

Production Desk Set-Up (19-06-2026)

Please follow the instructions step by step in the order given to ensure that problems are minimized.

Power Up		
1	Get the master key in the upstairs office on IBF mail shelf from the key safe). Code 1419 . Pull the yellow tab on the back of the key safe to open it.	
2	Unlock the left cabinet and the right cabinet at the production desk.	
3	Insert the master key into key switch to left of soundboard.	
4	Turn the key to position 1 and let it return naturally to position 0 . Wait 1 minute for all to power up.	
Presentation Screen (far right behind production desk)		
1	Press the power button on the back right of the Mac Mini box (the presentation screen on the far right). It will automatically log into MacOS. If a password is needed, enter Technik@FEG .	
2	Close (Beenden) ProPresenter . The black dot below the icon should go away.	
3	Check that the stage display screen under the balcony is still on. If it has gone to standby or a red light is seen, use the LG remote to switch it on.	
4	Click the Control Center button on the top right of the presentation screen.	
5	Click the button for screen sync .	
6	Click stage display .	
7	If successful, a small preview of the stage display is shown. Look at the stage display screen itself. It should be blue .	
8	Open the Control Center again. Look for the audio setting/Ton and click the round white button to its right.	
9	Click on Blackmagic Ultra Studio HD Mini .	
10	Click the Proclaim icon on the bottom tool bar.	
11	Check for a blue update banner , showing that there is an update ready to install. Updating will close the program but perform the update and it should open automatically.	
12	Click on the current presentation at the top of the list. Give it 1 to 2 minutes to sync. It is ready when you see a green check mark at the top right.	

13	Use the Sony remote to press the ON button to turn on the beamer . (It is the green button on the top right of the remote.)	
14	Press red ON AIR button on top toolbar on presentation screen.	
15	If the stage display under the balcony doesn't show correctly, click OFF AIR, then ON AIR again.	
	Streaming Screen	
1	Log in as Technik without a password on the streaming computer . (the one on the far left)	
2	ATEM software should be running.	
3	In the top tool bar, click on Ausgange . Scroll down to Output 5, then all the way to the bottom and click Me2 – ON AIR .	
4	Open OBS .	
5	Click on “ Docks ” on the upper toolbar. You will see YouTube Live/Control Panel/Google Sign In . 1. User: scott@ibf.church 2. Password: matthew4:19 (no spaces) 3. Click: International Bible Fellowship 4. Click: Select Stream 5. Click today's date	
6	In the top section of ATEM (Block 2), click FILL . It will turn red .	
7	Make sure these are lit up in Block 2 . none none 3rd box from left 1st box on left 3rd box from left 1st box on left none none	
8	Just below Block 2, you will see Block 1 . Make sure these are lit up in Block 1 . 3rd box from left none none 1st box on left 1st box on left 1st box on left none none	

9	Turn on the ATEM Mini Pro to the right of the keyboard. Make sure all the buttons with an arrow label are lit up . The VIDEO OUT on the lower right needs to be changed to PGM .	
10	The multi-view screen (between the presentation screen and the streaming screen) AND the small black box lying flat on the desk near the ATEM Mini Pro both need to be turned on.	
11	Get the blue pad from the <u>top drawer</u> in the left cabinet. This runs the stage lights. Open the pad and press the button to turn on the stage lights to focus the cameras.	
12	Press the power button on all 3 cameras: 1. hanging <u>above</u> the streaming screen 2. sitting flat on the desk <u>under</u> the streaming screen 3. <u>far left</u> of the production desk with the elevated chair	
13	Focus each camera so that people on the stage are outlined in green .	
14	Use the blue pad to find a stage light color scheme that complements the song slides. Please do NOT light the cross in red. Use “redner” for the MC and the preacher during the service and “black” for playing videos.	
15	On OBS, click “settings” . Go to AUDIO Mic/Auxiliary . Make sure it is set to “Black Magic Web Presenter” . Click “Apply” on the lower left and the “ok” on the lower right. (This will prevent the conversation between people at the production desk from being heard through the streaming.)	
16	Click “start streaming” and “start recording” on the streaming screen 5 minutes before the service. Using your phone, go to online.ibf.church to make sure streaming is live.	
17	Please DO NOT “stop streaming” until the end of the service. If you stop, then re-start streaming, it will skip today’s live stream and interrupt any already-scheduled streams.	
18	On the streaming screen , use IBF slide only/overlay and IBF side by side as desired.	
	Sound Mixer	
1	Press the VIEW button on the top right corner under “show control” of the sound mixer console. It should be blue.	
2	Scroll <u>left or right</u> to find the SCENES tab on the vertical screen.	
3	Turn the leftmost dial until line 80/IBF worship setting is outlined in yellow .	
4	Press down on the same dial to load the scene.	
5	When it asks to confirm, press the rightmost button or the right arrow.	

6	Check which mics and instruments are in use. For any NOT being used on stage, MUTE and pull the faders down to zero for those buttons. If muted, the button will be red !	
7	To blacken out any instruments or mics not being used, press the SET UP button and use the arrow buttons to move to the NAME/ICON page.	
8	Press the SELECT button at the top of a channel to load it. Then turn the COLOR dial to black .	
9	If the console has powered up with a needed channel blacked out, make them visible by selecting the channel and any color other than black.	
10	NOTE: Before any mics or instruments are plugged in, make sure they are MUTED ! When they have been plugged in, then you can UNMUTE . This prevents electrical spikes.	
11	Wireless headsets and handhelds for singers and speakers are as follows: Wireless TS1 (channel 27) music director Wireless TS2 (channel 28) preacher Wireless TS3 (channel 29) MC Wireless TS4 (channel 30) guest speaker Handheld Combo (channel 31) guest introductions Place batteries in each mic or headset being used.	

12	The channel assignments on the sound mixer are: 1-8 Drums 9 Bass 10 Metronome (fader fully down) 11-12 Grand piano 13-14 Digital piano 15-16 Electric guitars 17-18 Acoustic guitars 19-24 Wired singer mics 25,26,32 Wireless singer mics	
13	<u>Set band channels</u> at around -5 . <u>Set background singer mics</u> to -5 . <u>Set lead singers</u> at +5 . Adjust as needed.	
14	Additional audio sources: (normal level for these is around -20) Aux 1-2 Audio from slides computer (Proclaim) Aux 3 Prepared for click track for backing tracks Aux 4 Prepared for a guide cue track for backing tracks Aux 5-6 Prepared for stereo backing tracks from a computer	

Power Down		
1	AFTER THE SERVICE: before any mics or instruments are unplugged, make sure they are MUTED. This prevents electrical spikes. AFTER THE SERVICE: bring the MAIN FADER all the way down to 0.	
2	Click “stop streaming” on the streaming screen.	
3	Retrieve mics from singers/speakers. Remove batteries and place batteries in chargers.	
4	Shut down each computer . The multi-view screen between the 2 computers will still display the camera feeds. Ignore this.	
5	Turn the master key to position 1 then let it return naturally to position 0.	
6	Everything will power down one system at a time, but it will take a minute or so.	
7	Return the blue pad to the top drawer in the left cabinet and make sure it is charging .	
8	Lock both cabinets. Turn OFF the beamer by pressing the green “standby” button on the top left of the remote. There should be a red light up on the front of the beamer if it is off.	
9	Return the key to the lock box in the office.	

Thank you so much for your help and service. We appreciate you!