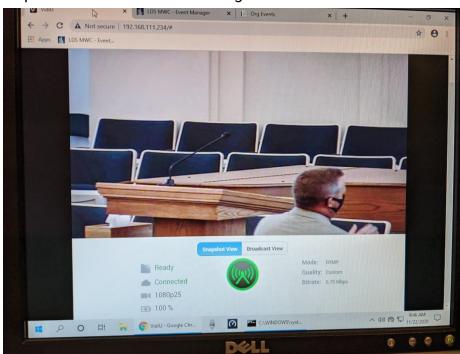
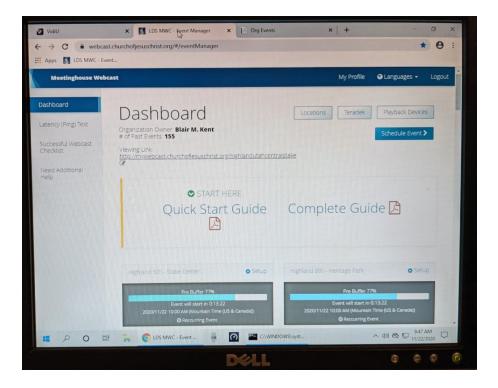
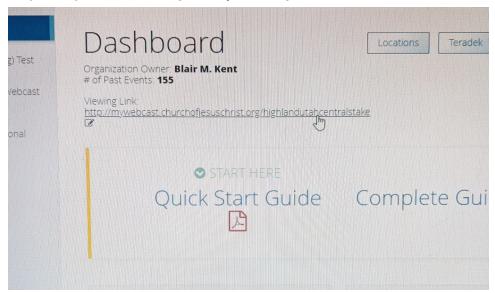
Highland 5th Ward Meeting Broadcasts

Step 1 - Confirm that the following screen & dashboard are visible.

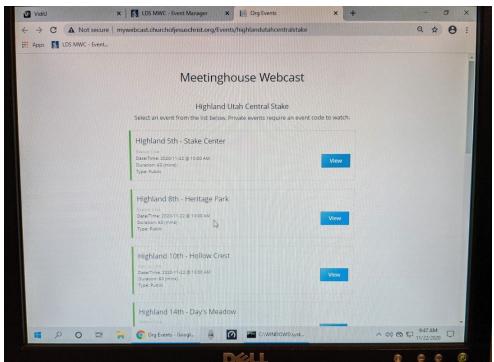




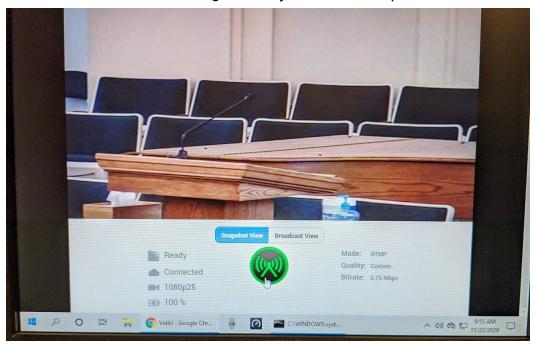
Step 2 - Open the viewing link by clicking the link below.



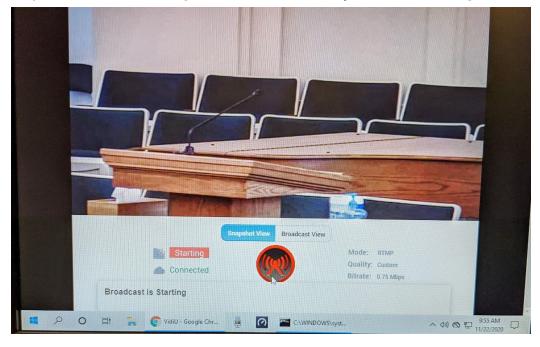
Step 3 - The link will open the following screen.



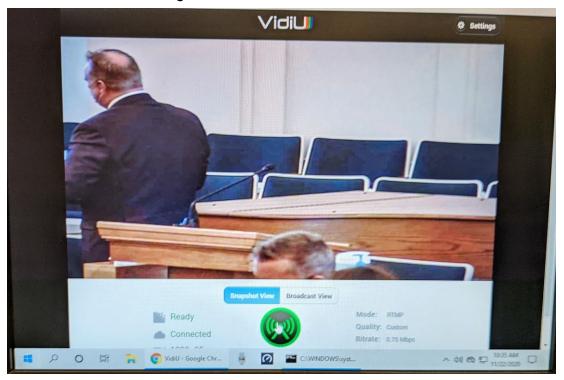
Step 4 - Start the broadcast 5 minutes before the meeting start time to allow the system to start rendering the broadcast and for online users to verify they have signal etc - have the conducting authority turn the microphone on so that the prelude music can be heard. Remind the conducting authority of a live microphone.



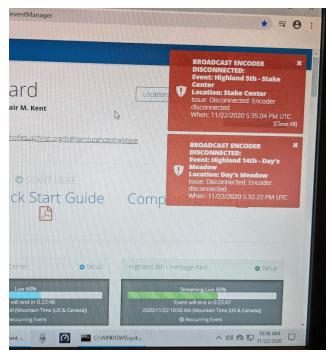
Step 5 - Screen will change as below once the system is rendering the broadcast.



Step 6 - Once the meeting as ended click the red button to stop recording/rendering - and the screen will change as below.



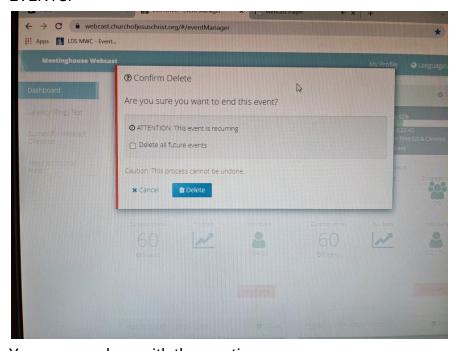
Step 7 - Once the system stops rendering and broadcasting, the Dashboard will show as below.



Highland 5th - Stake Center Setup Highland 8th Center Location: Stake Center Issue: Disconnected: Encode Latency (Ping) Test Live 62% Event will end in 0:22:45 2020/11/22 10:00 AM (Mountain Time (US & Canada)) Successful Webcast Checklist **⊘** Reccurring Event Need Additional Help Broadcast 60 60 ~ © Extend End Event End Event ^ (1) (3) (10:37 AM 11/22/2020 □ **買りの** 財 DS MWC - Event ... C:\WINDOWS\syst...

Step 8 - Note/report the attendance at the meeting as requested by the bishopric.

Step 9 - Once the system stops, click to delete the recording - DO NOT DELETE FUTURE EVENTS!



You are now done with the meeting.