

# Albuquerque Central S.D.A. Church



## Audio/Visual/Streaming Production Office Startup & Shutdown Procedures

### Mission Statement

“So then faith comes by hearing,  
and hearing by the word of God.”

Romans 10:17

### Vision Statement

Do our best to provide God with  
the finest platform to spread His Word

Colossians 3:23 - Mark 13:10

## Production Office Startup:

1. Get remote for Cam 3 (*has four white buttons*), turn on Camera 3  
*Green light goes OFF & Cam moves*
2. Turn on Camera 2 (*Right side of Sanctuary*). One click forward
  - a. Set the framing as shown below

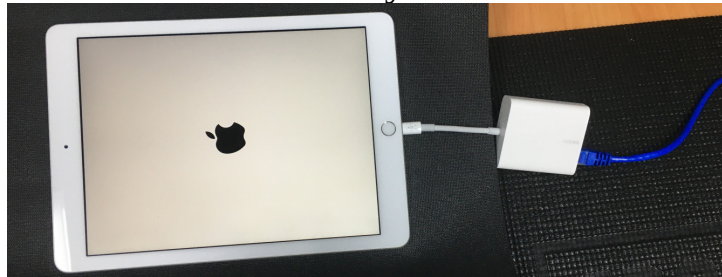


3. Turn on Speaker's Video Display (*Monitor in front row*) Remote on shelf in Pulpit
4. Turn on Camera 1 (*Left side of Sanctuary*)
  - a. Set the framing as shown below

Top of tile at top of frame



5. Turn on Mother's Room monitor
6. Return to Production Office
  - a. Turn on Multi-Display monitor (*Above Video Switcher*)
7. Remove iPad and Network adapter from toolbox.
  - a. Connect blue LAN cable to white Network adapter
  - b. Connect Network adapter to iPadiPad will turn on automatically



## Production Office Startup: (Cont)

8. Login to iPad with Code 707070

a. Launch PTZ Optics Camera App with the  icon

b. Tilt iPad up to re-orientate



9. If camera does not connect... Press RETRY until it does.

10. Select “Close Up” preset

1. Uncover soundboard
  - a. **lower ALL faders**

\* **Execute these steps when notified by Sanctuary Soundboard Operator**

2. Turn on soundboard
  - a. Wait for soundboard to complete power up
  - b. Load Mix Scene 6 (*Press and Hold 1 Second*)
  - c. Turn off ALL Mutes using Mute Groups “All Off”
    1. Turn on the individual mute groups 1 - 6
3. Turn on Video Switcher
4. Turn on iMac
  - a. Remove mouse from toolbox

\* ***Be ready to turn on Soundboard’s Monitor DURING login***

6. Login to iMac with Password: SDA2019
7. **During login...** turn on Soundboard’s Monitor

**Commence “Pre-Service Setup” Page 3 of the iMac Computer Operator SOP**



## Production Office Shutdown:

### When Organ Postlude is complete...

1. Turn on ALL mutes with the “All On” button and lower all faders
2. Quit all running applications
3. Ensure Video Switcher’s Output Fade knob is pointing to Black  
*If not... rotate counter-clockwise to Black*
  - a. Turn off Video Switcher
  - b. Return Output Fade knob to Up Center
4. Load Mix Scene 6 (*Press and Hold 1 Second*)  
Wait 5 seconds
  - a. Turn off Soundboard & replace cover

### \* Notify Sanctuary Soundboard Operator and Organist, Soundboard is OFF

5. Copy Recording...
  - a. Double-click the “Recorded Temp” Folder located in lower-right corner of iMac screen.
  - b. Double-click the “Franks\_SD” memory card located in upper-right corner of iMac screen.
  - c. Move windows so both can be seen.
  - d. *From the “Recorded Temp” folder, copy the file with today’s date to the window of “Franks\_SD” card*

### \* *While file is copying, continue with the remaining steps*

6. Turn off Camera 3 (*Green light comes ON*)
7. Turn off Camera 2
8. Turn off Speaker’s Video Display (Monitor in front row)
9. Turn off Camera 1
10. Turn off Mother’s Room Monitor.
11. Turn off Multi-Display Monitor
12. Turn off Soundboard’s Monitor