template as well.



1. 10 AM and 2 PM should be on Single Scripture.
2. Thursday Services and or Special Services should be on Dual Scripture
 - When using Dual Scripture you have to make sure you do the following,
 1. Click on the + by *License*
 2. Then make sure it shows *Verse 2* and *Reference 2*



3. Also make sure you are on the right translation of the bible,



- For English we use New King James Version
- For Spanish we use Reina Valera 1960

7. Countdown

1. Select your countdown and start it 5 minutes before service start.
 - Sunday
 1. English service at 10 AM
 2. Spanish service at 2 PM
 - Thursday
 1. Bilingual service at 7:30 PM

To End

1. **Show the appropriate Announcement Loop for the service (10 AM, 2 PM or Thursday Service) for about 5 mins or until the people have cleared out.**
2. Close out of Pro Presenter and **leave computer on.**
3. Turn off the display only (Benq Display)
4. Turn off the Main Switch upstairs.

Revision #36

Created 2022-01-09 19:01:19 UTC by Admin

Updated 2025-02-01 16:28:21 UTC by Admin