

# QUICK START GUIDE

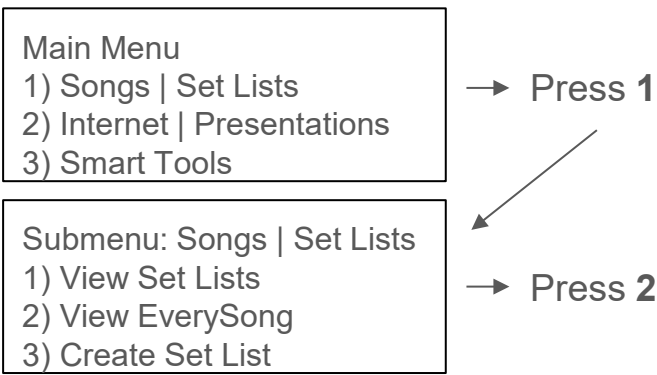
## Keyboard Navigation

### Menus

**1 USE NUMBERS TO JUMP TO MENUS**

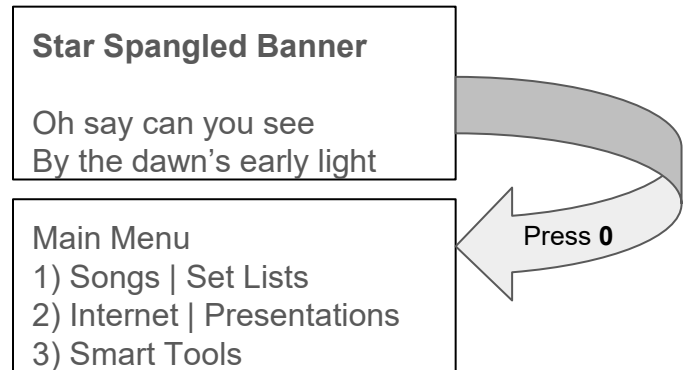
**Example (from Main Menu):**

Press **1** to open Songs submenu,  
Press **2** to open EverySong



**2 JUMP TO MAIN MENU**  
Press **0** to return to the Main Menu almost any time\*.  
*\*Does not work when auto-scrolling.*

**Example:** When viewing a song I press 0 to return to Main Menu.



**a = Back Next**

**b = Select**

**q =**

### EverySong

**DOUBLE-PRESS "a" TO GO BACK**

**1 JUMP TO SONG ALPHABETICALLY**  
Press **[shift] [a-z]** (capital letter) to jump to the **first matching entry**.

**2 JUMP TO SONG NUMERICALLY**  
Press **any number** and **[Enter]** to jump to that row in the list.

**Example:** Press **[shift] [z]** to jump to the **first song** starting with a "Z".

**Example:** Press **[78]** and **[Enter]** to jump to the song in **row 78** of the list.

### Create a Set List

**1** Press a **[shift] [a-z]** (capital letter) to jump to the **first matching entry**.

**2** Highlight the song and press **[Enter]** or the letter 'b' to add the current set.

**Example:** Press **[shift] [s]** to jump to the alphabetically **first song** starting with an "S".

To start a new set highlight the New Set line, near the top and press **[Enter]** or the letter 'b'.

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## Editing Songs and Set Lists

### To Edit a Song or Set List on Prompter:

#### 1 Go to EverySong

From Main Menu:  
Press **1** to open **Songs** submenu  
Press **2** to open **EverySong**

1. Highlight the song you want to edit.
2. Double-press the letter 'b'
3. The **Song Option Menu** opens where you can:
  - a. Edit your song
  - b. Rename your song
  - c. Duplicate your song
  - d. Delete your song

#### 2 Go to Set Lists

From Main Menu:  
Press **1** to open the Songs submenu  
Press **1** to open Set Lists

1. Highlight the set list you want to edit.
2. Double-press the letter 'b'
3. The **Set List Option Menu** opens where you can:
  - a. Edit your set list
  - b. Rename your set list
  - c. Duplicate your set list
  - d. Delete your set list

### In the Text Editor:

#### Keyboard Shortcuts

[ctrl] c Copy highlighted text  
[ctrl] v Paste text  
[ctrl] x Cut highlighted text  
[ctrl] s Save your file  
[alt] F4 Closes editor  
[ctrl] w Closes window  
[alt] [tab] Toggles windows (e.g. when needing to switch between browser window & text editor)

#### Color Text with Brackets

Put brackets around text to be colored. Bracketed text must be on their own line. The line must start with '['

Examples:  
[Chorus]  
[Verse]  
[Backup Singers]

#### Force a Page Break

When viewing a song\* you can force a page break by inserting, on it's own line, [Page].

In versions 3.56+ you can choose to view or hide the [Page] declarations.

You can put numbers or other information after the word Page such as [Page 2]

*\*not available when viewing in Auto Scroll mode*

# QUICK START GUIDE

## How to Transfer Songs and Media from Thumb Drive

The included USB thumb drive comes pre-formatted with default folders\* which include:

**songs**

For text based songs as .txt, .docx. or text-based .pdf

**pdf**

For .pdf formatted image files to be shown as an image (e.g. sheet music)

**setlists**

For set list files where a set list has the name of each song on a line. Insert a blank line between songs to start a new set.

**logos**

JPEG file with your band logo or image. Can be shown at the start of each set automatically.

**mp3**

Version 3.56 and beyond, backing or practice tracks. The files must be the exact same name as the song file but with a .mp3 extension. (e.g. *sweet-caroline.txt* and *sweet-caroline.mp3*)

**mp4**

Karaoke tracks in mp4 format. Coming in Version 3.60.

**powerpoint**

Powerpoint or Google Slides files (.pptx) to be shown on the prompter. These files should be formatted for portrait or landscape depending on your prompter orientation.

**chordwiki**

Chordwiki backup JSON songs to be imported into your prompter

*\*If you lose your thumb drive, you can purchase a new one anywhere (e.g.*

**After saving files from your computer to your thumb drive:**

1. Turn prompter on, go to Main Menu. Insert thumb drive in any of the USB ports\* (*\*if you have a Wedge Prompter, do not use the charging ports*).
2. Prompter will immediately detect and read the thumb drive.
3. When it's finished transferring files, Prompter will ask you to remove the thumb drive and press any pedal (*or a, b, q from keyboard*) to reboot.
4. After rebooting, your new files will be available on the prompter.  
*If you do not see your files, be sure they are saved to the proper folders (e.g. songs go in "songs" folder)*

**To load new songs and media onto Prompter**

1. Remove the previously loaded material from the thumb drive
2. Add your new songs and/or other media to the thumb drive
3. Follow the same instructions above to load the new material

# How to Transfer Songs/Set Lists/Images Via Internet

## On your Prompter

Add your Prompter to your WiFi

Main Menu > Settings > WiFi.

Follow the instructions to add Prompter to your WiFi

Turn on **EasyLoad**

Main Menu > Smart Tools > Enable EasyLoad

Enable EasyLoad (*will stay on until you disable it*)

Write down the 8-digit Easyload ID to be used for loading songs

## From your Computer, Tablet, or Smart Phone

Make sure your song files are on your device

Open Chrome browser (NOTE: Safari does NOT work)

Go to <https://blackboxrocks.com>

The screen will open as shown on the next page

Enter your EasyLoad ID value

Use only numbers and lower-case letters

Do NOT hit [Enter]

Select the type of song file to enter

Song Text file, set list text file, logo file, or song image PDF file

Select the "Choose File" button and select your file from your device

Select the "Click here to upload chosen file" button

A popup will appear confirming file was loaded successfully

Click 'OK'

NOTE: To see the new songs on Prompter, you must re-start (*Option #8 on Main Menu*) or reboot Prompter.

Visit [blackboxprompter.com/getting-started](https://blackboxprompter.com/getting-started) to view How To Videos.

Still need help? Visit [blackboxprompter.com/support](https://blackboxprompter.com/support)

## Getting Started with your BLACK BOX Prompter or Prompter GO!

### The Page Turner (a.k.a. BLACK BOX 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



**BLACK BOX PROMPTER**  
blackboxprompter.com

**PEDAL TIPS**  
2x = DOUBLE-CLICK

GO BACK:	<b>BACK 2X</b>
GO FORWARD:	<b>NEXT</b>
SUBMIT:	<b>SELECT</b>
TRANSPOSE: DURING A SONG	<b>SELECT 2X</b>

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**SMART SCROLLING**

GO SLOWER:	<b>BACK</b>
GO FASTER:	<b>NEXT</b>

SPEED ADJUSTS 20% PER CLICK

## Turning On Your Prompter

### **Prompter Cabinet**

1. To turn on the Cabinet Prompter:
  - a. Plug in the power cord
  - b. Press the red power button above the power cord connector.
    - i. The red light should light up.
    - ii. The box will boot up to the logo screen - press the right pedal or letter 'q' to close the logo screen
2. To turn off the Cabinet Prompter:
  - a. On the main menu go to "Safe Shutdown"
  - b. Press the middle pedal twice to shut down
  - c. Wait for the screen to go blank before turning off the power switch

### **Prompter GO!**

1. Plug in the monitor cable and the CPU power adapter.
2. The monitor and CPU should power up right away (S/W Ver. 3.54 and higher)
  - a. If necessary press the power button on the CPU Cabinet.
3. To power down perform a Safe Shutdown.
  - a. To power back up just press the power button on the CPU.
4. If you need to reboot without doing a Safe Shutdown, press the CPU power button twice.
5. If you need to shut down without doing a Safe Shutdown, press and hold the power button for five seconds.

## 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:

<b>Pedal Command</b>	<b>Keyboard Commands</b>
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 (optional on-screen keyboard is available)
- 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).*

## **Navigating with Numbers**

You can easily move about the numbered menu system using numbers on your keyboard. Typing 0 from most anywhere in the system will instantly take you to the main menu.

On the Main Menu and all Sub Menus typing the menu item number will execute that menu item. For example, while on the Main Menu typing 3 will open the Smart Tools submenu.

The EverySong menu item in the Songs and Set Lists sub menu also has number navigation. In EverySong typing the line number of a song, followed by the enter key, will jump you to that song. The song name will be highlighted. You can also type in capital letters, I.E. T, to jump to the first song starting with that letter.

## **Option Menu**

There is a new Option Menu for songs and set lists. The Option Menu gives you the ability to Edit, Delete, Rename, and Duplicate a song or set list.

To enter the Songs Option Menu, in EverySong highlight the song on which you want to operate. Then quickly press either the letter b, the middle pedal, or the enter key. The enter key does not always work and we suggest using the letter b or middle pedal.

The Song Option Menu will appear and will operate on the highlighted song.

The same method works for Set Lists. While in View Set Lists, highlight the set list on which you want to operate. Then quickly press either the letter b, the middle pedal, or the enter key. The enter key does not always work and we suggest using the letter b or middle pedal.

The Set List Option Menu will appear and will operator on the highlighted set list.

## **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](http://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 to 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:

<b>Thumb Drive Directory</b>	<b>File Types</b>
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>

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.

The <https://blackboxrocks.com/easyload.html> page will open and look similar as shown below:

**BLACK BOX PROMPTER**

## EasyLoad for BLACK BOX Prompter Users

Quickly download song files, set lists, and logos to your BLACK BOX Prompter from your PC/Mac. No thumb drive needed.

**1. Enter EasyLoad ID:**  (See Help below)

**2. Choose upload file type**

- Song/text file (.txt, .docx, .odt, text-based .pdf)
- Set List (.docx, .txt, .odt, text-based .pdf)
- Logo (.png, .jpg, .jpeg)
- Song to show as a PDF (.pdf)

**3. Select file to upload to your BLACK BOX Prompter**

No file chosen

**\*\* How to Find Your EasyLoad ID \*\***

**On the BLACK BOX Prompter's Main Menu:**

- a. Go to "Smart Tools" from Main Menu
- b. Select "EasyLoad" and Turn ON
- c. Paste the displayed 8-digit alphanumeric value into the EasyLoad ID box above.

**NOTE: To Receive files, EasyLoad MUST be enabled on your Prompter.**

- \* Use only Chrome browser.
- \* We do NOT support .rtf files

**TIP:** Make sure file names do not contain special characters (apostrophes, quotes, dashes, commas, slashes, stars, ampersands, etc.)

**Questions?** Visit: [Support](#) Or [Contact Us](#)

## 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**

<p>Sign up for your free Getting Started Zoom meeting with a Black Box Prompter rep. To sign up go to:</p>	 <p><b>SCAN</b></p>	<p><a href="https://tidycal.com/blackboxprompter/get-started-30-min-mtg">https://tidycal.com/blackboxprompter/get-started-30-min-mtg</a></p>
<p>Register your prompter to extend your warranty from one to three years at:</p>	 <p><b>SCAN</b></p>	<p><a href="https://blackboxprompter.com/register">https://blackboxprompter.com/register</a></p>
<p>A Getting Started video is available at:</p>	 <p><b>SCAN</b></p>	<p><a href="https://blackboxprompter.com/getting-started/?v=0b3b97fa6688">https://blackboxprompter.com/getting-started/?v=0b3b97fa6688</a></p>
<p>Load your songs via the web at:</p>	 <p><b>SCAN</b></p>	<p><a href="https://blackboxrocks.com">https://blackboxrocks.com</a></p>