



1. Switch on the video desks at the white switch on the sloped panel labelled 'Switched Power'.
2. Ensure the only lights lit on the ATEM 4k are as in the photo below.
3. Use the ATEM 4k buttons 1 to 8 to switch between the three cameras (1,2,3), the MacMini running Presenter (4), the Broadcast/Webcast MacMini (5), the Rostrum video visualiser epidiastcope (6), rostrum laptop input (7) and the rear video desk laptop input (8).



The larger of the two video mixers is used for the presentation video i.e. what goes out on the video projector and out to the fourth input on the smaller webcast video mixer.

Use the vertical slider to mix between the current input (illuminated **RED**) and the input you're moving to (illuminated **GREEN**).

There are two identical rows matching up to the eight inputs. Switch the input you want to change to next on the row with the green illuminated light, rather than the red illuminated light as this would be an immediate change to the input visible on the Projector.



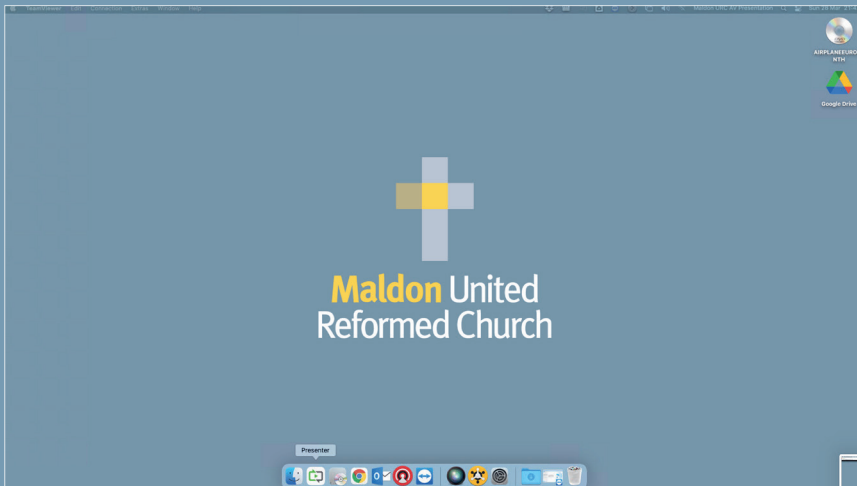
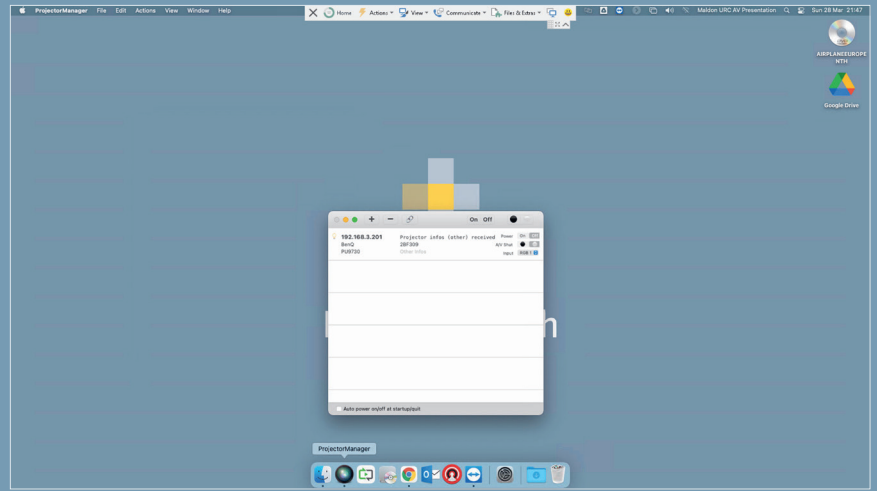
Presentation Video Desk Help Sheet

Software

Having turned the system on at the switched power spur, if necessary enter the password on the Broadcast Desk computer.

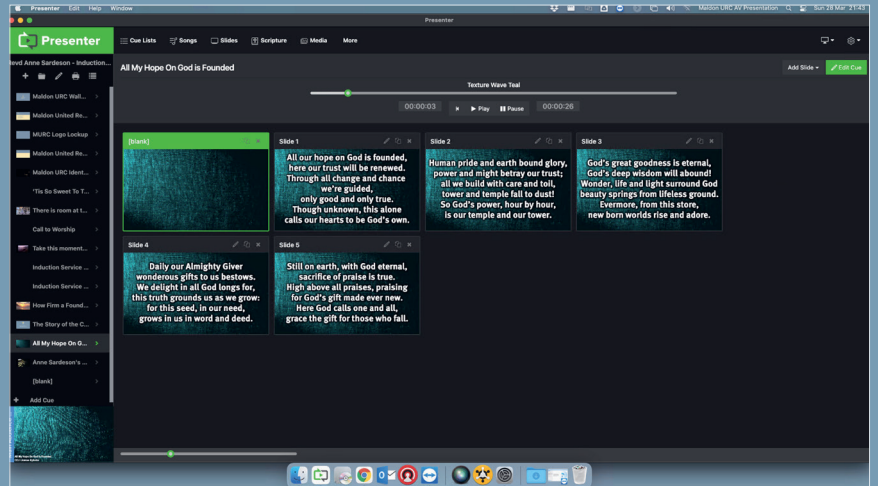
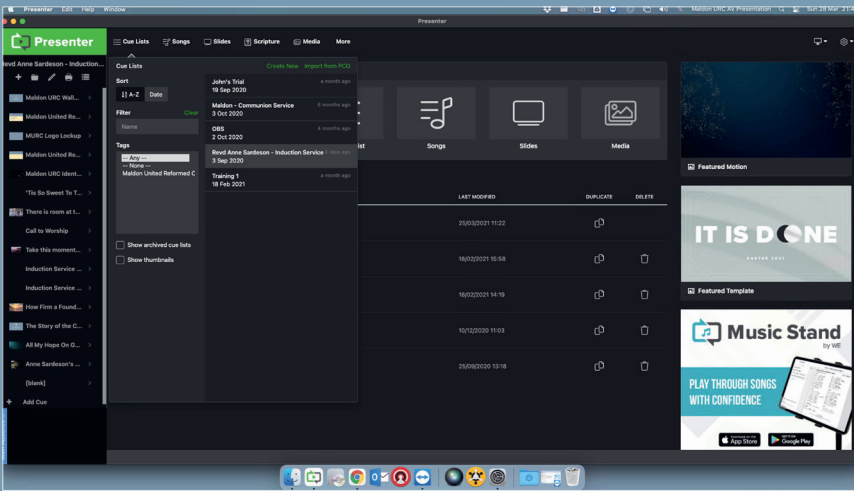
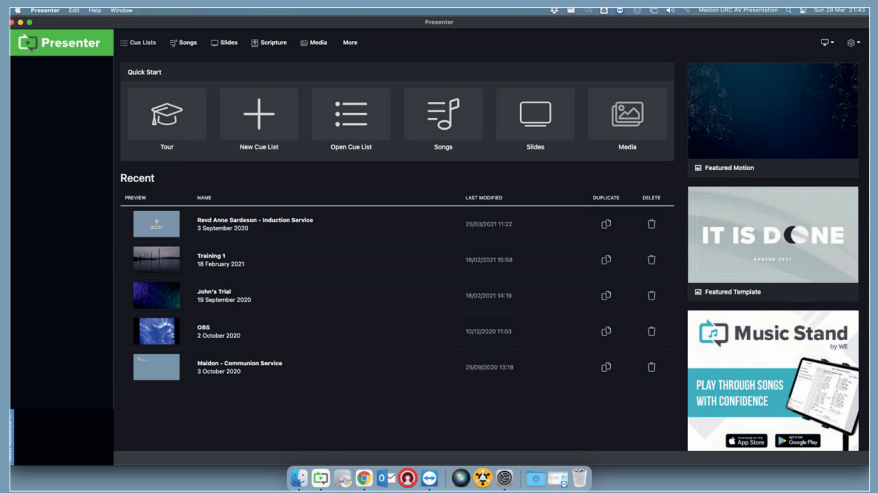


Using the Projector Manager software
switch **ON** the projector



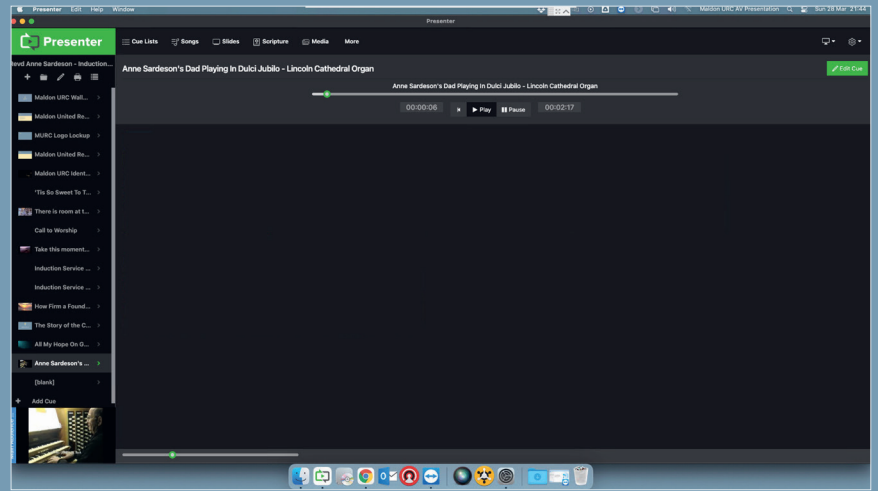
Load Presenter

Select 'Cue Lists' (ie. services)



Navigate between items on the cue list and between verses with the arrow keys on the keyboard or with the mouse.

If you are playing a video in Presenter,...



...the projector screen will show the video whilst the control screen shows the pause, play, timeline scrubber etc.

Presenter has a third screen...
Stage Display - the furthest right hand screen of the screens on the desks.

This shows what's coming up now and next, but also shows how much longer the video being played has left.

