Getting Started with your BLACK BOX Prompter or Prompter GO!

The Page Turner (a.k.a. Heavy Metal Pedal)

The page turner has three momentary switches as follows:

1. The left switch is labeled in the software as "**BACK**".
   a. Use the left switch to move up a menu item (backward).
   b. Quickly double press the left switch to go up one menu level or exit a submenu.
   c. Holding down the left switch in some menus will move upward in the menu very quickly.
2. The middle switch is labeled in the software as "**SELECT**".
   a. Press the middle switch to select a menu item.
   b. Quickly double press the middle switch to execute some menu items such as "Safe Shutdown".
3. The right switch is labeled in the software as "**NEXT**".
   a. Press the right switch to move down a menu item (forward).
   b. Press the right switch to exit out of viewing a logo or a PDF file.
   c. There is no double press implemented for the right switch.
   d. Holding down the right switch will result in quickly traversing through the menus.

How to Navigate with Page Turner

Heavy Metal Pedal

BACK   SELECT   NEXT

BLACK BOX PROMPTER

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blackboxprompter.com

PEDAL TIPS
2x = DOUBLE-CLICK

GO BACK:	**BACK 2X**
GO FORWARD:	**NEXT**
SUBMIT:	**SELECT**
TRANSPOSE:	**SELECT 2X**
DURING A SONG	

SMART SCROLLING

GO SLOWER:	**BACK**
GO FASTER:	**NEXT**

SPEED ADJUSTS 20% PER CLICK

The Keyboard

Please install the keyboard dongle (located either in front of the keyboard box or near or in the battery compartment) into one of the USB ports of the BLACK BOX Prompter.

Turn on the keyboard. The pedal switches are mapped to the keyboard as follows:

Pedal Command	Keyboard Commands
BACK (left switch)	a, left arrow, up arrow
SELECT (middle switch)	b, enter key
NEXT (right switch)	q, right arrow, down arrow

The keyboard is needed when performing the following tasks directly on the prompter:

- Entering WiFi password
- Editing songs
- Editing setlists
- Creating setlists
- Using the Internet browser
- Some instances of using the presentation viewer
- Configuring the song/setlist editor

The Logitech wireless keyboard with trackpad uses two AA batteries (included).

Preparing your Songs

Songs are shown in the BLACK BOX Prompter as either text files or image files.

Text files can be loaded as .docx, .txt, .odt, or text-based pdf files. Formatting, such as bold, italic, tabs, indents, can mess up the conversion to text format inside the BLACK BOX Prompter. The best way to prepare your songs is to select your lyrics and tabs and paste them into Notepad (Windows) or TextEdit (Mac). Save the file as the name of the song with a .txt extension. Make sure you do not have a space at the end of the song name before the extension. A space at the end will prevent the song from being found on the prompter.

When naming songs, only use characters 0-9, a-z, A-Z. Do not use any special characters in the song name such as ' " , / \ * &.

Sheet Music Customers:

Sheet music and entire sheet music books can be loaded and converted into individual songs. Sheet music files are viewed as image files.

For assistance with importing sheet music books (RealBook, etc.), please contact BLACK BOX Prompter Customer Support at blackboxprompter.com/support or call 972-426-9470.

Loading your Songs

Songs can be loaded on the prompter from either the included thumb drive or via our web-based loader at https://BlackBoxRocks.com

Thumb Drive

A thumb drive is included with the required directories pre-loaded. Any thumb drive can be used. If necessary to format your new thumb drive (usually not required), format it as FAT.

Place the new, empty, thumb drive in the prompter USB port when a menu is being displayed. The prompter will recognize the thumb drive and write out the needed directories. When prompted remove the thumb drive and reboot (cycle power switch) the prompter.

DO NOT PUT A THUMB DRIVE IN BEFORE BOOTING THE PROMPTER – IT WILL BE IGNORED (this prevents a double load if you forget to pull out the thumb drive when rebooting after loading songs).

On your PC, Mac, or Tablet, insert the thumb drive. Put the files into the directories as listed below:

Thumb Drive Directory	File Types
songs	Song files to be converted to text files: .docx, .txt, .odt, .pdf
pdf	Song files to be shown as PDF image files
setlists	Set list files – explained below
logos	Logo image files: .png, .jpg, .jpeg (not .pdf)
chordwiki	Chordwiki library export files (.json)
singalongfiles	.txt song files to be sent to SingAlong phone app when displaying PDF files, on the prompter, of the same name (Prompter Software Version 3.34 and up)

On your PC select the up arrow in the lower right corner of the menu bar and select the thumb drive icon. Select eject to eject your thumb drive. Failure to eject your thumb drive can result in missing or damaged files on your thumb drive.

To eject a thumb drive on the Mac, drag the thumb drive icon to the trash.

Next, with the prompter displaying any menu or any text based song, insert the thumb drive into one of the USB ports. The thumb drive will be recognized within a few seconds. The files from the thumb drive will be processed and stored on the prompter. When prompted, remove the thumb drive and reboot the prompter (cycle the power switch).

Once the prompter is rebooted, go to "Songs and Setlists" menu and then "View EverySong" menu. The "View EverySong" menu displays all songs found on the prompter (both text based and image based) in alphabetical order. To quickly traverse the list of songs press capital letters on the keyboard. I.E. Press "T" to jump to songs starting with the lowercase or uppercase letter T.

Web-based Song Loading

You can load songs onto your Prompter directly from your PC, Mac, or tablet using our web-based EasyLoad program.

On your PC, Mac, or Tablet open a browser and navigate to https://BlackBoxRocks.com

The https://blackboxrocks.com/easyload.html page will open and look similar to this:

Make sure your prompter is connected to the internet via WiFi. Go to Settings and the WiFi to sign your prompter onto your WiFi network if needed.

On your Prompter, from the Main Menu, click **SingAlong | Easyload | Sync | Mirror**.

Then click on **Enable SingAlong | Easyload** and select **Enable SingAlong | Easyload**.

The prompter will automatically go back to the previous menu and it will show an eight digit alphanumeric value to the right of the **Enable SingAlong | Easyload** menu item.

Enter this eight digit alphanumeric value in item #1 on the BlackBoxRocks/easyload.html page. **DO NOT USE CAPITAL LETTERS – TYPE THE EIGHT LOWER CASE LETTERS & NUMBERS EXACTLY AS SHOWN**.

Then select on the type of file to load – choose "Songs" to load songs to be converted to text. Choose PDF if you want to show your pdf song as an image file. Note: PDF songs cannot be transposed, shown in different font sizes, or automatically colored.

Next under #3. Select the "Choose File" button and a file browser will open on your device. Navigate to the song to load and click on the song. Presently only one song can be loaded at a time.

Next click on the "Click here to upload chosen file". The file will be uploaded to our server and a popup message will appear. The popup message will ask if you want to download the song to your prompter. Click "OK" and the song will be downloaded in about one second.

Repeat the "Choose File" and subsequent steps to load additional songs.

Making Set Lists

Set lists are the songs you wish to perform during a gig or practice session. Set lists are just the names of your songs (one song per line). Enter a blank line to signify a new set. For example, the following is a set list of three sets with four songs each:

Crazy
A Brand New Man
Trouble
Here for the party

Redneck Woman
Hunt you Down
I'm Alright
Achy Breaky Heart

House of the Rising Sun
I See Red
Dont bring me Down
Keep your hands to Yourself

Capitalization does not matter in song names. Try to spell the words correctly. The prompter software finds the best match between the set list song names and the song file names. Do not use any symbols in the song names (or file names).

Creating Set Lists

There are two ways to make set lists:

1. Create the set list right on the prompter using the set list creator option in the Songs | Set Lists menu. A keyboard is required to create set lists on the prompter.
2. Make the set list on your PC/Mac/Tablet and transfer the set list to the prompter.
    a. You can transfer the set list using either the thumb drive or EasyLoad (https://BlackBoxRocks.com).

      i. For the thumb drive put your set lists in either .docx or .txt format in the thumb drive setlists directory.

      ii. For EasyLoad select setlists in the radio button list and choose your setlist to download.

Once loaded onto your prompter, your set lists will appear in the "View Set Lists" menu item in the "Songs | Set Lists" submenu.

The setlists will be listed in alphabetical order – except any setlists created on the box will be listed at the end until the prompter is rebooted.

Next Steps

Sign up for your free Getting Started Zoom meeting with a Black Box Prompter rep. To sign up go to:	SCAN ME	https://tidycal.com/blackboxprompter/get-started-30-min-mtg
Register your prompter to extend your warranty from one to three years at:	SCAN ME	https://blackboxprompter.com/register
A Getting Started video is available at:		https://youtu.be/IW0P19C7vke
Load your songs via the web at:		https://blackboxrocks.com