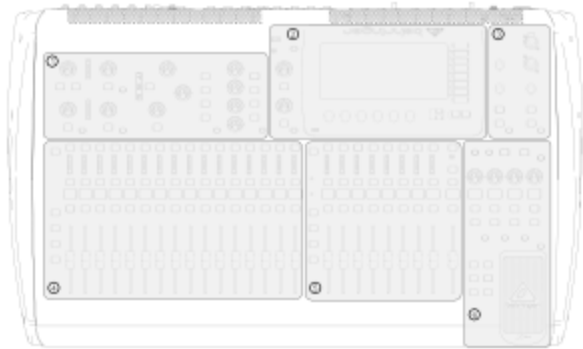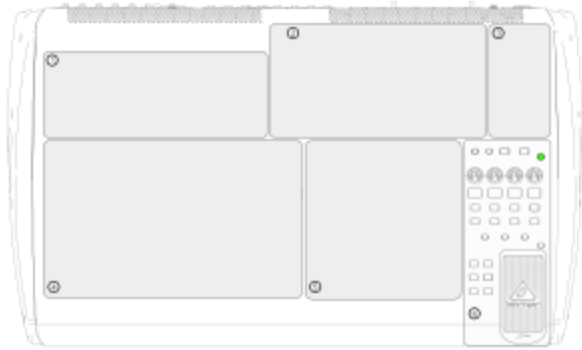# Soundboard Layout

1. Configuration

2. Display

3. Monitor

4. Inputs

5. Common

6. Scenes and Groups

Audio On

- Remove the cover from the soundboard.

- Switch the power toggle to on

- Go to the Sacristy

- Switch the amp rack on

- Go to the sound board.

- Press the VIEW button in the scence section of the sound board.

- Select the scence 00 default

- Push the knob for Go

- Bring the slider marked MAIN to zero

Audio Off

- Select the Default scene
- In the Sacristy, switch thethe power toggle to off
- 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 labeled remote
- Power on the TV with its remote
- On the Presentation PC enter the 4 digit code **6580**. If an input box does not appear shake the mouse, or press the sapce bar.
- Start the apps from the taskbar.
    - OBS *Occasionaly OBS will ask to start normally or in safe mode. Select noramlly.*
    - Presenter *Presenter may ask to login* **provide a generic login**

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
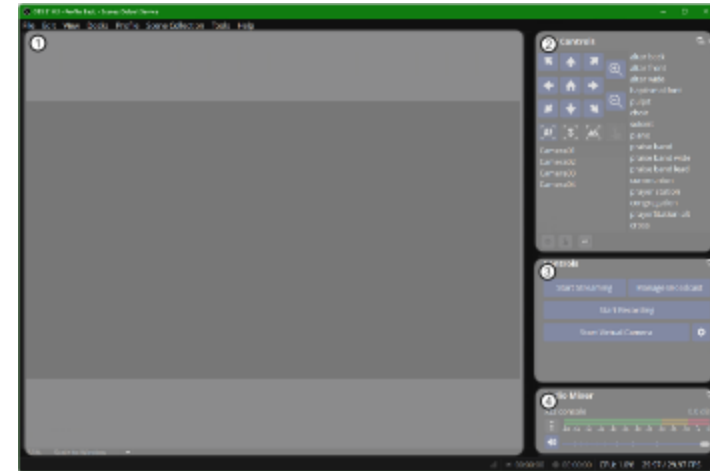 - Press Shutdown from the pop up menu

Streaming On

- Power on the Streaming PC

- From the task bar start OBS

Streaming Off

- Close all open apps on the Streaming PC

- Power off the cameras

- Shut down the Presentor PC through the Start menu.

  - Start menu

  - Press the Power button

  - Press Shutdown from the pop up menu

OBS Main Screen

- There are four sections in the main screen of OBS

  i. Preview

  ii. Camera Controls

  iii. Preset Positions

  iv. Stream Controls

  v. Audio

Streaming Setup

- Ensure OBS is running

- Press the Manage Broadcast button

- 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 the previous step 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 setup

There are two ways to turn the cameras on and off

1. Use the remote labeled Camera.

- Point the remote at the cmaera and push the power button

- repeat for each camera

2. Use the stream deck

- You should see two buttons one for power on and off.

- Push the power on button

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

Multiview

- Ensure the Multiview is open on the right side screen. It will show all four cameras.
  - Open the Multiview by going through the top menu of OBS
  - View -> Multiview (Fullscreen) -> Selct the second option
- Each of the four cameras will appear
- Press the camera to select
- The selected camera has a red border

Camera select and overlays

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

- change to Page two onthe 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 (buttons 1-3).
- The fourth button in the top row will switch to a full screen of the slides.
- The second row of buttons will change the selcted camera when pushed. It should show cameras 1-4. (buttons 5-8)