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SAMEPAGE ONLINE PORTAL MANUAL

The online portal is temporarily optimized for Internet Explorer 7 and Firefox 2+ browsers. If you use Internet Explorer, the only limitation would be the song edit feature is not compatible and will not work properly. We highly recommend Firefox, especially for Mac users, as the primary browser for running the SamePage server. This is a free download at www.firefox.com (powered by Mozilla)

NOTE: If you download Firefox, the first time you use it with the SamePage online portal, it will ask you to load the Adobe Flash Player plug in for importing songs. Please do so.

Server Overview

The SamePage online portal is the tool used to manage you song database and playlist planning. By having the server based on the internet, users can access their music anywhere internet access is available. This can be beneficial for practice prior to the service, as well as, remote planning. The online portal is where most of the setup of SamePage is completed and then the music and playlists are synced to the individual stations.

Log in with Username and Password

1. Go to the internet website <http://my.samepagemusic.com>



2. Log in with the username and password sent to you from SamePage. If you do not have that information, contact SamePage at 877-211-0610

Note: Below the username and password section, you will see a profile section. This will be covered in depth under the profile section. Once these are assigned, you would choose the profile you want to use before logging into the server.

Admin Setup

Admin setup is where the bulk of the configuration for your SamePage system is done. This setup can all be done once the stations have arrived at your location. If the stations have not arrived, all that can really be complete is to start importing music.

1. Click on admin setup, in the upper right hand corner. This will bring up the Profile Management Window.



Member management is a crucial area of the SamePage system to understand. This is the baseline for making sure your church operates as efficiently as possible with the software. At this point, it is important to understand five terms and their functions.

1. Stations –

Stations are the SamePage unit. Each station looks at the server to decide what members and profiles it has assigned to it and the content it will display as a result of the member.

2. Members –

Members are individual musicians on your worship team. By default, there is only one member, typically the worship leader, who is assigned to every station. It is not entirely necessary to make a member for each one of your worship team members. However, content (songs) is assigned to members and not stations. For example, the default setting of one member would mean that every station was looking at the single member and they would all receive the same music. If you had more than one piece of content (music) that you want displayed, you would need an additional member for each type of different content.

There are two common ways we hear churches configure member setup. The worship leader is the only member and he is assigned to all stations. The second way is that a member is created for each worship team musician. Each member is then assigned to his respective station.

Again, if you only use one type of content, such as chord charts, you only need to have one member. If you had a full band with more than one type of music, say four or five different types for each song, we would recommend creating a username for each member.

3. Usernames –

A member has multiple pieces to its name. Let's take John Doe.

Member name: John Doe

Username: jdoe

Instrument: Piano

The purpose of the username is to give John Doe access to the server to view his music at home and to also give him access to his SamePage station on the stage.

4. Instruments –

The instrument assignment is designed to categorize the music that is imported. So, if you had multiple members, each would be assigned the instrument that corresponds with that musician. This categorization assigns the defaults for importing music.

If you only had one member, you all would be the same instrument, say Unknown, and it would not apply.

5. Profiles –

Profiles allow you to create completely different stage setups/configurations for different worship leaders and/or services. You would only need additional profiles if your setup on stage changes with where the musicians are located and you do not want to modify the physical layout of the stations.

For example, on Sunday morning you have a piano player on your left and a guitar on your right. On Sunday night, you have a bass on the left and an electric guitar on the right. Profiles allow you to configure those setups without having to move stations for each service.

Profile Management Window



1. To create a profile, type a new name under "Create profile" and choose "Save".

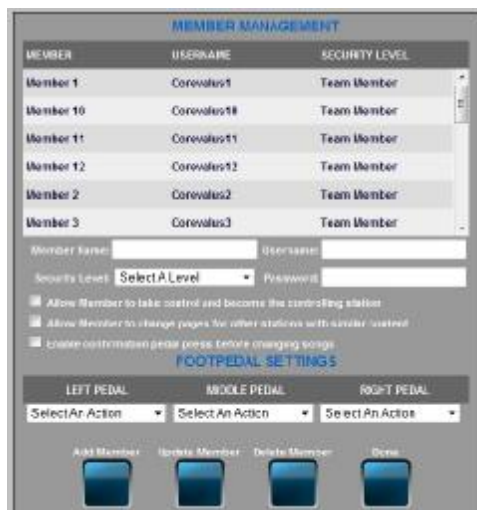
Note: At this time, profiles cannot be deleted or renamed, so please keep that in mind when creating.

2. You can then switch between profiles in the drop down list to assign the settings for members, usernames, etc. (see the next few sections).

NOTE: Once a profile has been established, you will have to choose which profile you would like to use when logging in to the server (and later the station) since all settings are based on that profile first.

Member Management

When you pull up the member management window, you will see the current members created for this specific profile.



1. If you select a member, you can then see the active information to allow modification for the name, username, security level, or password.
 - a. Security Level –
Select the security level that most closely resembles the function that the person will be providing.
 - b. Allow Member to take control and become the controlling station –
This check box gives a member the authority to become the lead station. On the station, you would see the button change from connected to leader when control has been taken.

NOTE: We do not recommend everyone having this option.
 - c. Allow Member to change pages for other stations with similar content –
This check box gives a member the authority to change pages for other stations' music that are displaying the same content. This would be used in a situation when you maybe have 3 violinists all looking at the same type of music, but you do not want them all to have to change the music. You can allow that one member to change anyone who is viewing that type of music at the same time.
 - d. Enable confirmation pedal press before changing songs -
This check box gives requires the member to press the foot pedal a second time to confirm that the member wants to move to the next song.

e. Foot Pedal Settings –

These settings affect the foot pedal, if used, and the screen tap on the performance station.

Foot Pedal Setting	Touch Screen Setting
Left Pedal	Left Screen Tap
Middle Pedal	Not Applicable
Right Pedal	Right Screen Tap

f. Once the member has been update, choose "Update Member"

2. To add a new member

- a. Pull up the member management screen and do not select an existing member. If you have selected, you will have to close the screen and reopen.
- b. Fill in the appropriate information for Member Name, Security Level, Username and Password.
- c. Check the appropriate boxes
- d. Set the foot pedal settings
- e. Choose "Add Member"
- f. When complete choose "Done"

3. To delete member

- a. Select the member
- b. Choose "Delete Member"
- c. When complete choose "Done"

Note: If you only chose one member, everyone would access the information by using the worship leader's login.

Once you have created a password for a username, for security reasons, you cannot view it again. Be sure to write the password down in order to give it to your team or you will have to create a new one.

Station Management

Station management cannot be complete, until the station is powered on and displaying SamePage. If you select Station Management, you will notice the field "Mac Address". You need to know which station has which mac address in order to assign its location.

1. Once the SamePage station is logged in, select the "Options" button.

NOTE: See the "SamePage Station Manual" to have further instruction on setting up the stations.

2. Under the server name, you will see "Station Name". This is the mac address that you will need to compare to the server in order to modify its name.
3. Pull up the station management window on the server.

NAME	LOCATION	LAYOUT	MAC ADDRESS	FREE MEM
R2C2	The Wall	Widescreen	03e03c56a29b2a	0 MB
Tate/Tot	Deag's Desk	Widescreen	03e03c56a29c3a	0 MB
J's Laptop	No Location	Widescreen	03e03c56a29d28	51 GB
H3	The Wall	Widescreen	03e03c56a2a0fd	571 MB
H3	The Wall	Widescreen	03e03c56a2a194	0 MB
R2C1	The Wall	Widescreen	03e03c56a29b22	0 MB
AcePoker	Jeremy's Desk	Widescreen	03e03c56a28cfd	0 MB
R1C3	The Wall	Widescreen	03e03c56a29c91	0 MB
R1C1	The Wall	Widescreen	03e03c56a29b23	0 MB
H2	The Wall	Widescreen	00e03c56a29cfa	0 MB
H1D	The Wall	Widescreen	03e03c56a2a19d	0 MB

Name: Location:

Layout: Mac Address:

4. Select the station with the mac address you want to modify.
5. Rename the station.
6. Location is an additional field that can be used for more detailed info on the station's location, if needed.
7. Choose "Update Station" to save your changes.

NOTE: You must choose "Update Station" after each station change.

8. Choose "Done"

NOTE: The last column shows what amount of memory is still available at each station.

Current Profile Management

Current profile management is used to assign a member and instrument to a physical SamePage station per profile.



1. Select the station.
2. Update the member from the drop down list.
3. Update the instrument from the drop down list.

NOTE: This field will be used as a cross reference once music is imported to assign the type of music for that station.

4. Choose "Update Profile"
5. Choose "Done"

Theme Management

The purpose of themes is to allow you to categorize your music under general headings in order to search through music a little easier and quickly find the song you are searching for. You can use themes in multiple ways. For example, you could set them based on Christmas, Easter, etc. Others have used it to categorize multiple worship leaders like Joe's Songs, Katie's Songs. We have also seen it by fast, slow, etc.

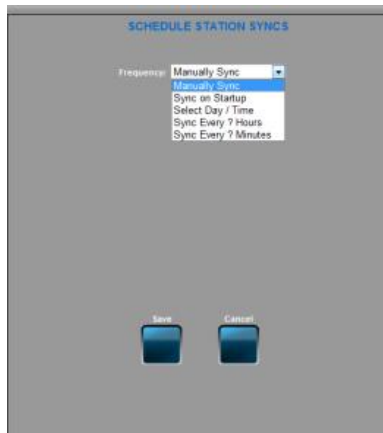
NOTE: You can assign multiple themes to one song.



1. Create theme
 - a. Enter the title
 - b. Select "Create theme"
2. Update theme
 - a. Select theme
 - b. Update title
 - c. Select "Update theme"
3. Delete theme
 - a. Select theme
 - b. Select "Delete theme"

Station Sync Scheduling

This menu can be used to setup a specific time for the stations to automatically sync or keep the default setting of manually syncing each individual station. For example, if you would like to set the sync to take place on a certain day of the week, you would do that in this window.



1. Manually Sync – This sets the sync to only take place manually at the station.
2. Sync on Startup – This sets the sync to occur at the startup of the station.
3. Select Date/Time – This sets the sync to occur on a specific day of the week at a specific time.
4. Sync ? Hours – This sets the sync to occur every so many hours.
5. Sync ? Minutes – This sets the sync to occur every so many minutes.

NOTE: Make sure to take in to consideration specific times for sync settings could occur during service times.

SamePage Mix Management

This menu is used to define the SamePage MIX channels that are used on the SamePage stations.

1. Name – Assign up to five characters for an abbreviated channel name. This appears on the mixing screen as the channel name at the bottom of the screen.
2. Description – Assign the description for that specific channel.
3. New Channel – To create a new channel, assign the name and description and choose “Add”.
4. Update – To update a channel, select the channel in the list and modify the text. Choose “Update”.
5. Delete – To delete a channel, select the channel in the list and choose “Delete”.

NOTE: Make sure to take in to consideration specific times for sync settings could occur during service times.

Downloading SamePage Mobile



If SamePage Mobile has been purchased, you can download it by clicking the icon in the upper right hand corner.

1. Download and run the installer
2. A shortcut will be created on your desktop. Run the shortcut.
3. A window will appear asking you to select the resolution for your screen.

NOTE: It should auto select the best resolution for your computer.

4. Click Save
5. SamePage will ask for your User Name and Password.
6. The SamePage Loader will download the latest version of SamePage and then ask for your password again.
7. From this point, you can treat your SamePage Mobile like a standard SamePage station.

Importing Music

Before music can be brought into the SamePage system, the music must be in a digital format. For recommendations on how to do that process, please see "Digitizing Your Music". If that process is complete, move to "New Song" to see how to bring music into the server.

Digitizing Music

There are many ways to bring your music into a digital format. We cannot cover them all, but we will review some of the most common ways and our general recommendation for the best way to get music in to the system digitally. Every person has different software and hardware, so this is just a recommendation on how some basic functions can operate.

The two best formats to bring music into SamePage are PDF and RTF (Rich Text Format – a universal word processing format).

1. Existing Digital Music

a. Microsoft Word Document (or similar word processing programs)

- i. Open document
- ii. Save as RTF

NOTE: Make sure to remove the tabs and change them to spaces. All web based programs, including our server, do not recognize tabs.

b. PDF, JPG, TIF, BMP, PS

- i. These can be imported directly into SamePage

NOTE: All multiple page documents need to be scanned as one file.

2. Converting Paper to Digital

a. Chord Sheets

- i. Scan the document as a 300 DPI multi-page black and white document
- ii. You must OCR (Optical Character Recognition) the document. Most scanning applications have this support built in. OCR support makes the scanner recognize the character, so it can be scanned as a text based document. This is what allows for chord charts to later be transposed quickly.
- iii. Once scanned, save as RTF.
- iv. Open the document and check for OCR accuracy to make sure chord placement is correct and all text has been recognized accurately.

NOTE: Adobe acrobat 8 or higher recommended for good OCR

b. Any other form of music (sheet music, lead sheet, full score, etc.)

- i. Scan the document as a 300 DPI multi-page black and white document
- ii. Once scanned, save as PDF

NOTE: If PDF is not an option, you can save as a JPG or TIFF. However, PDF is the most optimal format accepted. The others can have difficulty with multiple pages.

3. Music writing applications (such as Finale, Sibelius)
 - a. Most of these programs contain functions that allow you to save as or export as a PDF. We do not support their specific program formats, so you will have to use the save/export feature to get this music into a digital format for SamePage
4. Web based music portals (such as Praise Charts, Song Select, CCLI)
 - a. These types of portals typically offer numerous ways of receiving digital music. If it allows you to download the music straight into a PDF (if it is not password protected), then that can go directly into SamePage. If it only allows you to print to a printer, then you would need to install a print to PDF application (such as Primo PDF, PDF Factory, eCopy).
 - b. These formats can then be imported into SamePage.

New Song

1. Choose "New Song" in upper right hand corner



2. The song information window should appear

3. Add the song title
4. Choose the song key and minor/major.

NOTE: It is important that you choose the actual key of the song. When an RTF is imported, the software will take the original song and create multiple keys from that one document. If the original key is assigned

incorrectly, then transposition of the song into other keys will be wrong. This also means you do not have to import multiple chord charts with different keys for one song.

5. Optional Information

Everything assigned here will show up in the database under "Song Information"

a. Beats Per Minute

NOTE: In the future, this will be used for an audible metronome.

b. Copyright

c. Author

d. Publisher

e. CCLI Number

f. Notes

g. Themes

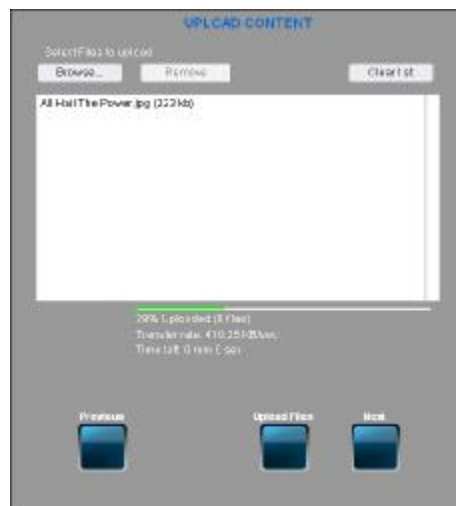
NOTE: If you have themes to choose from, they will be here as check boxes.

6. Choose "Next"

7. Upload Files

- a. Search for the files you would like to upload for that song. You can upload more than one piece of content at a time. For example, you could be bringing in a song in the key of C for the horns, violin, trumpet, piano, etc. You can import all of those during one upload.

NOTE: If you have download Firefox, the first time you use it with the SamePage server, it will ask you to load the Adobe Flash Player plug in for importing songs. Please do so.



- b. Once files are loaded, choose "Upload Files"

- c. Once the file is uploaded, you will see the song page

NOTE: If something did not import correctly, you will have to choose "Next" to move past that screen.



- d. Assign the instrument for the piece of music that was imported

NOTE: If it is a RTF Document, there will not be an option to assign an instrument. This is how the system creates all the keys for one document.

- e. Decide if "Group With" is to be used and with what other pieces of music.

NOTE: The "Group With" feature is a way to link multiple keys of music into one group, so they all get downloaded to the stations. This would be for anything but chord charts, since that is done automatically. For example, if you had multiple keys of piano music for a song, you may want to group all of them together. This is a way to have various keys available for one song in an image based piece of music (such as PDF). When you add that song to a playlist, if there are multiple pieces of content grouped together (say key C, D and E) then they will all download to the station for you to have access to. This saves you from having to create multiple songs. Instead you can have multiple versions of the song under one song name.

- f. Once "instrument", "key" and "group with" have been chosen, choose "Set". This saves these settings. This must be done per piece of content.

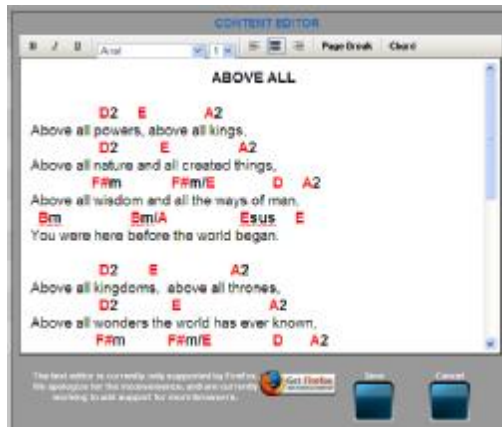
NOTE: If you want to delete a piece of content, choose "Del".

- g. If you click on the piece of content's name, you will see a screen image of the piece of music. From here you have two options.

Edit – by opening the content editor, you can modify the piece of content just like you are in a normal word processing tool. Once your edits have been made choose "Save".

NOTE: To recognize a chord for modification, you can highlight the text and choose "Chord". The text will turn red when it has been linked to a chord. This is important when making chord charts for multiple keys.

If you DO NOT use Firefox and launch this window, the server will lock up due to Internet Explorer not supporting this type of editing. You will have to choose the back button or close Internet Explorer and reload. This feature is only available by using the Firefox web browser. See the opening paragraph of this manual for further information.



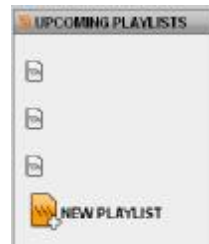
i. View Large – allows you to see a bigger version of the music, in case you need to confirm anything on that particular piece of content

h. Once the song is imported, you can make any changes to the song using the navigation found in the Song Functions box to the left. This is where you can edit song information, add additional pieces of content to that song, view pieces of the content, see what your defaults are for specific members and/or delete the song completely from the database.

NOTE: In the “View Member Defaults” you can assign what piece of content they are to receive, if it is different from the defaults set up in “Profile Management” and the default keys. Most people use this to confirm what person will be getting what music.

8. Creating a playlist

a. Choose “New Playlist” in the Upcoming Playlists box located in the bottom right of the screen.



b. Add a playlist name and any notes. Choose “Create Playlist”

NOTE: You will see the playlist name will now appear in the upper right hand window.

c. Make sure the database is loaded by choosing the folder in the Song Database window. Once it is up, you simply add a song to the playlist by choosing the blue plus beside the song in the database.

NOTE: When you add the song to the playlist, it is pulling the content featured below that song.

d. Once all songs have been added to the playlist, choose “Save Active Playlist”. This saves your settings.

NOTE: When you use this playlist on the SamePage station, it will download all the multiple keys of rtf documents, as well as, any “Groups” of music you have created.

Additional Home Page Features

1. Online Manual – You can download this file to learn how to use your SamePage system
2. More Downloads – This link offers additional MediaShout versions, touch screen drivers and user manuals.
3. Song Database – Choosing this file allows you to access all the songs in your music library

- a. Song Filters – This option displays when the song database is active. You can then sort by word search, alphabet, keys, key types, or themes you have applied to songs

When clicked, it will sort the database accordingly. Choose the “Display All” blue bar to return the entire list.



- i. “Title” Word Search – When typing in this field to search, it searches the title starting with the first letter you type. For example, if you start typing “ama”, it will search for all titles starting with those letters (such as “Amazing Grace”).
- ii. “Search” Word Search – When typing in this field, it searches for those letters anywhere in the title or song information. For example, if you start typing the word “all”, it will search for all songs with the word “all” anywhere in the title or in the song information.

NOTE: This can be useful if you assign the author for each song in the “Song Information” and are looking for that artist’s entire library in your database.

- iii. Theme Search – When searching in themes you have two options.

“Filter All” will choose any songs that have all the highlighted themes assigned to that specific song. For example, if you have Christmas and Traditional highlighted as themes, it will only return songs that have both themes assigned to that song.

“Filter Any” will choose any songs that have any of the highlighted themes assigned to that specific song. For example, if you have Christmas and Traditional highlighted, it will return all songs in either of those categories.

NOTE: You can highlight multiple themes by holding down the control key.

4. Playlists – Allows you to see what playlists have been created and/or modified. You can load a playlist from this location or you can also delete one you no longer need.
5. Upcoming Playlists – Allows you to see the most recent playlists created for easy loading. You also can create a new one from this location.
6. Playlist window – as you build or view a playlist, the songs found in that playlist appear in this window.

NOTE: You cannot use the back button in the online portal. Instead, navigate the server like it is software that does not have a back button. Clicking the back button will log you out of the portal. In the SamePage server, the buttons “Set”, “Save” or “Update” are crucial to click in order to update any changes that you make.

SAMEPAGE ASSEMBLY MANUAL

Performance Station Assembly

1. Place screen/computer on table top face down.
2. Turn stand upside down and fasten the stand head to the computer using provided screws.



3. Connect the CAT5 Ethernet cable to computer.
4. Turn stand upright.
5. Connect the VGA cable from monitor to computer.
6. Connect the Y-power cord to monitor and computer.

NOTE: The monitor location is slightly recessed from the computer.

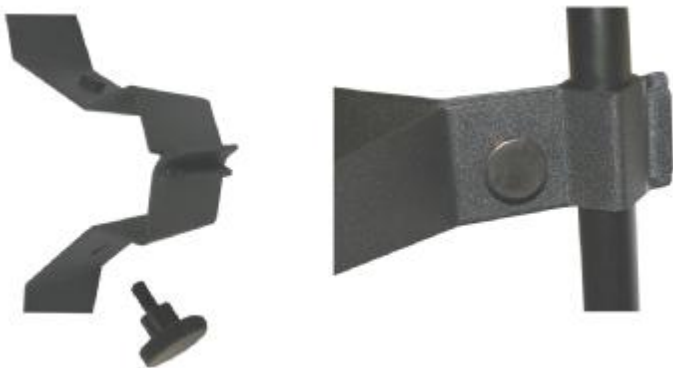
7. Connect CAT5 Ethernet cable to provided coupler and your CAT5 extension cable. Connect end of extension to provided network switch.
8. Plug power cord into outlet and press power button on monitor and computer to power on station.

Keyboard and Mount Assembly (if purchased)

1. Attach notch at head of keyboard fixture.



2. Clamp head of fixture around shaft of stand and fasten thumb screw at neck.



3. Fasten plate to the arms of the fixture using provided screws
4. Attach hook and loop on back of keyboard and to the plate.



5. Connect USB cable to the performance station.

SAMEPAGE NETWORK SETUP

Overview

SamePage is a Windows based music management system that operates very similar to a standard Windows based network. The performance stations are Windows XP based and use standard network protocols to communicate. Therefore, the setup and configuration of SamePage will be very straightforward to someone even lightly versed in standard computer operations.

Requirements

1. Power Requirements

Each SamePage station requires one standard 15P power outlet supplying no less than 110v at 15 amps.

2. Data Requirements

Each SamePage station requires one CAT5e or CAT6 line capped with RJ-45 heads to run from the SamePage station to the SamePage switch.

3. Network Requirements

All SamePage stations must be able to communicate with each other and the internet. We recommend that internet access be available continually, however, it is only needed when the sync process is executed. The following network protocols and services must be available on your network for SamePage to function correctly: DHCP, DNS, and unhindered broadcasts on ports 777 UDP, 778 UDP, and 779 TCP.

NOTE: Check your DHCP range to ensure that it has enough IP addresses available for the SamePage stations.

Setup Process

1. SamePage Network Setup

- a. Setup all Performance Stations.

NOTE: Refer to the "SamePage Assembly Manual" for setup instructions.

- b. Install the DES-1026G switch on or near the stage.
- c. Use the provided CAT5, or supply your own, to run from the base of the Performance Station stand to the DES-1026G.
- d. Run a CAT5 line from your house network to port 26 on the switch.
- e. Power on all the Performance Stations and ensure that they get IP addresses on your church subnet. Refer to the "Troubleshooting Guide" for instructions on what to do if you get a 127.0.0.1 or 169.254.*.* IP address.

NOTE: If you are using MediaShout, the computer running MediaShout will need to be wired into the house network so that it can hear the SamePage broadcasts.

NOTE: See network diagrams

2. SamePage MIX Network Setup

- a. Setup all Performance Stations.

NOTE: Refer to the "SamePage Assembly Manual" for setup instructions.

- b. Install the MIX switch on or near the stage.
- c. Run an individual CAT5 line from the base of the Performance Station stand to the MIX switch.

NOTE: Do not connect SamePage stations to either ports 9 or 10 on the DGS3200 switch or 23 and 24 on the DGS3100 switch.

- d. Run a CAT5 line from your house network to port 9 or 10 on the DGS3200 or port 23 or 24 on the DGS3100 switch.
- e. Power on all the Performance Stations and ensure that they get IP addresses on the 192.168.*.* or your church's subnet.
- f. Connect the SamePage MIX input box Link2/Mon port to port 1 on the SamePage MIX switch. Ensure that the sync light is flashing rapidly to indicate network traffic.

NOTE: See network diagrams.









SAMEPAGE STATION MANUAL

Station Overview

The SamePage station, once synced to the server, allows the musicians the flexibility of adding songs to the playlist, making annotation changes, and the ability to have your music electronically at your fingertips.

SamePage Load Screen

When the SamePage station is turned on, you will receive a load screen that allows you a few options to modify your station. Each icon has a specific function.

	Configure Network Used for setting static IPs
	Calibrate Touch Screen Used to recalibrate the touch screen. 25 Point Test Recommended
	Configure Clock To adjust the date and time for that station
	Configure SamePage To select whether the computer is for a performance station or media display terminal. Also use this function to use separate SamePage systems under one account without interference.
	Release Notes Every update SamePage delivers will have release notes placed here in order to see what changes were made. This is a continual set of notes, so the older updates will also be listed here. Updates occur automatically when the station is powered on and SamePage loads.
	Load SamePage Launches SamePage for that station
	Internet Explorer Allows you to access the internet to confirm connection for syncing
	Exit Closes SamePage

Logging in to the SamePage Station

1. When you receive the log in screen, enter your password. This is the same that you would use on the server.

NOTE: Whenever you turn on the station, it will automatically check for any updates that need to be made to the SamePage software and upload it.

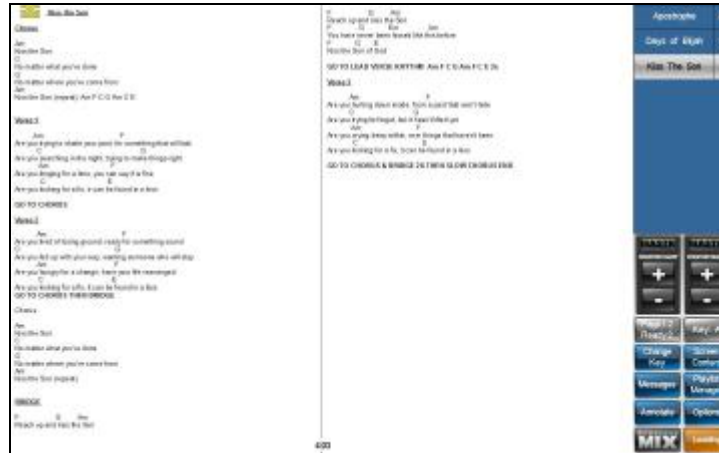
You can also use the “Sync to Server” button here if you need to. This would be valuable especially if you have changed your password in the server. When performing a sync, a progress bar will appear to notify you of the status of the sync.

2. The system will ask for you to choose the profile you want to load.

NOTE: If you log in to the station for the worship leader first and then turn on the rest of the stations, it will simplify the process of logging in for everyone else.

3. SamePage will open up with a blank window.

Using the SamePage Station



1. You will see SamePage with a blank window and the buttons and playlist to the right. The bottom right button is for the status of that particular station. It can show any of the following:

- a. Waiting (Yellow) – This is the only station on the network currently running.
- b. Follower (Green) – Another active station is running, but this station may not be following another station yet.
- c. Leading (Orange) – This station is leading all the other stations on the network

NOTE: Under options, there is a setting on whether or not that station can take the lead role.

- d. Stand Alone (Purple) – This station is completely independent, even if there are other stations on the network)
- e. Preview (Gray) – This station can preview other songs in the playlist while every other station is still playing. In this mode, the playlist will display what song the leader is viewing in gray.

2. Choose options



Under options you will find the following information can be modified:

- a. Information box – this box contains the station name (established in the online portal), profile name, and member name.

NOTE: See the “Station Management” section of the “SamePage Server Manual” for further explanation.
- b. Checkbox: Can become a leader – only those stations containing this check box can become the leader of the SamePage system (and have control over other people’s music, if applicable)
- c. Checkbox: Enable changing pages for other stations that are displaying the same content – this check box is used to establish if this particular station can change pages on other stations with like content. For example, if this station and 3 others are all looking at chord charts, having this box checked would allow this station to change all four stations’ music with a screen tap or by pressing the foot pedal.
- d. Checkbox: Confirmation message for changing songs with foot pedal – this check box will give a confirmation message that needs to be confirmed before going to the next song.
- e. Foot pedal setups – you can set the foot pedal to do various tasks. The foot pedal allows the musicians to press a button on the pedal instead of having to screen tap to advance music. These settings are used for both the foot pedal and the screen tap.

NOTE: These settings may have already been assigned on the server, but can be modified here.

Any setting that is on the station and the server (such as foot pedal settings, playlist changes, leader permissions, MIX settings, etc) will be sync both ways. However, the station will always be the winning setting. For example, if the foot pedal setting has been changed on the server and the station since the last sync, whatever the station is set to at the time of sync will be the new setting.



Foot Pedal Setting	Touch Screen Setting
Left Pedal	Left Screen Tap
Middle Pedal	Not Applicable
Right Pedal	Right Screen Tap

- f. Save – this button is used to save the settings made and close the window
- g. Full Server Sync – this button is used to download the entire database again to the station. This sync has to be performed per station. There is usually not a need to perform this function. For example, if a station lost power during a sync, it might think that the entire database has been synced when in fact it may be missing pages to music.

NOTE: THIS IS RARELY DONE. A full server sync is usually only performed if there is a tech issue and our tech support has been in contact with the SamePage user.

- h. Sync with server – this button is used if you need to update the station with what is on the server. You must have an internet connection in order to do so. By performing a sync, it will bring in any modifications from the server to songs, playlists, profile settings, etc.

NOTE: See “SamePage Network Setup” for more information on how to have an internet connection.

NOTE: If you are the “leader” and perform a sync, it will sync everyone’s stations that are connected.

When you choose sync, you will see a progress bar appear telling you the status of the sync. When the system is performing a sync, the done button will be gray. Once it turns to blue, you will see the sync is complete and you can choose “Done” to move out of this window.

Any setting that is on the station and the server (such as foot pedal settings, playlist changes, leader permissions, Momentum settings, etc) will be sync both ways. However, the station will always be the winning setting. For example, if the foot pedal setting has been changed on the server and the station since the last sync, whatever the station is set to at the time of sync will be the new setting.

- i. Black all screens – this button allows you to black all the screens at one time. When you want the station to come back on, simply touch the station.

- j. Close SamePage – shuts down the SamePage software on the station. Once the loader screen appears, you can then power off the station by pressing the power button.
- k. Power on Stations – if the lead station has been turned on and pressed the button to lead, they will be able to use this button to power on all the other stations for them to connect automatically with the profile selected from this station's login.
- l. Cancel – closes this window and discards any unsaved changes.
- m. Save – once any changes have been made, make sure to choose "Save"

3. Choose messages

You can add any messages here that you need to have during the service. By having premade, you can easily navigate to them during the service. You can also write new ones on the fly.

- a. If you do not have any messages defined, simply choose "Show Keyboard" and type the message you want to create.
- b. Choose Add
- c. Once a message has been created, it is now available to choose for displaying on the stations.
- d. Double click on the message you would like to use, you will see it appear in the window flashing.
- e. To turn it back off, simply click on the flashing message. The message will disappear.

4. Choose Playlist Manager

This is where you can create a new playlist or load an existing playlist created on the server



- a. Choose "Load Playlist"
- b. Select the playlist you would like to use (created in the online portal) and choose "load"
- c. That playlist will load in the window.

Note: Depending on the number of songs, it may take a few minutes to load for the first time.

- d. If no additional work needs to be done to the playlist, choose “exit”. You will see the playlist load on this station as well as all the others.

NOTE: While the playlist is loading, if the text is yellow it means that the loading is not fully complete. When the text turns to white, the song is ready to be used.

- e. If a modification needs to be made, you can use any of the additional buttons.

- 1. Remove Song

- a. Highlight the song you would like to remove.
- b. Choose “remove song”

- 2. Move up/Move down

- a. Highlight the song you would like to move.
- b. Choose “move up” or “move down” depending on where it needs to be located in the playlist.

- 3. Clear playlist

- a. Choose this button to delete the entire loaded playlist

- f. The scroll bar in the music library can be dragged by the use of the touch screen.

NOTE: If a station does not have the music associated with that instrument, that station will get the default piece of content brought into the system.

Playlist creation

Once the station has synced to the server once, you have established a music library on the station itself. This may not be the complete list you would find on the server, but anything that has been downloaded for use in a playlist. You can then use that music to create a custom playlist or to add a song on the fly.

- a. Select the song you would like to use
- b. Choose “load” if you want it to only appear in the playlist.

NOTE: This allows modification to be made while the rest of the band is still playing.

- c. Choose “load ‘N go” if you want to load the song to the playlist and show it live on the SamePage screen as the song to play.

Searching for music

The keyboard and key information is for searching for music quickly.

- a. Key information – choose the key you are looking for and the list will shorten to all songs with that chosen key. You can choose “All” to bring the entire list up again.

- b. Intelligent keyboard – the keyboard highlights the letters that correspond to active songs. For example, if the song starts with a “C”, the “C” key will be dark grey. The active letters will continue to change as you type searching for the word as you type it to limit the number of songs with those letters. This makes for searching quickly for a song title through a large database. You can use the backspace button to clear out your searching options.
- c. Theme – by choosing this option you can select a theme and it will return all music displaying that theme in its settings. If you choose “clear theme” it will return the previous search option.
- d. Once all playlist modifications have been made, choose “exit” to return to the playing window.

Once a song is displayed in the playlist, the rest of the buttons appear for use.

- 5. Change key - This button allows you to change the key of the current song. It lists what the original key of the song is, so you have it as a reference point. If the music is anything other than a chord chart, the additional keys will only appear if you grouped other songs to that one specifically in multiple keys.

NOTE: See the “SamePage Server Manual” for further explanation.

- 6. Screen content - This button allows you to change what type of content you are viewing for this station ONLY. For example, if you are using a chord chart, you could then switch to the lyrics sheet, if available.



By choosing a different key of an .rtf file, it will create a capo if necessary. The letter in the playlist will also turn red, signifying a capo has been set.

NOTE: If a piece of content shows in red, it means that the piece is available on the server, but has not been downloaded to the station. If a piece of content is white, it means the piece is loaded on the station and ready to go.

If storage is low, it will delete the oldest songs that are the least used to free up space. This might cause the piece of content to go red again showing that it is available, but not downloaded.

If the key in the playlist displays in red, the station is not in the original key. The original key will be in the playlist, but the key being played will be in the first button on the right.

- 7. Annotate - This button brings up the annotation toolbar. Here you can add text, highlights, etc to bring attention to certain areas of the music.
 - a. Choose the color you would like to use.

- b. Choose the function you would like to use (circle, square, arrow, pencil, text, and highlight).
- c. Touch the screen where you would like to use the annotation. If you are typing, select a spot and choose "Show Keyboard" or use a physical keyboard to type on the screen.
 1. When typing, you can touch the text and drag to where you want. Choose "Done" when complete. By selecting "Close Keyboard" or "Move Keyboard" you can also close this typing window.
 2. Close keyboard – closes the keyboard off the screen
 3. Move keyboard – allows you to move the keyboard to a different location on the screen
- d. Clear –erases all annotations on the screen
- e. Erase –allows you to erase certain pieces of the annotation by choosing the red circle that is applicable to that specific annotation.



- f. Create color – there are four "free" buttons where custom colors can be assigned.
 1. Adjust the color hues or assign the hexadecimal color code.
 2. Select the "free" button you would like it to be assigned to.
- g. Choose "Save" to apply all annotations.
- h. Choose "Exit" to return to the playing window



8. Additional buttons

- i. Pages/Ready (Gray) – This displays what page you are viewing of the total number and how many pages are loaded on the particular piece of content and ready to use.
- j. Key – shows what key is being displayed. Any change here changes the key for everyone's stations.
- k. Playlist arrows – move the entire playlist down one page at a time
- l. MIX – when using SamePage MIX equipment, this button allows the musician to change his personal mix. See "SamePage MIX Setup" and "Using SamePage MIX" for further information.
- m. Advancing music – in order to advance the music you can either tap the screen on the left/right pages or use the foot pedal. The music will advance based on the settings under "Options"

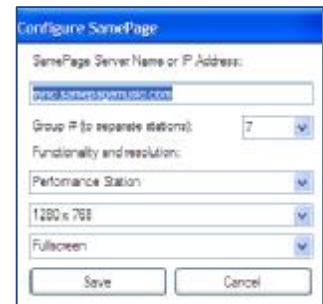
Any setting that is on the station and the server (such as foot pedal settings, playlist changes, leader permissions, annotations, MIX settings, etc) will be sync both ways. However, the station will always be the winning setting. For example, if the foot pedal setting has been changed on the server and the station since the last sync, whatever the station is set to at the time of sync will be the new setting.

Using SamePage Separately While On the Same Account

There are times when a few stations need to run independently of the others. For example, one church may have 10 stations. 5 are being used on Sunday morning on stage and 5 are being used in the children's service. The church would not want the two to interfere, but the church only has one account. You can separate those two "systems" even though they use all the same account for the database.

1. Before loading SamePage, choose the "Configure SamePage" icon on the loader screen.
2. The Group # will default to "1". If you want to change the station to be on a different group, choose the next number.

NOTE: All stations that are in the same group will communicate together.



Using MediaShout V3.5 and SamePage Together

Once you have setup your SamePage stations and have MediaShout installed on a computer plugged into the network, you are ready to link MediaShout and SamePage together.

NOTE: If you are unsure on how to get the MediaShout computer into the network, see "SamePage Network Setup".

1. Setting up MediaShout
 - a. Launch MediaShout
 - b. Open up the "Lyra" Window.
 - c. You will now see a "SP" button that you can choose. Select that button and choose "SamePage Settings".
 - d. Dialog box appears.
 - e. Choose Version 4
 - f. You will next need to populate your Account ID. To find that information, log in to the SamePage server and choose "Admin Setup". You will see the account ID in the top part of the main screen of this window. Copy the account ID and paste into this MediaShout window.
 - g. The HTTP server to fetch data from should read "sync.samepagemusic.com/Service.aspx".
 - h. Under connection, make sure the box is checked allowing SamePage to connect to MediaShout.
 - i. Confirm the number of playlists you want to see.

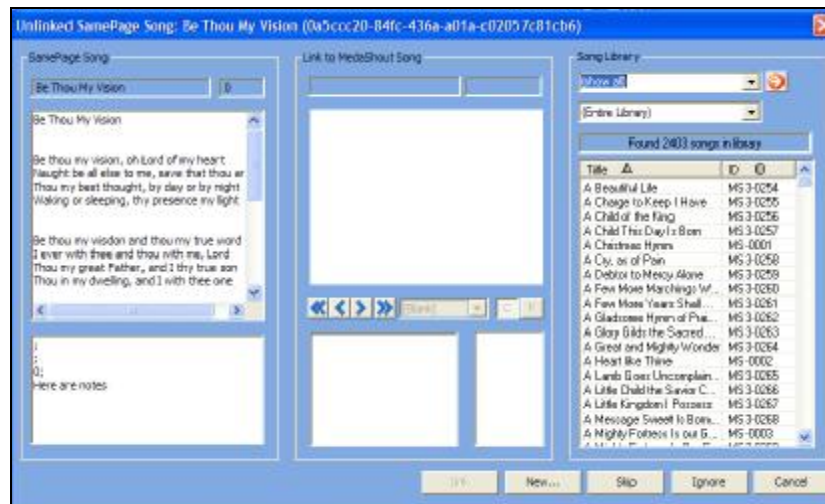


- j. Under messaging, make sure the box is checked if you want to see the messages between SamePage and MediaShout. This will allow the program button on the tool bar to flash, notifying the user that a message has been received.
- k. Click OK.
- l. You will now need to close MediaShout and restart the program for those settings to take effect.

2. Viewing SamePage Playlist

Once a playlist has been added to SamePage, you can view the playlist in MediaShout. This allows the tech booth the ability to see what is happening from the stage in the MediaShout playlist. This list allows you to link music to the playlist and then cue the song from that window or add into the cue.

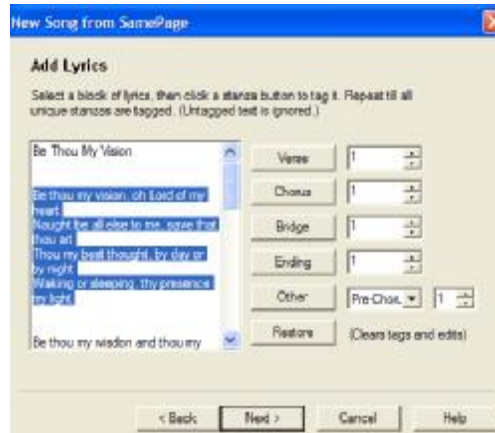
- a. In the second drop down list, choose "SP: Current Playlist". You should now see the current SamePage playlist found on your SamePage stations.
- b. Once the music appears, you will see that if the song is in gray and/or has an "X" on the music note, it will need to be synced to the MediaShout song list.
- c. Highlight the song and right click. Choose "Link Song".
- d. A dialog box appears to link the SamePage song to the MediaShout song.



- e. Search through your existing library to see if that song has already been created in the MediaShout library.
- f. If so, select that song from the library and choose "Link". Now the SamePage song will be linked to the MediaShout song so when it is loaded, MediaShout is ready to go.
- g. If not, choose "New".
- h. You will have to choose your template. Choose "Next".
- i. Add the Title of the Song and any additional information. Choose "Next".

- j. Add the Author and Copyright. Choose "Next".
- k. Highlight the text and choose what it corresponds with. For example, the highlighted text in the example is a verse, so you would choose that button. After pressing that button you will see the number change. This is to indicate that the next time you choose "Verse" it will be saved as "Verse 2". Once you have completed the entire song, choose "Next".

NOTE: If there is no text to highlight, you can type the text you need and then highlight it to apply to the verse, chorus, etc.



- l. You can then set the play order in case it is different than what you previously selected. Choose "Finish".
- m. You will then receive a dialog box saying the song has been successfully linked.

NOTE: If you link the song to the incorrect MediaShout song, go into the Song Properties Data Tab. Click the SamePage button and uncheck the linked checkbox. This will allow you to synchronize the song again.

3. Viewing SamePage Library Loaded in MediaShout

- a. In the same drop down list, choose "SamePage Songs". This list is what you have linked from the SamePage database to the MediaShout database. These songs could be added to the cue or launched right from the Lyra window without any modification. The verses, chorus, etc. are all setup.

4. Syncing Entire SamePage Library with MediaShout

In order to add songs more quickly to the MediaShout presentation, you can have all of the music stored in your SamePage library already linked to the MediaShout song list. This enables the booth to launch the song immediately after seeing it in the playlist. There will be no sync first, because it will have already been linked to that specific song.

- a. Click the SP button
- b. Choose Synchronize
- c. Choose Library

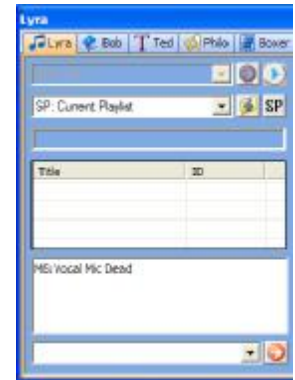
- d. The dialog box will navigate you through each song individually to build the song that corresponds to the SamePage song.

NOTE: For more detailed instructions, please see steps d – k in the “Viewing SamePage Playlist Section” just above.

5. Messaging from MediaShout to SamePage

If the booth needs to send the stage a message, you can do so in the same box.

- a. Enter the text you want to appear in the bottom drop down box. For example, “Vocal Mic Dead”
- b. Choose the red arrow
- c. You will see the message appears in the box above now as “MS: Vocal Mic Dead”. This message will now be flashing on the SamePage station. The “MS” lets the team know it came from MediaShout.
- d. If you launch a message from SamePage, this box will have the message appear with “SP” as the prefix. This is to notify the booth that the message is coming from SamePage instead. You will also notice the MediaShout window will be flashing on the main toolbar on your computer.



Using SamePage MIX

1. Setting up SamePage MIX

- a. Set up the SamePage MIX Network with all the provided hardware.

NOTE: See “SamePage MIX Network Setup” guide for further instruction on how to do this.

2. MIX in the SamePage software

- a. Choose the SamePage MIX button
- b. You will see a mixing board.
- c. Choose “Sound Setup”.

1. Select SamePage MIX



2. Under "Select Layout", choose whichever is the closest to what you will be mixing.
3. Select whether or not you will be using metering (which shows sound levels).
4. Choose Finished

d. Save Per Song Setting – allows the mix to be saved per song, if desired. This would be used when a song in the playlists needs a different mix then the next one. You can then save your mix per song for adjustment.

1. Choose "Save Per Song On", if you want this feature on.
2. Choose "Save Per Song Off", if you do not want this feature on.

e. Setting MIX Presets.

NOTE: When multiple musicians with separate audio preferences use the same station, you can save these mixes as presets. Also, some use this for "Preset Loud" or "Preset Quiet".

1. Set the channels at the levels they should be.
2. Choose Mix Preset
3. Add the title.
4. Save

NOTE: To override that preset, set the channels, choose "Mix Presets", select the preset name, modify any text if necessary and choose Save.

f. Mixing window

1. Adding channels
 - a. Select Channel
 - b. Select the channel name from the list (created on the online portal)



- c. Select color (if desired)

NOTE: Colors are usually used in order to group channels together visually.

2. Sliders – adjust the volume of that channel
3. Mute – mutes that specific channel
4. Pan – adjusts from left to right
5. Hi – adjusts the treble
6. Low – adjusts the bass
7. Lo Freq – affect all the frequency level that is controlled by the Low button
8. Master Channel – affects all the other channels settings

3. Choosing Inputs for Quick Modification

Once MIX hardware is connected to SamePage, you will see two new buttons appear. These two buttons allow you to select the channels you feel would be important to have on your screen for volume adjustments without having the entire MIX screen open.



- a. Select one of the buttons and choose the channel you want it to be associated with.
- b. Do the same for the second button.

Any setting that is on the station and the server (such as foot pedal settings, playlist changes, leader permissions, Momentum settings, etc) will be sync both ways. However, the station will always be the winning setting. For example, if the foot pedal setting has been changed on the server and the station since the last sync, whatever the station is set to at the time of sync will be the new setting.

Using a MDT (Media Display Terminal)

1. Setting up the MDT

- a. Setup the MDT in your network as if it is an additional station of SamePage.
- b. Power the screen on.
- c. When the load screen appears, choose "Configure SamePage".
- d. From the drop down list, select "Media Display Terminal".
- e. You can also select the resolution for the MDT.

NOTE: The default resolution is for 1440x900. If the screen you are using does not support the resolution you chose, you may not be able to see anything on the screen.

- i. Press Ctrl + Alt + R and the station's resolution will change to 800x600 and reboot to implement the change.
- ii. If the screen does not support 800x600 either, pressing Ctrl + Alt + R again (after the reboot) will set the screen's resolution to 640x480 and reboot.

NOTE: The MDT screen does not look the same as a standard SamePage station. It has limited functionality since it is designed to show lyrics.

SAMEPAGE STATION SPECIFICATION

NEC LCD194WXM Touch Screen Monitor

Power Supply:	100-240 V ~ 50/60 Hz
Current Rating:	0.95-0.55A/100-240V
Safety:	UL/cUL, TUV GS, CE, CB Report, PSB
Power Management:	VESA DPMS, EPA, Energy Star Ver 4.0 Tier2, GEEA label
Touch Unit:	5-Wire Resistive USB Internal Controller
I/O:	VGA, DVI, Audio Input

A120 Thin Client

Power Consumption:	(Max) 48 W
I/O:	USB, PS/2, Ethernet, VGA, DVI, Serial, Mic In, Audio Out
Internal Storage:	1 GB 44pin IDE DOM
Operating System:	Windows CE 6.0

SamePage Performance Station Physical Characteristics

Maximum Height:	51"
Total Unit Weight:	31 lbs.
LCD194WXM w/Thin Client Dimensions	17" x 4.25" x 12"