

To set up computer to ATEM software for LiveStreaming

1. Open Offertory.key
2. Open Pre LiveStream SS.key
3. Click Play to start Slideshow
  - a. **PRESS ESC TO STOP SLIDESHOW**
4. Click orange button in upper left to minimize Slideshow window until after service
5. To start Offertory.key click Play
  - a. **PRESS ESC TO STOP OFFERTORY SLIDE**
6. Click red button to close Offertory window

**\*After service start Slideshow again to be seen in Parlor**

1. Click Pre LiveStream SS.key icon to left of trash in dock
2. Click Play

To stop slideshow and power down equipment

1. Turn off TVs in Parlor and Sanctuary then go to balcony to power down equipment by doing the following;
2. **On right side computer - PRESS ESC TO STOP SLIDESHOW**
3. Right click on Keynote icon in dock (it will have a dot under it)
4. Click Quit
5. Click White Apple in upper lefthand corner
6. Click Shut Down
7. Tap Enter (on Keyboard) or click Shut Down
8. **On left side computer - Right click on ATEM software in dock (it will have a dot under it)**
9. Click quit
10. Click White Apple in upper lefthand corner
11. Click Shut Down
12. Tap Enter (on Keyboard) or click Shut Down