



## MEDIA & PRODUCTION

### Standards & Procedures

# For Broadcast & Media Room

*Last Revised on Wednesday, August 14th at 3:10pm*

Last Revised August of 2019  
Next Audit, January 2019

## Livestream via Teradek

To livestream through the Teradek Broadcaster Itself, follow these steps...

1. Ensure power to the Broadcast unit is turned on
2. Check that the power, video, and network indicator lights are on



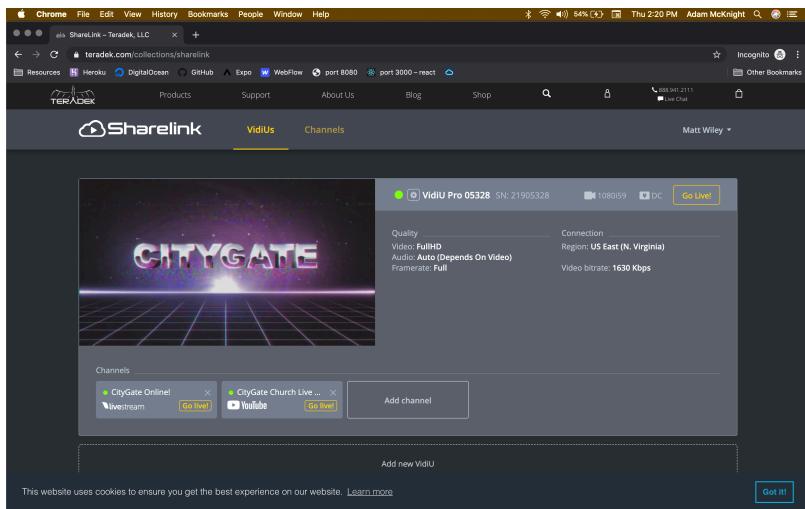
3. Click the Red "go-live" button to begin a broadcast



**Note:** You should 'go live' a few minutes before service start to test the equipment.

If there is ever an issue with the broadcaster unit itself, try to livestream through the Teradek Broadcaster Online, by following these steps...

1. Open a web browser and go to <https://teradek.com/collections/sharelink>
2. Click "sign in"
3. Enter the email address: "[mjw6190@gmail.com](mailto:mjw6190@gmail.com)"
4. Enter the password: "shamgar"
5. Click the button Sign In
6. After you click sign in a screen should appear that looks like this:



7. In the top right corner, click the “go live” button to begin a live stream for all “channels” (if you need to begin a live stream for a specific channel, then click ‘go live’ on its dedicated channel)

8. If channels are offline or not working, you may need to sign out of each channel. To do this, click on the Channels tab at the top. You should see each streaming channel listed. To re-add the problem account click on actions, then click “delete.” After the channel is deleted, click on add a new channel.

The screenshot shows a web browser window for the Teradek website ([teradek.com/collections/sharelink](https://teradek.com/collections/sharelink)). The page title is "Add channel to stream". At the top, there are links for Products, Support, About Us, Blog, and Shop. Below the navigation bar, there is a search bar and a "Live Chat" button. The main content area features a grid of streaming platform icons: Facebook, YouTube, Periscope, Twitch, Livestream, USTREAM, Wowza, and RTMP(S). Below this grid, there is a "Facebook Settings" section with fields for Account (Matt Wiley), Channel (Blake Tyler Mason (Page)), Title (Optional), and Description (Optional). A "Got It!" button is located at the bottom right of the settings section.

# Switcher

Typically, the Switcher should be in working order. A quick way to tell is by seeing green, red, and white lights illuminated on the board. Additionally, you should see "preview" and "program" listed on the LCD screen.

To begin using the switcher during a live production, follow these steps...

1. Red means Live. Anytime you select a camera shot, or video image the red button will make the shot live. Meaning that this is the shot being shown in the sanctuary during live events, this is also the shot being distributed throughout the building, and over our online campus and streaming providers.
2. Green means Preview. You can preview a camera shot before "taking" it live. Simply click the camera shot or video output you'd like to preview on the "preview" row on the switcher. This shot should show up in the preview window on the Samsung display above the switcher.
3. To take a shot that is in preview, you can hit the "CUT" button, which will cut to the shot which is in the preview window and make it live. Additionally, you can hit "AUTO," which will take the shot with a transition (typically a fade) added.

# Production / Broadcast Camera OPs

To run and operate a camera, these are the steps you must follow...

1. Walk into the sanctuary and come up to a camera
2. Find the silver colored box, located on the side of the camera or inside the pouch, then press the power button — this provides power to the camera rig.
3. (Only Applies to Camera 1 & 3) Find a black power box (used for recording gear), power this unit on by pressing the power button.
4. (Only Applies to Camera 1 & 3) If an SSD is not already inside of the black recording box, pick one up in the media room, and insert it into the black box.
5. On the right side of the camera, you'll find a power switch. Hold down this switch, to turn the camera on. A red light should power on — the monitor on the camera should power on as well.
6. Locate the power button on the external monitor, flip the toggle to the "on" position.
7. Located on the right-hand side of the lever controls are the "zoom-in-and-out" functions.
8. Located on the left hand side are toggles for manual and auto focusing. The nob located to the left of this switch adjusts the focus. To "rack" focus, turn the wheel to adjust the focus of the camera.
9. To adjust the iris (the brightness of the image), be sure the iris setting is switched to manual – on the left hand side of the control. You'll also find a tiny black nob on the top of the left hand stick, you can turn this to brighten(to the right) or darken(to the left) the image

## For Roamer Cameras...

1. Make sure you grab a battery out of the media production room and a rig to put the camera on your shoulder.
2. Make sure you are quiet and respectful walking to and from the stage.
3. When on the stage connect the cable into the camera and plug in your battery.
4. Turn on the camera using the power switch on the right hand side.
5. Flip out your preview monitor and use it to set the focus and iris.
6. To set the focus use the sliding ring on the front of the camera after the camera is set to manual.
7. You can set the iris to auto or use the skinny sliding ring on the front to change it if in manual mode.
8. Always be careful handling the camera and keep an eye on your battery levels.

## Connecting to Unity (our Communication System)

1. When connecting to Unity you will first need to download the unity app — if you're on iOS click (<https://apps.apple.com/us/app/unity-intercom/id897632774>) and on Android (<https://play.google.com/store/apps/details?id=com.audivero.unity>)
2. Connect to the CityGate Staff Wifi, if you haven't connected before be sure to select the correct network named "CityGate Staff" and not "CityGate Staff - guest" the password to this network is "lyoaltothefuture" all lowercase.
3. After you get the app you will get a login and password from one of the team leaders.
4. Once you are connected you can speak by hitting the center "talk" button and you should be able to hear with the provided headphones.
5. In the unfortunate event Unity Communication or the Staff Network fails, Discord is available as our secondary communication solution. If this occurs during an experience an invite will be sent in the band group; If you aren't in the band group, talk with your team leader to get set-up!

If you've followed all of these steps to connect to Unity, and you're unable to connect — please contact your team leader!