**JAM COMPUTER/PRO PRESENTER SESSION**

OPENING THE RIGHT WAY 😊

1. Check all cables incl HDMI, USB spliters, power cables
2. Turn on TV’s FIRST
3. Turn COMPUTER – **EKIDS COMPUTER PASSWORDS are ‘ekids’**
4. OPEN Pro presenter
5. Don’t open too many things unless needed.

HOW TO MAKE A NEW FOLDER IN PRO PRESENTER

Say you arrive to serve and find NO file for todays session! OMG

1. Open pro presenter
2. On left hand column at the top press +
3. Click add PLAYLIST FOLDER
4. It will appear unnamed – type the appropriate name for the folder
5. Click the arrow to open that folder
6. Go back up to the + and add PLAYLIST – NAME IT with today’s week and date
7. Go into **EKIDS Google drive -   
   LOGIN: encompass.ekids@gmail.com  
   PASSWORD: High-Blue-Sky**   
   -Download todays CG, worship songs, and story.
8. Click FINDER – Click on ‘DOWNLOADS’ on left hand side- you will see all you have downloaded.
9. Drag and drop into today’s playlist. Please note you will drop properly when you see the BLUE LINE.
10. You should see your playlist in the second column – DONE, Ready to PRESS PLAY play!

SCREENS NOT SHOWING PRO PRESENTER!!

Power is on, cables connected, do a shut down as described below, restart and if its still not showing, then use this Process.

1. CLICK SCREENS on top bar menu
2. A ‘SCREENS Screen’ will come up
3. Click CONFIGURE SCREENS
4. IN the middle click into OUTPUT – DISPLAY 1 SAY DISCONNECTED. CLICK ON THE DROP DOWN BOX
5. You will see a 2 options for display – click the smaller grey box in DISPLAY 1 – PLEASE NOTE – Don’t click other options- they only confuse the computer.

That should do it!

1. If that doesn’t work either – please click the red/green circle beside ‘AUDIENCE’ AND ‘STAGE’ THOSE CIRCLES SHOULD BE GREEN

SOUND NOT WORKING

1. CHECK VOLUME on TV’s

CHECK computer VOLUME - Make Sure the sound volume is all the way up   
**\* On the top bar you will see the SOUND icon\***

1. Select USB AUDIO – This makes it play thru the TV
2. Select INTERNAL SPEAKERS – This will play thru the computer itself.
3. We use USB AUDIO for best room sound.

COMPUTER RUNNING SSLLLLOOOOWWW and TURN OFF PROCESS

We need to SHUT DOWN whatever is not in USE

**Q: How do I know a program is open in the back ground?   
A: There is a little black dot under the icon at the bottom of the screen**

1. You open the screen and then pressing the RED CROSS – IS NOT ENOUGH THEY SAY !
2. Bring you cursor onto the program icon your wanting to quit
3. Right Click – click QUIT – or FORCE QUIT
4. REPEAT ON ALL programs you don’t need open – FINDER can not be QUIT – It will always have a black DOT
5. IF finishing your JAM session please complete this process by Shutting down the whole computer.

SHUT DOWN WELL:

1. CLOSE COMPUTER BY clicking the little apple on top left corner.
2. CLICK Shut down.
3. If all programs are shut it will have no problem shutting down, If not you will need to double back and complete a proper QUIT on anything that’s open as per above instructions.