(1) Livestreaming- Start-up Checklist:
(see the referenced pages from full manual for more detail if needed)

Power Up *(see page 5 for more detail)*

- ☐ PA system – see separate document titled "Power Up PA system"
- ☐ Monitor – power switch at lower righthand corner
- ☐ Joystick – power switch located the back side
- ☐ Start-up laptop (pw 001521)

Streamyard *(see pages 5-8 for more detail)*

- ☐ Open Streamyard: Click on desktop icon for Streamyard

- ☐ Enter Studio: Look for the prescheduled livestream and click Enter Studio. This will take you to a screen titled "Let's check your camera and mic". (If it has not been pre-schedule, you can create one, see " Streamyard - Set-up a broadcast or recording" on page 13 of the manual)

- ☐ Set-up 1st camera: Select Settings, then Camera, then USB Capture SDI (2935:0007)
  Check that the camera view shown is the from the rear camera, if not, choose the other SDI camera

- ☐ Set-up Audio: Select Setting, then Audio, then confirm/select these settings:

Mic:	"IN 1-2(BEHRINGER X-USB)"
Speaker:	*does not matter, laptop should be muted (F1 key)*
Echo Cancellation:	should be unchecked
Stereo audio:	should be unchecked
Mic volume:	slider should be at 190

- ☐ Test Audio: Back on the "Let's check your camera and mic" screen, look for movement on the green slider to indicate "Mic is working".

- ☐ Enter Studio: When satisfied with above settings, press Enter Studio button

- ☐ Add 2nd camera: From the menu at the bottom of the screen, select: Present, then Extra Camera then choose the other SDI camera. You will see the view from the chosen camera, make sure if is the lectern camera. Now press Share

- ☐ Load Title Slide: In the overlay area, look for the slide for today and click to SHOW

- ☐ Load Intro Banner: In the Banner area, find the banner that says " Welcome to Christ Church …" and click to SHOW

Set-up camera views on 2nd Monitor *(see page 9 for more detail)*

- ☐ Click the Windows icon at the lower left corner of the laptop screen.

- ☐ Scroll down to find and launch the "PTZOptics App". Something that looks similar to remote control should open

- ☐ Drag the "remote control" to the 2nd monitor

  On the "remote control":
    - ☐ Under "Select Camera", choose Rear PTZ

    - ☐ Click the computer screen icon to the right of the word "OPTICS" - That should bring up a full screen view of that camera's feed

    - ☐ Click the small square in the upper righthand corner to make the view smaller,

    - ☐ Now stretch and pull to fill about 1/4 of the screen, but leave preset thumbnails visible

- ☐ Repeat the steps above for the Lectern Camera

(2)Livestreaming - What To Do & When - quick reference:

Going Live: At 9:54 a.m. *(or earlier if you are aware that the prelude music will start earlier)*
- → Mic's: Priest/Deacon's mic's are on MUTE
- → Load the cover slide for today's service if you haven't already done so
- → Start the Banner: "Welcome to Christ Church…."
- → Click "Go live" in the upper right corner. It may take 1 minute to see the green checkmarks appear to indicate that the stream is actually registering on Facebook page and YouTube.
- → Let the cover slide run for about 1 minute …
  Then start to "CCV Intro Kneelers" video *(may change with time)*

When the bell rings and the service starts:
- → End the Intro Video Overlay if it hasn't already ended
- → End the "Welcome to Christ church …" banner
- → Begin monitoring/choosing camera views in Streamyard
- → Camera's: Change up views, follow the action, show the congregation, …
- → Mic's: Priest/Deacon's mic's are still on MUTE

As the service continues
- → Mics: UN-MUTE for those speaking, MUTE when not speaking. MUTE during singing.
  The lectern mic is always UN-MUTED, except for times when Fr Hal is speaking from the lectern AND using the headset or lapel – in those cases MUTE the lectern mic
- → Camera's: Change up views, follow the action, show the congregation, …

Offertory
- → Mic's: Priest/Deacon's mic's are on MUTE during singing
- → Begin the banner "to donate, text your … ."
- → When the anthem song ends, end "to donate …" banner

Eucharist
- → Mic's: Priest's mic is on UN-MUTE

Communion:
- → Wait until the celebrant and administrators have received communion (approximately), then
- → Mic's: MUTE the priest's and deacon's mics
- → From the overlays, choose "show" for "Communion Slide 1" (*Note: both communion slides are transparent – typically choose a zoomed-out camera view for the background)*
- → After about 1 minute, "show" "Communion Slide 2" **
- → End communion slide overlay when communion has ended.
- → Mic's: UN-MUTE priest's mic for Prayer of Thanksgiving & Hymn announcement, then MUTE

Closing Hymn and dismissal
- → Mic's: UN-MUTE deacon's (or Priest's) mic for "Let us go forth…", then back to MUTE
- → Keep the Live feed video going until "Let us go forth…"
- → Then, from overlays, show "CCV Info End Slide";
- → Mic's: Keep Lectern Mic UN-MUTED - headset and lapels are MUTED
- → When the music ends, show the Black Screen overlay for 5-10 seconds
- → End the Broadcast - *This will stop the livestream/recording of the broadcast.*

Shutdown/Pack-up
- ☐ Power down the power strip by the mixer; turn the monitor off; power down the joystick controller; close the laptop (but leave it on).
  Note: Leave the power strips behind the monitor & below the counter ON.
- ☐ Return the batteries to the chargers; store the headset and lapel mics.
- ☐ Return the iPad & iPhone to the drawer; connect charging cords; Lock the drawer and booth door.
- ☐ At the Audio equipment next to the organ, power-down the power strip