

LiveStreaming Camera/Audio Set-up Punch List 5.24.2022

Arrive early - you can start set-up as soon as the 8:00 service ends - However starting by 9:00 am will give you time to troubleshoot if needed

FYI:

- The iPhone will be used for video only (it is not used to capture sound)
- Other visual content (slides, pre-recorded video, text,...) will be preloaded on the computer
- Audio will be piped directly into the computer from our music caddie

Set-up recording equipment and initial testing:

iPhone

The iPhone is stored in a blue box, passwords,... are in the box

Make sure Wi-Fi is up and running

Use Safari on the iPhone to go to a site such as CNN.com to make sure Wi-Fi is working (If it is not working, go to page EQ-5 for troubleshooting Wi-Fi).

Power up the equipment caddie

Plug in the white cord into the black cord

If needed, open the caddie and press the switch on the power strip to power the speakers/mixer

Wireless Transmitters (we use two - Both are located on the cabinet under the main PA/Mixer)

The First (& Primary Transmitter) *is already connected to a cord coming from the main mixer and it is labelled "wireless transmitter". Replace the batteries and turn it on (look for the green light)*

The Second Transmitter *will be on the same cabinet and it will have a lapel mic attached. Replace its batteries, turn it on (look for the green light), and place it on the windowsill (left front window as you face the altar)*

Test sound

Use the podium microphone (make sure it is on by pressing the button until the green light comes on) to test the sound. You might need to get a helper to speak into the microphone while you listen for sound coming from the small speakers and see the level lights on the mixer.

Set-up Tripod, attached iPhone and iPhone cable

The iPhone will be in a blue box - if you don't see it ask Nancy. Power it up; passwords and other info are also in the blue box

The iPhone cord will be in the caddie or the blue toolbox

The iPhone should be in Do Not Disturb (probably already set)

At this point some tests can be done to make sure the computer is receiving the audio and video.

Start the GetCam Camera App on the iPhone, place it in the tripod and experiment with zoom, pan,.. as needed.

If all is good, depending on how long it is before 10:00, you might consider turning the wireless audio transmitters back to "off" to conserve the batteries.

<<< You are ready now - standby at this point until time to start >>>

LiveStreaming

Additional Notes for when the LiveStream Broadcast is underway

AUDIO

- By 9:50 am, if you turned the wireless transmitters off to save batteries, turn them on now
- Livestreaming will begin at 9:55 am using a pre-recorded video and actual audio feed
- The computer operator will let you know when video is switching to the iPhone video
(usually when the pre-lude music stops)
- FYI - The mounted computer speakers are monitors only - their volume and tone knobs do not impact the Livestream audio, but you can potentially hear issues using them.
- Sound Adjustments: On our Behringer mixer, watch the Level Indicator Lights and adjust to stay in lower or middle green as needed. A little bit of Yellow is OK, but Red should be avoided.
 - Channel 1 controls the windowsill mic
Usually, the "Level adjustment can stay at 0 (i.e. meaning no additional or reduction in volume)
 - Channel 2/3 controls the feed from the Church PA and is the primary audio source
Usually, the "Level adjustment can stay at 0 (i.e. meaning no additional or reduction in volume)
However, it seems Ft Perkins mic is extra "hot" sometimes, so you may have to dial 2/3 level down a touch during times like his sermon.
 - You shouldn't have to adjust the Main Mix, Phones or channel 4/5
- If the priest forgets to turn the microphone on, try to get their attention to let them know, but don't panic about it. Sometime you can compensate by temporarily turning up channel 1 level.
- FYI - The podium mic should stay on always

Camera View

- Point and zoom toward the "action". Generally:
 - Zoom out when the congregation is involved. Examples might be the opening greetings, hymns, psalms, the Lord's prayer
 - Zoom in for readings, sermon, preparation of the wine & bread, ...
- If needed, you can monitor the broadcast by looking at the laptop view

At the end of the service:

- After All participants will exit the church - I usually zoom in on the Episcopal flag now, but the video feed is most likely using only the rear iPhone at this time
- After the music ends and the closing "Thanks be to God", the computer will take over visual content, audio will remain the same.
- Livestreaming ends when the postlude music ends

Shut-down and pack up

- Return the iPhone to the blue tool box (leave the charging cord with the cart).
Give the toolbox to Nancy Lutsko or Father Dave .
- Wireless Transmitters
 - Turn the wireless transmitter off and remove the batteries.
 - Place the batteries in the charger.
 - Place the windows seal label on the cabinet below the main mixer
- If the computer is not using it, turn the power Strip inside the caddy off
Unplug the caddy

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Set knobs as shown but adjust if needed



FYI: "PHANTOM",
"TO PHONES" &
"TO MAIN MIX" all
are NOT pressed in

Adj Channel 2/3 Level (or
channel 1 level if needed)
so that lights stay in green
but not in red