

Online Switcher Training:

Turning on Equipment:

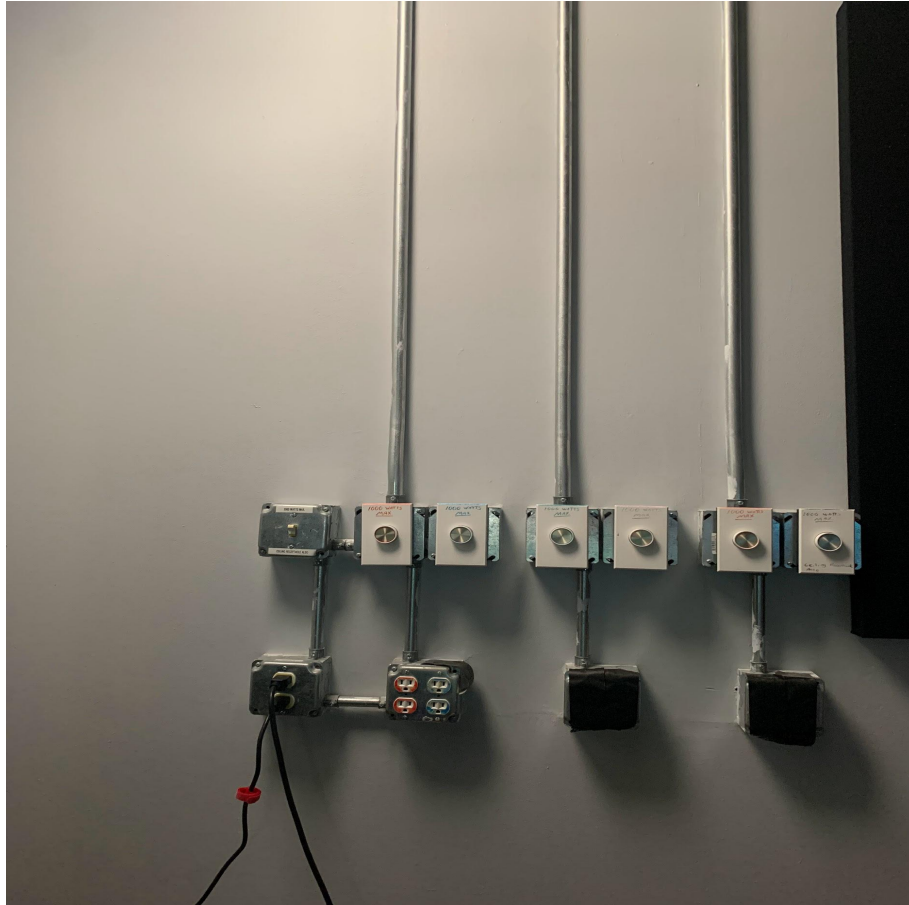
- Backlight: Flip the switch to the “On” position



- Camera: Remove the lens cap and turn the switch to the “Camera” position



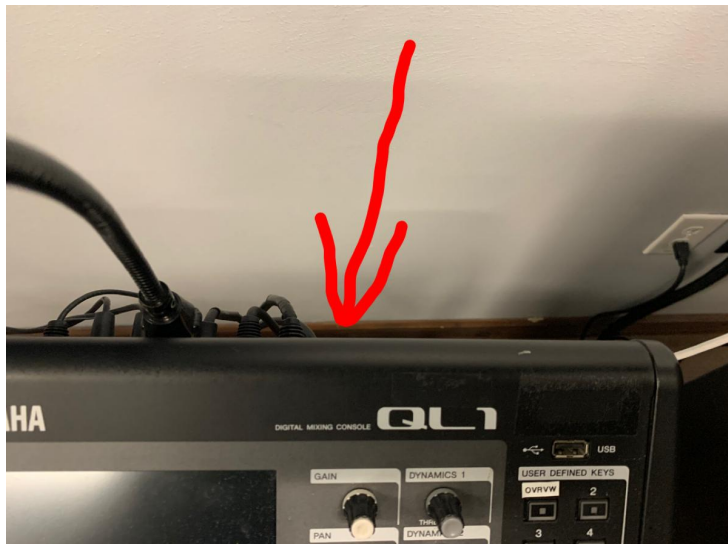
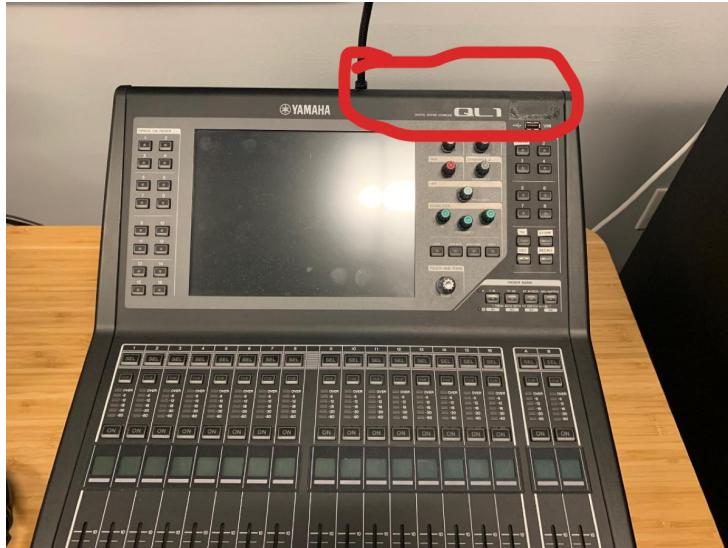
- Lights: Turn on the lights by flipping the switch in the back of the room (farthest left switch)



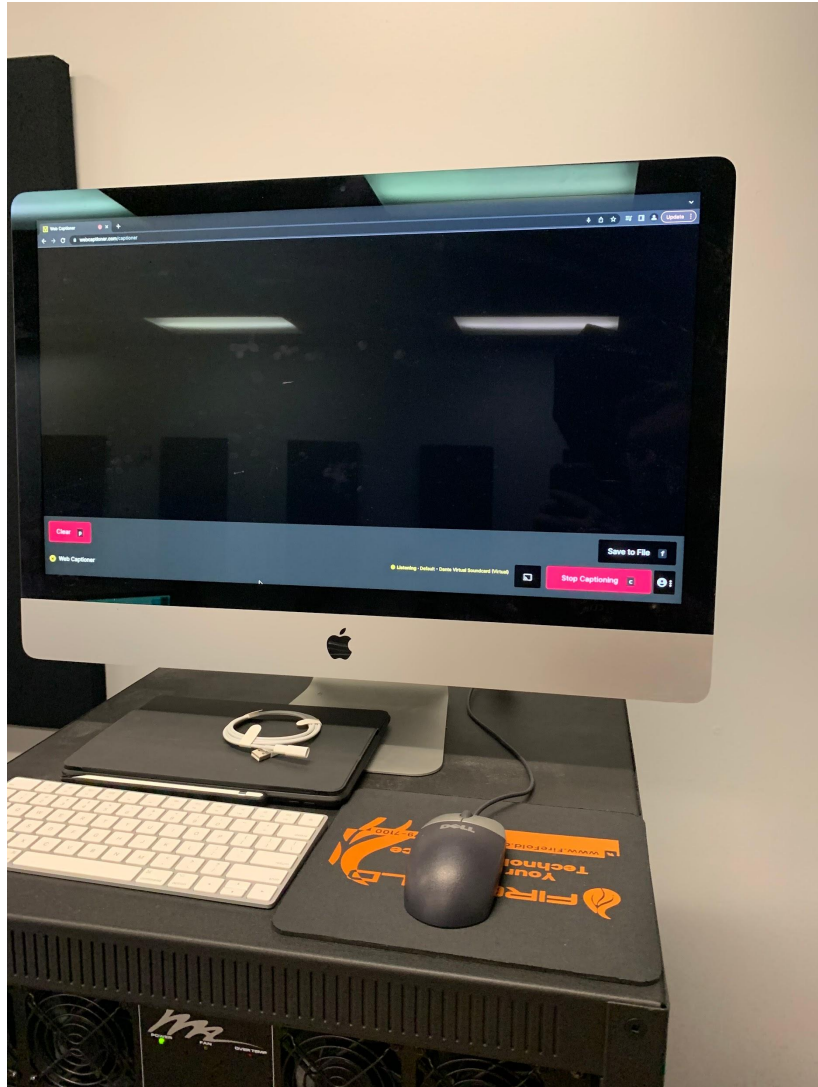
- Confidence Monitor: Use the remote to turn on the tv



- Soundboard: To the right of the screen on the board, place your hand on the top and proceed to run your hand down the back of the board. Towards the bottom, you will find the switch to turn on the board. (Follow ex. as best as possible)



- Captions: Turn the computer on if it is not already. Open Google Chrome and go to Webcaptioner.com (it is bookmarked). Make the Chrome tab fullscreen and move the cursor to the bottom right corner.



- PVS: At the beginning of the weekend open the PVS folder by clicking on PVS at the top right of the screen. Highlight all of the videos from the previous weekend, right click, and move those files to the trash.
 - Clears out PVS for the weekend to avoid clutter/confusion during the weekend.