

## **CBS at FUMC audio/video notes**

### **AUDIO**

Turn on power strip on shelf.

Turn on 2 red light switches

Turn on iPad (5410)

Open Toothbrush app at bottom

Click settings (gear icon) in upper right

Select Wireless DL32R (green light in center of gear icon now).

Click "shows" button at top right, select "CBS new" and recall it. Set back to "Sunday" afterwards.

Center tab at top left.

Double click projectors to turn on.

2nd gray switch for spots.

Up and down for screen.

Set shows back to "Sunday" afterwards.

### **VIDEO RECORDING (computer on right)**

Turn on power strip (behind table)

Turn on computer

Pin 0204

Camera icon bottom right

Select FUMC cam 1

Click monitor icon in upper right

If pic does not show, use IP scanner to find Haverford systems (might be multiple) then update IP in camera app, settings, multi camera settings, update IP, click OK, don't hit enter, exit all and come back in. (Still no video? Try next IP)

Open OBS studio, start recording.

Use the headphones, and the small knob on the left to adjust the volume when teaching director begins talking.

Run slide show on the small monitor. You'll see a Google drive on the desktop. This will include the slides for both the music and the lesson.

Here is the link if you lose it:

[https://drive.google.com/drive/folders/1oPPRU47CBxZvXY-\\_MjEFvzCTDmRE2vHY?usp=sharing](https://drive.google.com/drive/folders/1oPPRU47CBxZvXY-_MjEFvzCTDmRE2vHY?usp=sharing)

Mark will fly in the slides before uploading to Fisher/YouTube. (We no longer need to transition the slides into the video recording, but if you do, here's how: Keep the focus on the slide show, then you can use Numbers 4,5,6 to transition from slide show to live view and back.)

After stopping the video recording, you can find it in the "Videos" folder.

Copy the video recording onto the USB drive for Mark.