

## New Hope UMC Streams Intro

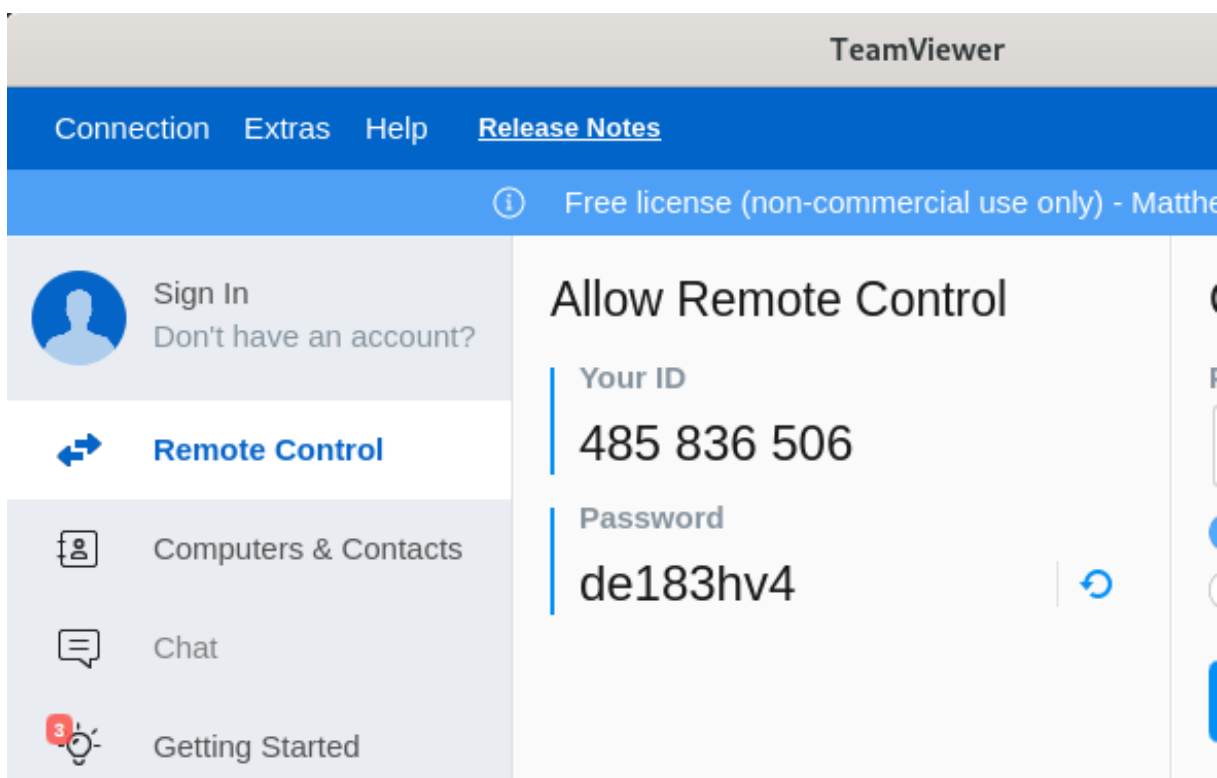
Hello, and thank you for agreeing to help with setting up our weekly streams for New Hope UMC. This guide will quickly run through the steps to setting up the stream and also any issues that may arise from the stream. Each page of this guide is in order to go step by step in the weekly setup for the stream.

### Call Time

Please always attempt to arrive 30 minutes before church to begin set up.

### Teamviewer / Troubleshooting

If you ever have a problem on the main computer that you cannot solve, press the windows key, search for 'teamviewer' and open it. The program will open to a screen with an ID and a password:



**Figure 1:** Teamviewer ID

Send this ID and password to Matthew Fallon and he can login to the computer from anywhere and help to diagnose the problem with you.

## **Jobs During Service**

During service, here is a list of the jobs that you can split up between various helpers as needed to keep the show running, and descriptions of each. At a bare minimum you will need two people.

1. A Camera controller to run the moving camera and zoom in on the action.
2. Someone to control the computer and the additional tech.

Beyond these two, the other roles are optional but will make the job easier and can be given out to anyone easily to help. Each role is described below.

### **The Camera**

This person will just need to keep the main shot camera zoomed in on the action, and zoom out and in as needed to switch between pulpits and the altar throughout the service. Always try to be ready for your camera to be on screen when possible.

- When moving the camera, slowly zoom out and then back in to perform a smooth pan between shots.
- Always try to keep the center of the action in the center of the screen (people's faces should be near the center of the frame for the best shot)

### **Computer**

All other jobs will center around this person often. A separate page will be used to describe the role more fully, but during service this role will be using the "3" and "4" keys to switch between a full camera view and a powerpoint view with the camera in the corner.

You will also be responsible for any other roles that need help and coordinating where possible hence this role will often need to be someone older to step in and help if necessary. Stream Board

There are only a few keys on the stream board shown here:



**Figure 2:** Stream Board

### Video Controls

Along the bottom row there is a button labelled “Auto.” This button will swap from the input that is currently red and the input that is green on the board. On the screen above, the two inputs will be displayed. The video feed on the right is the currently live feed going to the computer while the other feed is a preview to help you know when to switch. You will switch off of the main camera when it is moving to give a wide shot, and switch back when the shot is ready and zoomed in.

### Audio Controls

Also, you will be in control of sound for the service. To turn on the sound from the main mic, press the on key in the very top left hand corner. Once on, you can adjust the level of sound with the up and down arrow buttons below that on button. To monitor the sound you will wear the earbuds.

Before service, perform a sound check by turning the sound on before streaming. Adjust the volume and if the sound keeps making a crackling sound, ask the computer person to “restart OBS” due to the sound issues. During service, if the volume gets to high or too low, the sound will cut in and out, raise or lower the volume accordingly to match this.

### Powerpoint Clicker

This person will be given a print out of the presentation and a powerpoint clicker:



**Figure 3:** Powerpoint Clicker

The left and right buttons will advance the powerpoint forwards and backwards as expected. The top button will switch the tvs between full screen camera and powerpoint mode to allow you to switch whenever you feel having a better zoom on the camera would be best (during the sermon is a good time)

## **Powering On**

On arrival, here is a list of devices to power on in order to start the stream.

### **All 5 TV's**

You will find a remote on the table that will turn them on. Make sure to double check they are actually on, sometimes turning one on may turn another off accidentally.

### **Computer**

You will find a computer under the desk press the power button to begin powering on.

### **Cameras**

There will be one or two cameras that need to be hooked up to the station. You will find a power cable and hdmi cable near each to plug in.

Camera Plugged In

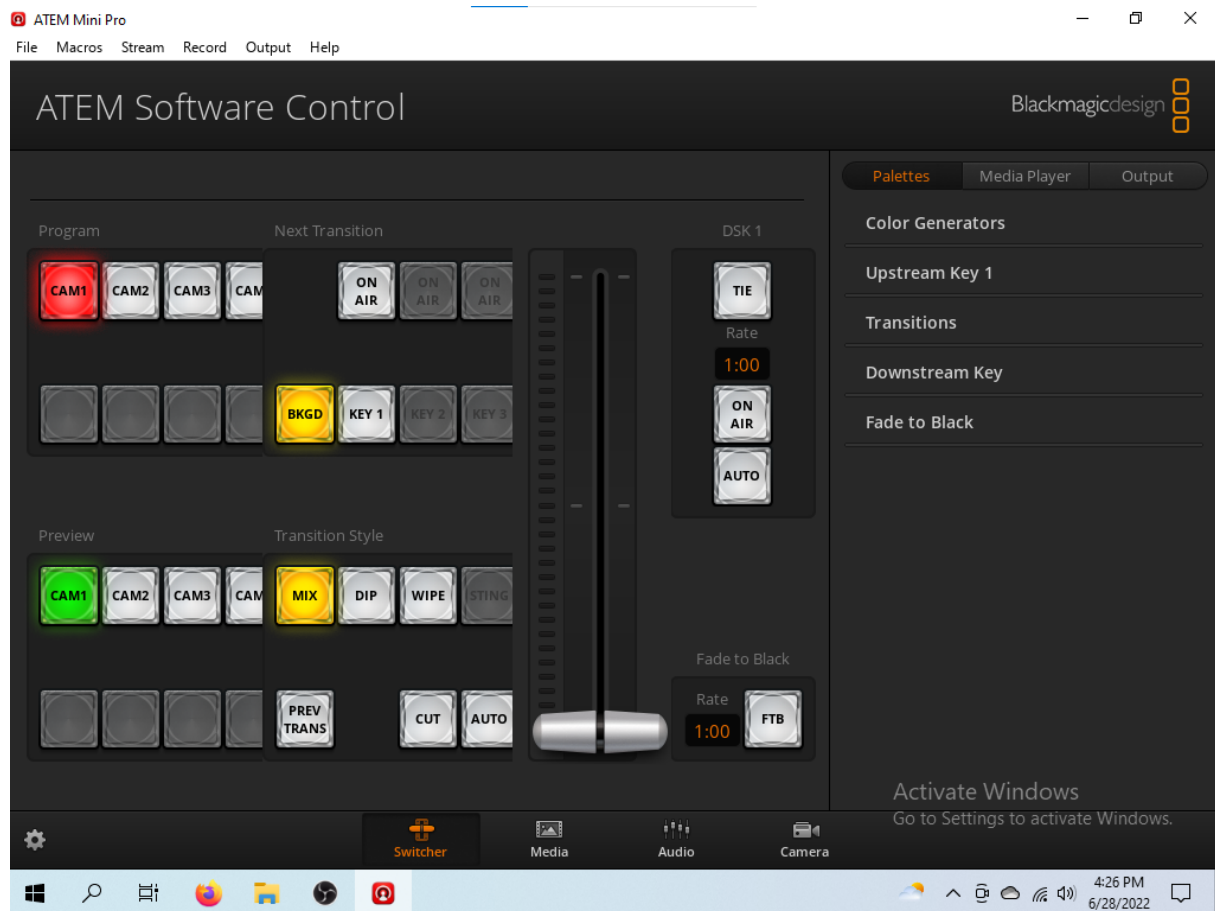
Also, make sure to set relevant setting and zoom on each camera. For the most part the auto settings will work fine other than to zoom in each to the right level. We leave the right camera as a wide angle shot and the left camera we use to zoom in.

### **Streaming Board**

The streaming board just requires two button presses after turning on:



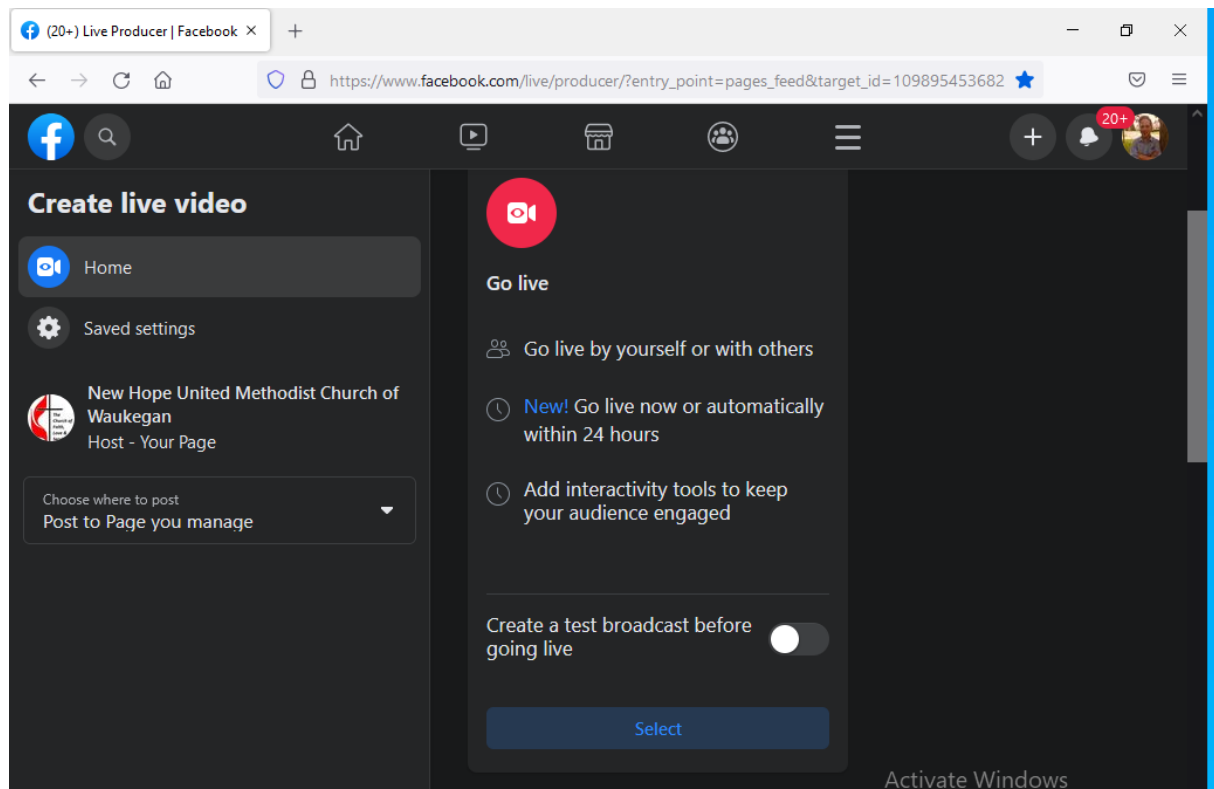




**Figure 5:** ATEM Started

## Firefox / Facebook Live

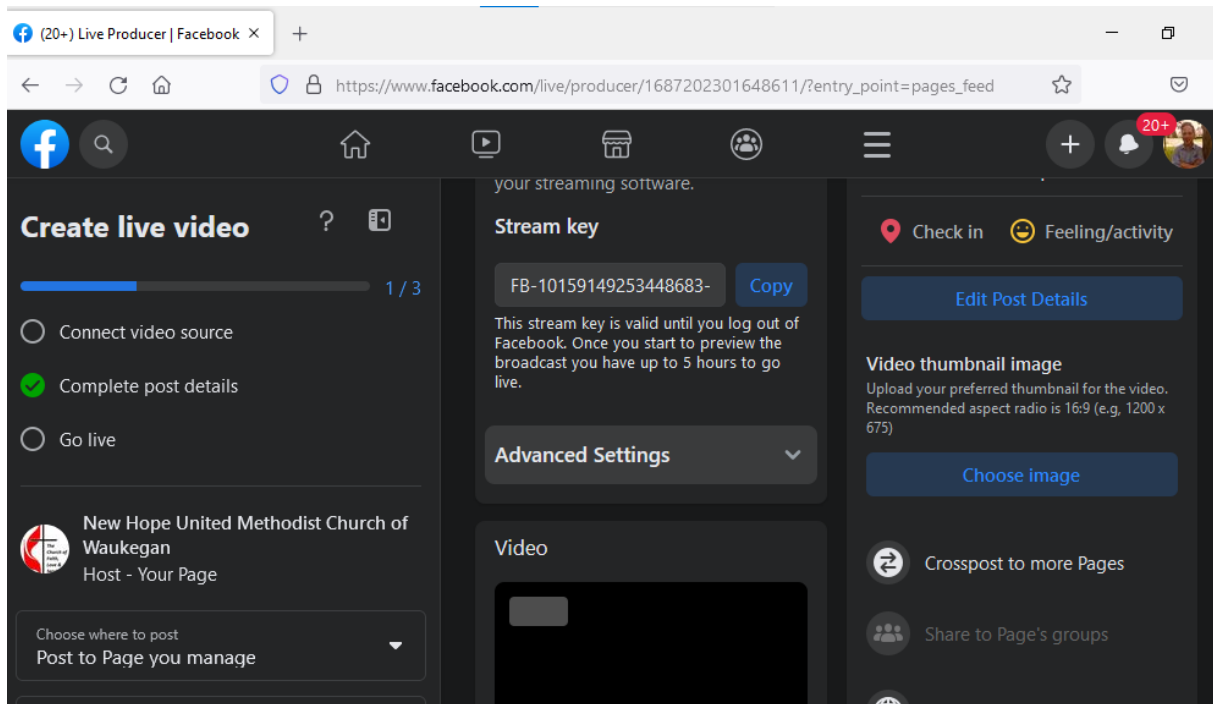
Open firefox from the toolbar and it will open to facebook live's page. Scroll down to select the "Select" option under "Go Live"



**Figure 6:** Go Live Option

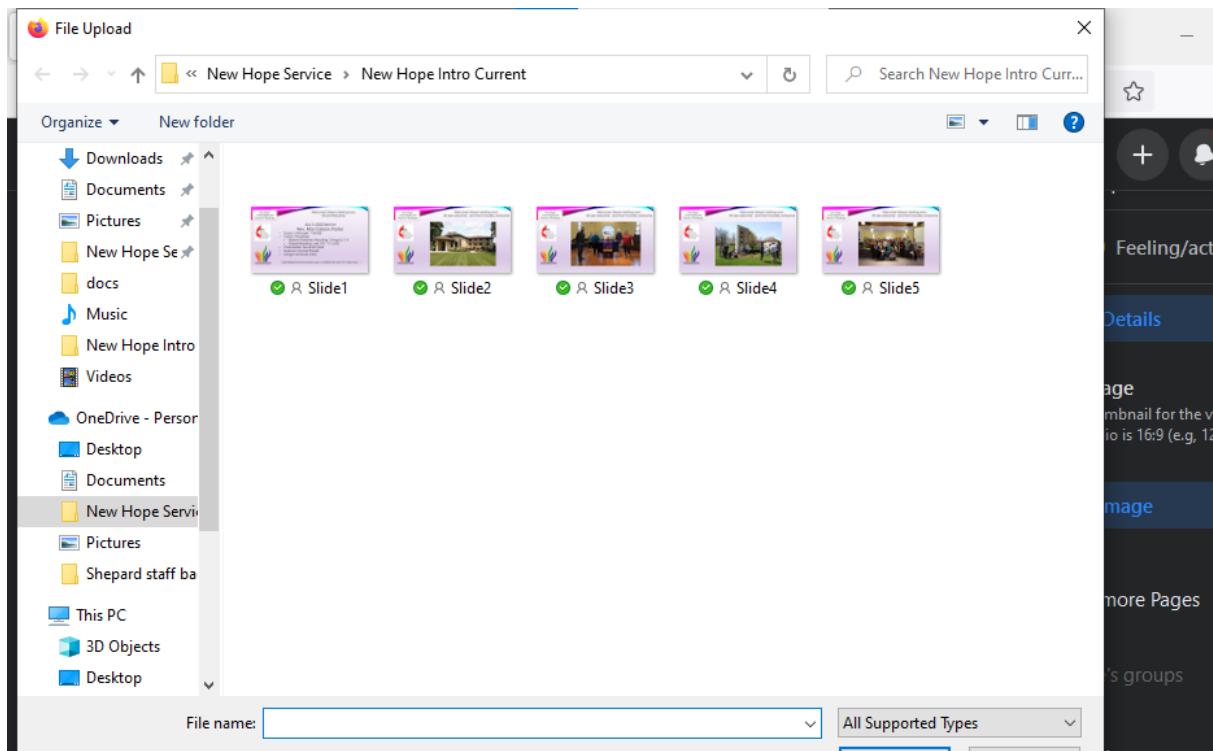
First, Press the copy button next to Stream Key to copy the new stream key to the clipboard for later. Then, on the right hand side press the “Choose Image” button to set the thumbnail as shown:





**Figure 7:** Set Thumbnail

Select the first Image from the “New Hope Pres Intro” Folder which should open automatically:



**Figure 8:** Select Thumbnail

Set any other post details you would like and leave this open in the background you will come back to start the stream later.

## OBS

Start the second from the right program on the toolbar, OBS.

## Setup Wizard

On start up it will list missing files, you can skip this notification for now. Go to Tools>Auto-Config Wizard on the top bar to prep the stream:

### Auto Config Wizard

Inside of this, click ok until you reach the option for stream key. Double-click to highlight the current key and paste to replace with the new one from facebook.

### Paste Stream Key

Click next and agree and wait for it to set the new setting.

### **Set Powerpoint Slides**

Afterwards, on the bottom toolbar, select the “4) Powerpoint” Option and then double click the “Image Slideshow” on the left hand side to set the images for the powerpoint.

#### **Powerpoint Slides**

Scroll down to the list of images in the slide show, select the first one and press Ctrl+a to select all of them. Press the “-“ option on the left to clear them all and then press the “+” and select files to add the new images.

Reset the images in slideshow

Go in to the “New Hope Current Pres” Folder which should open by default, and select all but the first slide from that folder by selecting the first image, pressing Ctrl+a, and then holding Ctrl while clicking the first image again. Finally, select open and click ok in the image slideshow to complete selection.

### **Set Video (Optional)**

If the pastor instructs you to use a video during service, you will find the video in the New Hope Service folder under Skits in a folder named for the video. Select “6) Skit Media” and then select the “Video Source” option. Browse for the video and select it to set it.

### **Set Projector Output**

Next, right click the “Projector Output Scene” along the bottom and select fullscreen projector and the output shown:

Fullscreen projector output to the TVs

Finally, select “2) Intro”, in the upper right of the screen select start stream to connect to facebook, and go back to facebook and select “Go Live” to start the stream:

Start the Stream and Go Live

Afterwards, you can return to OBS to run the stream.

### **OBS Hotkeys To Use**

I’ve set up hotkeys/shortcuts to use while running OBS. To allow the powerpoint clicker to use them, they are Always Active even when in firefox or other programs as a heads up. The hotkeys are:

- 1-7 - each of the scenes marked with a number can be switched to with the number keys as needed. Normally swapping between 3 and 4 during service.
  - Use 2 for the intro before turning on mics or before service starts
  - Use 5 after service or simply leave the camera running until end of stream
  - Use 6 to play a preset video during service with sound on the TVs
- v - Set the tv output to black. Setting the screens to black can be helpful on initial set up. Make sure to unset it later for service.
- b - Switch between camera and powerpoint view for the TVs. Also used by the powerpoint clicker.
- < - Used to move backward in the powerpoint.
  - - Used to move forwards in the powerpoint