

Current Instructions of broadcasting the AV

Hi, Please print this out and take it with you...

1. When you arrive make sure all PC's are on and signed in. There are no Internet boxes in the vestry to be plugged in.
2. Turn on the small monitor beside Easy worship computer.
3. On the Easy Worship computer, close down Easy Worship program and restart the Easy Worship computer.
4. Relog onto the EasyWorship computer and press the 'Windows' + P key the display menu should be on the right of the screen. Hopefully it has the 'Extend' option chosen. If not then click on the 'Extend' and click away to close the menu.
5. Click on the blue triangle at the bottom of the screen to start the EasyWorship 7 program.
6. Once open Click the down arrow beside the 'Open' folder icon and choose the named schedule; in this case its SPSP Rustington - Sung Eucharist - 12th July 26 - Trinity 6.
7. Click on the SPSP-Blank-Slide and it should appear on the middle column and then the right column.
8. Click on the 'Welcome' screen icon and that also should appear on the middle and the right side.
9. Finally click on the SPSP-Notices and they should start rotating the set of slides for the AV notices. – simples. Be aware there might be a need to click the notices screen on the middle column if it stops on the first screen – it should move on after 7 seconds. It is being a pain at the moment.
- 10 On the MAC in the middle of the AV desk – The Live Streaming computer, make sure you can find the Sound and Vision screen on safari browser . Click to bring down the main projector and the South Nave Projector. Wait a little time until the main screen comes down and eventually the AV notices should appear. OK, its all working 😊
- 11 You need to be sure that the sound of the Video is loud enough. Find the Video and it should be the right sound. I checked it yesterday. However you will remember where the sound is controlled on the QU16 in the cupboard behind where I normally sit. Ask Glyn if you have forgotten and it needs adjusting.
- 12 Now you need to wait until the video is finished. Then close down Easy Worship and restart the Easy Worship computer. Restart it as in 4,5,6,7,8,9 above.

13 Check the camera positions move on the sound and vision screen. Check the left hand Scenes in the StreamLabs app do move around. Notice the sound level on the right hand side.

14 Put it on Scene 1 - Start of Service – Notices. This scene does not transmit sound and is the opening screen for the LiveStreaming broadcast.

IT IS NOW 9:30 – Click on Go Live on the middle MAC. Click on the ‘Create New Event box’ under Stream Information. The box for this service – dated 5th July will be displayed. Click on it to choose it.

15. Is the Privacy box saying ‘Public’. Then click on the ‘Confirm and Go Live’ button at the bottom.

16. It will twirl a little and then the next box displayed will ask you to ‘confirm’ Live streaming will now happen. The bottom of the screen will tell you that it’s working; it should be counting up.

17. On the left MAC. It should be showing the screen content > live > select the top one and 3rd icon in. It will be either showing its recording waiting for ‘Connect your encoder’ and/or the broadcast should be seen. When it comes on you will need to click on the sound icon so that you can check the sound from the earpieces. One of the headphone buds works.

18. Fill in the info about who is doing the service etc as per normal on the left MAC.

18. At the top left of the screen you should see the word ‘Excellent’. If you don’t then look out for any warnings on this screen.

19 **Keep looking at that ‘Excellent’ until 9:50.** If it settles and stays as ‘Excellent’ then all is GO. Choose Scene 5 and camera 5. Ready for the Psalm to be read – then move to Scene 7 and camera 7.

If the ‘excellent’ doesn’t display or there are too many warnings and failures. Enter into the left hand MAC that we will be recording locally and the Stream will be available later the day from YouTube. Ask them to Search ‘SPSP Rustington’ next day in YouTube for the new broadcast.

Then you need to stop the streaming with the ‘End Stream’ on the middle MAC. Wait 2 minutes for the timer to stop. Wait another minute and then double click the **RED Rec** button until it shows the timer. You should now be recording locally.

If all is good, Choose Scene 5 and camera 5. Ready for the Psalm to be read – move to Scene 7 and camera 7.

and if recording locally ignore the left hand MAC.

20. All should be good. Continue with the service as normal – as in the printouts.

21. At the end, if livestreaming then click ‘End Stream’ – that is all. If it is locally recording then just single/double click on the ‘Stop recording’ on the left of the Go Live – where it is showing the timer. Let the timer continue if it is still counting up. I will deal with it remotely. Please text me on 07786914795 just to let me know how it is going.

Good Luck – All will be fine 😊