

Gym Tech User Guide for Student Ministries Volunteers

Startup - Must be done in order:

1. Take the Front and Top Panel off the Cart
2. Stand Monitor Up, Turn on (Button under monitor), and Plug in the HDMI cord (HDMI port is in the back of monitor)
3. Turn on Tech Cart Main Power (Switch on the upper right side of the cart's front panel)
 - The SQ-6 will turn on (Sound Board)
4. Make sure Mac Studio is on (Silver Box)
 - White light on the bottom right side will be glowing if the Mac Studio is on
 - Black button on the bottom left side of the Mac Studio if the device is off
5. Turn on the wireless Mouse and Keyboard
 - (Keyboard should be left on but check to confirm)
6. Log In
 - Username: StudentMinistries
 - Password: beonemakeone
7. Turn On Projector (In the wall Panel)
 - Press the “On” button on white box in the wall panel (Projector screen will lower and projector will turn on)
8. Make sure LightKey is Open (Disco Ball Icon)
 - If LightKey is closed select the first project by double clicking on it
9. Open Propresenter 7 (Orange Icon)
 - Select the current month and date from the playlists
10. Grab the Needed Mics from the Drawer
 - Pref. #1: Red, Pref. #2: White, Pref. #3: Yellow, Pref. #4: Green
11. Turn on the Sound System (Subs and Mains)
 - Press the Gray Button in the upper left corner of the Wall Panel labeled “Sound System” to turn on the mains (Three Delay LEDs will slowly turn green, once the 3rd LED is lit, speakers are on)
 - Sub Power is on the back of subs (White light on front indicates power on)
12. Unmute Needed Devices
 - Unmute Soft Keys (Music, Mics, All)
 - Unmute Channels (Slides, Music, Red: Mic #1/Speaker Mic, White: Mic #2/Left Stand Mic, Yellow: Mic #3/Right Stand Mic, Green: Mic #4/Extra Mic, Sub, Main L/R)

Shutdown - Must be done in order:

1. Mute Needed Devices/Log In to "Off"
 - Processing > Change User > Off
2. Turn off the Speaker System
 - Press the Gray Button in the upper left corner of the Wall Panel (Three Delay LEDs will slowly turn off, once the 1st LED is blinking, speakers are off)
3. Put Back the Mics in the Drawer
 - Slot #1: Red, Slot #2: White, Slot #3: Yellow, Slot #4: Green
4. Turn off the SQ-6 (Sound Board)
 - Press the "Shut Down" Button on the screen (First Option)
 - Once the screen says "SQ is safe to shut off" **DO NOT** press the Button on the bottom right corner of the back panel and **LEAVE PRESSED IN**
 - SQ-6 Sound Board will be fully shut down in later step
5. Close All Applications: ProPresenter 7, Spotify, Etc. (**Don't Close Lightkey**)
 - ProPresenter 7 (Orange Icon)
 - i. Click ProPresenter (Top Left Corner) > Click "Quit ProPresenter" > Click "Ok"
6. In Lightkey put Wall Aura Position to "Down", Floor Aura Position to "Up", and put **all** of the light fixtures intensity to 0% (Stage, Wall, Floor, Auras, Panels, Speaker Lights)
 - **Make sure LightKey Stays Open** (Disco Ball Icon)
7. Turn off the Projector (In the wall Panel)
 - Press the "off" button on white box in the wall panel (The projector will turn off, and the screen will raise)
8. Keep Mac on and **logged in**
9. Turn off the wireless Mouse and Make sure Keyboard is plugged in (Keep keyboard on)
10. Make sure to keep Mac Studio on (Silver Box)
 - White light on the bottom right side will be glowing if the Mac Studio is on
11. Turn off Tech Cart Main Power (Switch on the upper right side of the cart's front panel)
 - The SQ-6 will turn off (Sound Board)
12. Turn on (Button under monitor), Unplug the HDMI cord (If HDMI is not unplugged it will break), and Lay Monitor Down
13. Put the Front and Top Panel back on the Cart

Have a Great Week!!!!