AV Instructions

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Startup

- Power up the audio system
- Power up the projector
- Power up the confidence monitor (big tv above door)
- Power up the presentaion computer
- Open NDI Screen Capture from taskbar
- Open presenter form taskbar
- Check **Configure Screens**n in Presenter to get the displays correct.
- Power up the broadcast computer **Pin 6580**
- Open OBS from task bar
- Power up the cameras on Stream Deck
- Distribute pastor's mic pack
- Distribute handheld mics. Orange to choir loft, Purple to mic stand by baptismal font
- Streaming setup

Audio On

- Remove the cover from the soundboard.
- Switch the power toggle to on
- Press the **VIEW** button in the **SCENCES** section of the sound board.
- Select scence 07 named **Service**
- Push the knob for Go
- Bring the slider marked MAIN to zero

Mute Groups

The mute groups are at the bottome right corner of the X32 Console. Each button is labeled. The top 4 buttons control microphones and instruments. The bottom 2 control the speakers for the Gathering Space and Choir Loft.

Audio Off

- Press the **VIEW** button in the **SCENCES** section of the sound board.
- Select scence 07 named **Service**
- Press the button label **GO**
- Press the button labeled **Confirm**
- Switch the power toggle off at the av booth
- Place the cover over the soundboard

Presentation On

- Power on the Prensentation PC
- Power on the Projector with its remote
- Power on the TV with its remote
- Enter the 4 digit PIN **6580**. If an input box does not appear shake the mouse, or press the space bar.
- Start the apps from the taskbar.
- Presenter *Presenter may ask to login*
    - av@allshedpherds.org
    - JesusLovesMe&You
- Open NDI Screen Capture

Presentation Off

- Close all open applications on the Presenter PC
- On the Projector remote press the StandBy button two times
- On the TV remote press the Power button
- Shut down the Presentor PC through the Start menu
    - Start menu
    - Press the Power button
    - Press Shutdown from the pop up menu

Presenter

Presenter is made by Worship Tools. Presenter is used to display readings, lyrics, and videos for the worship services. A service is a collection of cues. A cue is a collection of slides. Cues are the steps within the service. The slides hold the content of the cue, such as hymns, and readings.

Running a serivce

- Select a service from the Services list
- With the mouse select the first cue in the list on the left
- Moving through the slides
    - down arrow move to next cue
    - up arrow move to previous cue
    - right arrow move to next slide, after the last slide will move to next cue
    - left arrow move to previous slide

Countdown

We display a countdown to the start of the 11:11 service on the main screen and confidence monitor. This helps keep the service starting on time.

Show the Countdowmn - Press F6, or from the top menu select More > Countdown - From the Template dropdown select **11:11 Countdown** - Push the Start button at the bottom of the dialog. - Close the dialog.

The countdown will remove itself from the screen at 11:11.

Configure Screens

- Select **Configure** from the screen menu in the top right corner (looks like a monitor)
- Select **Screen Configuration** from the Advanced menu

Main Audience Output

Assign to projector - Select Main Audience Output from the display menu - Select Display 3 (should be projector) - Press Save

Stage Display

Assign to confidence monitor (large tv) - Select Stage Display from the display menu - Select Display 1 (should be confidence monitor) - Press Save

broadcast

Assign to broadcast computer (streaming) - Select broadcast from the display menu - Select Display 2 (should be monitor on right) - Press Save

Exit Screen Configuration

To exit the screen configuration, press a cue from the list on the left of the screen. Then you will see the content appear on the displays.

Broadcast On

- Power on the Broadcast PC
- Enter the 4 digit PIN **6580**. If an input box does not appear shake the mouse, or press the space bar.
- From the task bar start OBS *Press OK if a plugin error message is dispalyed*
- Power on cameras
- Push the right arrow button on the Streamdeck to see the camera select menu
- Left screen shows the video ging to the stream, and a control panel
- Right screen shows the four cameras. If this is not showing open the Multiview

Broadcast Off

- Close all open apps on the Broadcast PC
- Power off cameras
- Shut down the Broadcast PC through the Start menu.
    - Start menu
    - Press the Power button
    - Press Shutdown from the pop up menu

Camera setup

There are two ways to power the cameras on and off 1. Use the **Stream Deck** - You should see two buttons one for power on and off. - Push the camera power on button 2. Use the remote labeled Camera. - Point the remote at the cmaera and push the power button - repeat for each camera

Camera Controls

To change the position of a camera - Select a camera from the camera list - Double click on the posiiton in the position list and the camera will move to that position

OBS

Multiview

Multiview shows all cameras in a single screen. The multiview should automatically be visible on startup, if not open Multiview.

The active camera will display a red border. Make a camera active with a left click of the mouse on the multiview.

Open Multiview

1. Ensure OBS is running
2. From the menu selct View -> Multiview(Fullscreen) -> R240HY2

PTZ Control Dock

The postion of each camera can be control within the main OBS screen using the PTZ Controls dock. The dock provides focus, pan, tilt, and zoom controls. A short click on a control button results in small movement. While a longer press results in extended movement.

The control dock has three sections 1. Camera List 2. Position Preset 3. Manual Position

Manual Position

This section allsows manual control for positioning a camera. The directional pad contorls pan and tile. The zoom controls sit on the right of the directional pad.

Below the direction pad are the focus controls

Camera List

Select a camera with a single click on the camera name. Once a camera is selcted its position can be controlled with the Position prests or the manual control.

Position Presets

The preset list is almost identical for each of the cameras. The most used presets are at the top of the list. Double click on the preset to move the camera.

- alter (back, front, wide)
- baptimal font
- pulpit
- choir
- soloist
- piano
- praiseband (front, wide, lead)
- communion
- prayer station
- congregation

Streaming Setup

- Ensure OBS is running
- Press the Manage Broadcast button

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- A modal will appear
- Press the Create New Broadcast tab
- Enter the Date and time of the service in Title field
- Scroll to the bottom of the modal
- Set the date and time of the service
- Press the Schedule Broadcast button
- Press the Confirm in the Conformation dialog
- Repeat steps for each service

Start Stream

- Press the Manage Broadcast button
- A modal will appear
- Press the Select Existing Boradcast tab
- Select the service to stream
- Press the Select Broadcast button
- Press the Start Streaming button

Stop Stream

- Press the Stop Streaming button
- Press the Confirm button in the confirmation dialog

Camera Control (OBS)

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Stream Deck

Using the stream deck you can switch cameras and toggle the text and slide overlays.

- Change to Page two on the stream deck by pushing the button to the right of the clock
- The overlays are toggled by pressing the button for text, slide and center.
- The fourth button in the top row will switch to a full screen of the slides.
- The second row of buttons for cameras 1-4 will change the selected camera when pushed.

Shutdown

Mics

- Return pastor's mic pack to the charger
- Return handheld mics to the charger

Broadcast

- Power off the cameras. Cameras will point to the wall.
- Close OBS
- Shut down broadcast computer

Presentation

- Close Presenter
- Power off the confidence monitor (big tv above door)
- Power off the projector
- Shut down the presentaion computer

Audio

- Press the **VIEW** button in the **SCENCES** section of the sound board.
- Select scence 07 named **Service**
- Press the button label **GO**
- Press the button labeled **Confirm**
- Switch the power toggle off at the av booth
- Place the cover over the soundboard