

Pre-Service

- Run the Get Next Services Sync Job *before* opening ProPresenter to get the latest media files for the service.
 - o Always check the “*Upcoming Services*” folder contents for any new or changed (check time stamp) files.
- Create and prep the Sunday AM, PM and WED Playlists
 - o Add the designated Logo Deck (see .txt file in the Upcoming Media folder)
 - o Add Songs from Order of Service (check for multiple songs, missing verses, missing songs, etc)
 - o Import announcements as JPGs and **add Transitions** to all slides; **add Timers** to all rotating slides.
 - o Import Sermon files as native ppt files unless you find them to not have any animations or slide builds.
 - o Add Media from the Video Bin (ensure videos have been set to play **STOP and not Loop**)
 - o If importing media from a missionary or from a thumbdrive, perform a virus scan on it first.
- Each time you open ProPresenter**, go to ProPresenter→Preferences→Display and toggle the “*Display at Top Most Window Layer*” twice. It should be **UNCHECKED** or PowerPoint animations will not operate correctly.
- Test Media** in playlists for ALL services, especially in the PM as things could have changed since AM.
 - o Perform a sound check to ensure audio is making it to the sound board.
 - o Ensure any video is synchronized with audio (must play several minutes)
- Turn on projector and run rotational announcements **15 minutes before service with the MP3 player.**
- Ensure Onyx is running and the lights are functional. **Master Inhibit Fader = 100%** and **Warmer Scene.**

Operating Reminders/Tips:

- o **ONLY sync when ProPresenter is CLOSED.** You can corrupt critical ProPresenter files if you do.
- o **Use the keyboard** (Right=forward, Left=back) for PowerPoint presentations in ProPresenter
- o **Disable ProPresenter Output during all Choir specials.**
 - o Display the **Connection Card** during the welcome & the **Online Giving** during the Offering prayer.
- o If you are running a PowerPoint item, clear the screen with the logo deck or clear all prior to running any video media. This ensures you can get the **video playing behind PowerPoint.**
 - If you disregard this, you can right click PowerPoint and close it to recover.
- o If a media item in the playlist doesn't play during the service, click the **Video/Image Button** and the Upcoming Services Folder to display the media folders at the bottom. You can play it directly.
- o Use the **Bank 1** Faders to adjust the intensity of the scenes and the toggle buttons to enable them.
 - Ensure the Choir scene is on anytime the choir is standing (not just when singing a special).

Closing Services

- Delete old ProPresenter files such as Powerpoint Imports to keep the system clean
- Turn the choir house light back on.** All house lights should be in the same position.
- Leave the computer **UNLOCKED** but turn the **projector OFF** and all three **monitors OFF.**
- Turn off all Stage Lights – **Master Inhibit = 0%** w/ red button lit or All OFF button.



General Information

- Which Allway Sync Job should be run?
 - o Get Next Service: when you want to just update the local Upcoming Services folder
 - o Commit ProPresenter Changes: save local changes back to the Master repository
 - o Load ProPresenter Repository: discard local changes and restart with the last Master copy
- Onyx Show File: [S:\Media {Working}\avteam\Lighting Configs\Onyx\CBC.OnyxShow](#)
- ONLY import ProPresenter content from the local [C:\](#) locations; NEVER from [S:\](#) directly.
 - o Documentation: [C:\ProPresenter Local Repository](#) & [S:\Media {Working}\avteam](#)