

PROPRESENTER POSITION CHECKLIST

WHEN YOU ARRIVE:

1. Turn on all TVs and monitors in the auditorium
2. Unplug everything from the computer, quit Propresenter 7, and restart.
3. Between you and other people on production, ensure every camera is on, and working.
** (be sure to clear the go-pros of the battery and record icons by swiping over to the “eye” icon and tapping the go-pro screen. The go-pro screen will be black so you will have to use a tv/monitor for reference.)
4. Plug in the dongle and ensure every connection is works in Propresenter 7

CHECKLIST // THINGS TO LOOK FOR:

- 1- Audio signal in channel 3
 - 2- Video input working in Propresenter
 - 3- Internet connection working in Propresenter (green indication when clicking start capture)
 - 4- HDMI outputs working in Propresenter
—> If all are working properly then your station is ready.
5. At 9:00 press the record button on the switcher. (the button is located directly under the green LED light at the top and the button will turn red) — Press the “ON” button at the very top left of the switcher. (button will turn red) — Press the “PGM” button on the very bottom right of the switcher (button will turn white)

6. At 9:45 click start capture in the top right of the screen. (I have enabled automatic start on YouTube, so when you click this be sure that you are ready to live stream service)
 - Make sure the Live Stream is working by monitoring it on your phone/laptop

IF SOMETHINGS NOT WORKING:

- **Sound:** Go to top left of screen — click Propresenter — Click preferences — Click INPUTS — Click Audio 1 — Connect to Scarlett Solo — test audio connection by looking for green fluctuating lights on the audio meter (there are 2 “Scarlett Solo Interfaces” connected to the computer, so be sure that you choose the one that indicates an audio signal)

- **Video:** Right Click on “Video Input” in the small rectangle box on the bottom left corner of the screen— then left click “Video Input Configuration” — Ensure you are getting a video signal from the Elgato Cam Link connected to the USB input
 - ** If there is no signal OR the Elgato logo is displayed —> Command Space — Search for Elgato — See if you are receiving a video signal there — if you are then you should go back to Propresenter and try again... If not then unplug the CamLink device from the USB and plug it back in until you get a connection. This must go into the USB3 port on the dongle.

 - ** If the issue persists then unplug the dongle and re-establish all connections

- **Internet:** Test your computer's internet connection by going to safari and typing in google.com — Go back to Propresenter — Click “Live” in the top right of screen, then “start capture” — If the button indicates green, then you are ready to go

**** If Connection is not working, unplug the ethernet from the dongle and plug it back in. — if the issue persists, unplug the entire dongle and re-establish all of the connections. — (Connection is working when the ethernet's lights are flickering and the connection is enabled on internet preferences.)**

****If the issue persists, we may need to restart the internet connection (contact Caleb)**

- **HDMI Outputs: Go to top left of screen and click “Propresenter” — click “preferences: — click “screens” — click “configure screens” — ensure that the appropriate screens are matched up with the different OUTPUT destinations. (you may have to unselect the output and reselect output for it to work)**
- **** if there is no signal — try to troubleshoot the connection by unplugging the HDMI cord and plugging it back in.**

- **Audio Output: If the audio output is not working with the soundboard. You will need to go into your system preferences to fix this issue. It will not be found in Propresenter.**

WHEN YOU LEAVE:

1. **End Live Stream**

2. **Press stop button on the switcher (located under the red record button at the top) — the button will turn white**

3. **Quit Propresenter**

4. **Unplug the dongle**

5. **Shut down computer and close the lid**