

Slide Operator Check List

Before the Service

Plan to arrive at least 30 minutes before the scheduled service start time. Turn on the Projectors at the front and rear with remotes. Turn on monitor, underside of screen bezel on the far right. Sign in password is Genesis11.

During the Service

Two sets of slides: announcements and service. Open announcements. Press **F5** to launch the PowerPoint slide show. It is on automatic scroll. Leave on until Pastor stands up and starts giving the Welcome. Once Pastor starts Welcome, press escape and X out of announcements. **Tip:** Don't exit too soon from the scrolling announcements or the OBS operator will not have enough time to switch to Camera 1 and your PowerPoint moves will be accidentally livestreamed. You have plenty of time to switch to the worship slides as the pastor is giving announcements.

Double click on service slides. **F5** to launch. Move to first tree slide – keep this up as “wallpaper” for audience in room during the rest of the announcements. At homes will see Pastor on streaming from Camera 1.

Tip: You may get a security box and if you do, select ENABLE, enter. This allows any embedded or externally linked movies to play automatically.

Slide Navigation

Home takes you back to the first slide. End takes you to the last slide. There are random tree pictures telling you “change of topic or camera change” signal for OBS operator.

Use the space bar to advance to next slide (right arrow also works). **Use Left arrow to go back.** Advance through all verses of opening hymn, then rest on tree as background.

To view “live” screen on the Operator’s screen, look far right to see what is “streaming”. The Preview Screen is the next closer to you on the Operator’s left. You can see that you are queued up, or that the Operator is planning to change to Camera 2 to show the piano/front as an alternate sermon view.

Some slides are different: the “external content” appears in a slide which contains an embedded or linked video which should start automatically when you bring it up on your screen. If the video does not start playing automatically, touch the slide and look lower left for a sideways triangle that means “play the music” or “start movie”. Drastic – if not activated, F5 to beginning to actuate Enable again. Then down arrow to where you left off and press little “start at this slide” key.

During the Pastor's sermon, he/she may have pictures. If not, keep the tree up for audience. When he does, he will provide a script marked with slide changes to match pictures to sermon **OR** he may use a separate slide clicker to advance the slides as you watch.

Ask Pastor how the prayer song will be divided. Use arrows to go through Prayer Song verses – sometimes the Taizé couplets are 2 pages so you may need to go back and forth as needed.

During Communion the audience wallpaper is a picture of wheat/grapes. Listen for key sentences to signal audience response spoken/sung, then put up those words then go forward to the picture as the camera shifts to Pastor for breaking bread, etc.

After the Shalom song, put up the final copy right page as reminder for the OBS operator to stream.

After the Service

Hit Escape to get out of slides and X to close. To close computer, click on bottom far left window picture to get menu, choose CPFUMC User (head/shoulders). When the second menu pops up above, choose Lock. (**Tip:** Alternatively, you can use the Windows Key-L key combination to go to the lock screen). Turn off the Monitor far right bottom of the bezel. Leave the computer ON.

Use the remote to walk forward and turn off the projector to the screen if the other livestreaming team members have not already done so. Two presses on the Standby button should do it.

August 28, 2023