Albuquerque Central SDA Church

Audio/Visual/Streaming
Standard Operating Procedures
Video Switcher & iMac Computer

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

Standard Operating Procedures: Video Switcher & iMac

This position is located in the Production Office. The primary job is to select the appropriate camera <u>that the subject is facing.</u>

You are required to arrive between 8:30am and 8:45am to prepare for Praise Team rehearsal. The Live Stream Sound Board Operator will require working cameras to fulfill their responsibilities. *The Startup/Shutdown procedures may be shared with the Live Stream Sound Board Operator and in coordination with the Sanctuary Soundboard Operator.*

Multi Camera View

The multiple camera view shown above is your focal point. The goal here is to try to stay on Camera 3 (SDI 3) in the lower left corner. As you can see, the view with the GREEN border is the ACTIVE view. This is what is being sent to the Broadcast Computer (iMac). The view, HDMI 4, is what's coming from the Front of House computer and has a YELLOW border, this means that's the STANDBY view. If you use the A/B Fader Lever or the AUTO button, that's the view the video switcher will go to.
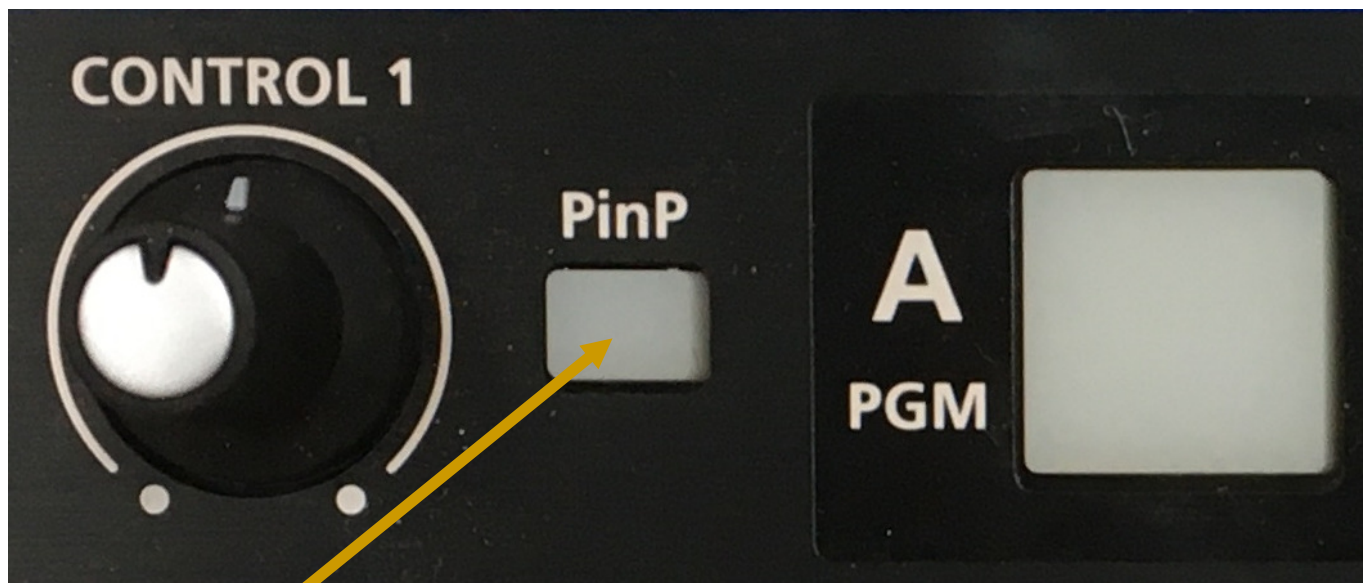
Video Switcher

The Video Switcher is your tool to switch from one camera view to another. The position of the A/B Fader (lever) in relation to the upper or lower row of buttons, indicates which camera is being sent to the broadcast computer.

It is recommended to leave the A/B Fader in the DOWN position and instantly switch between cameras 1, 2 & 3 on the B PST row. On the A PGM row, keep Camera 4 (Computer display) set as the standby camera. This way, it's a simple matter of raising the A/B Fader to display the computer and then lowering it when finished. Also, you may instantly switch to the Computer Display using the B PST, Button #4.

The transition mode depends on if WIPE or MIX is active. The wipe option will display a curtain effect when switching from one view to the next. The mix option will simply fade from one view to the next.

The requirement is to use the MIX during Praise Team and Responses. During the sermon, the WIPE may be used. Additionally, if you don't want to use the A/B Fader, the AUTO button will transition from A PGM to B PST in one second.

During the Praise Songs, your job is to keep the song lyrics on the screen and visible enough to be read. A 75% mix is desirable so viewers may see the camera feed of singers on the stage while also being able to read the words. This is accomplished by raising the Fader to be aligned with the Wipe Button.

The PinP button is the Picture-in-Picture (PiP), whichever view you are on, when the PiP is activated, that view will remain full screen. When you use the fader to transition to the PiP view, this new view will appear in the corner, on top of the Main view.

For Example: If the Person speaking is constantly talking about the slides, you are required to stay on the slides. Since the current "Main" view is the slide, activating PiP will keep the Slide as the Main view and will allow the Standby view to become the PiP.

OR

If the Speaker is shown on Cam 3 and our ASL interpreter is showing on Cam 2, by starting off on Cam 3 and activating PiP with Cam 2 as the standby, Cam 2 will appear as the Pip.

BEWARE

If the current "Main" view is the Speaker on Cam 3 and we want to have Cam 3 be the PiP for slides, we must transition to the Slides, THEN activate PiP and THEN fade to the standby view.

# Standard Operating Procedures: Production Office iMac

Production Office iMac computer

This position is located in the Production office. The primary job is to select the camera input for the Youtube Live Stream feed.
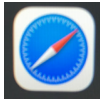
It shall be your responsibility to perform the following…

1. Startup related equipment
2. Start/Stop Recording
3. Start/Stop Streaming
4. Run Safari and Setup Youtube for Live Streaming
5. Run OBS and setup Main w/ Person's Name scene
6. Update Youtube Filename Date settings
7. Display the names of service participants
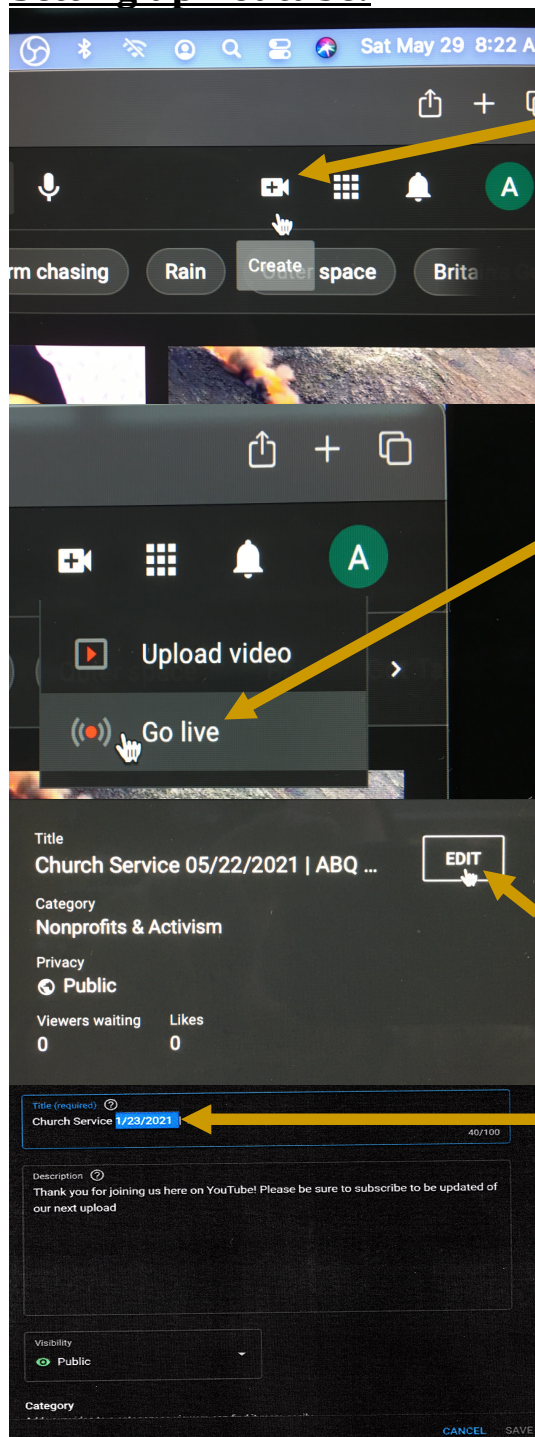8. Copy the recording after the service
9. Shutdown related equipment

Pre-Service Setup

1. Run the OBS software with the icon and select the
    "Main w/Person's Name" scene.
Notify Livestream Soundboard Operator to commence setup

2. Run the Safari web browser with the icon and move it to the soundboard monitor. Youtube will automatically load.

Setting up Youtube:

On the Youtube window, click on the Camera with the plus (Upper-right Corner)
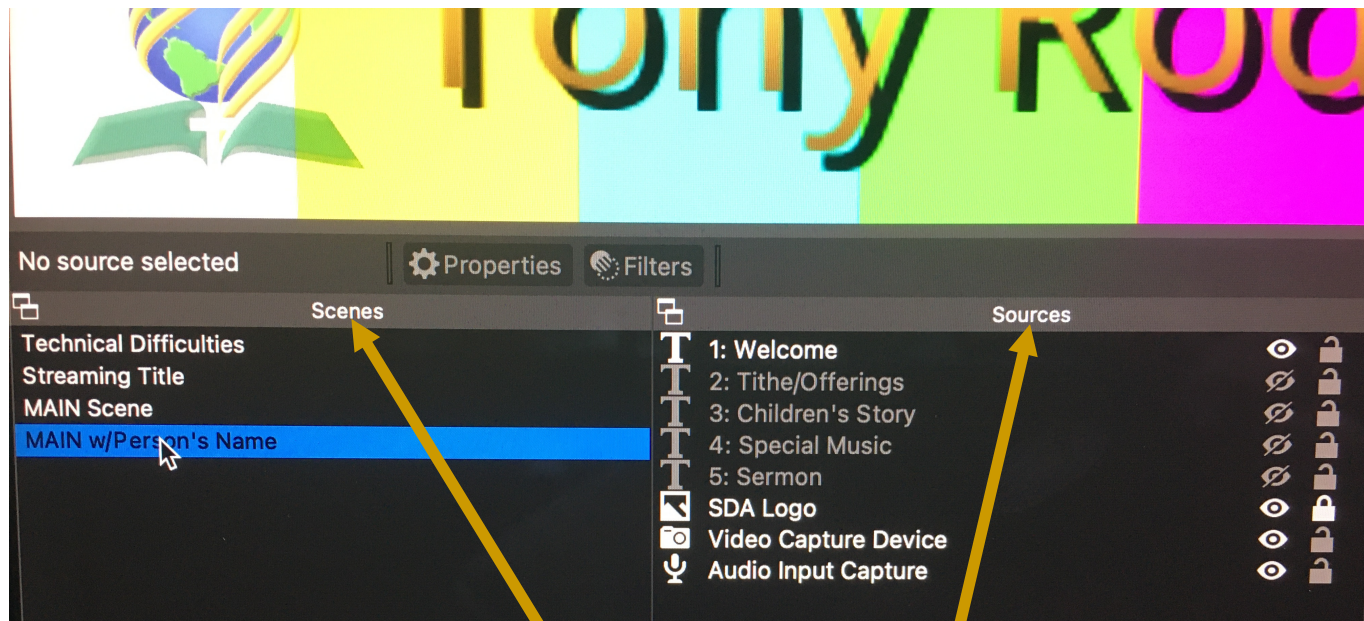
Click "Go live"

After the Youtube stream connects...
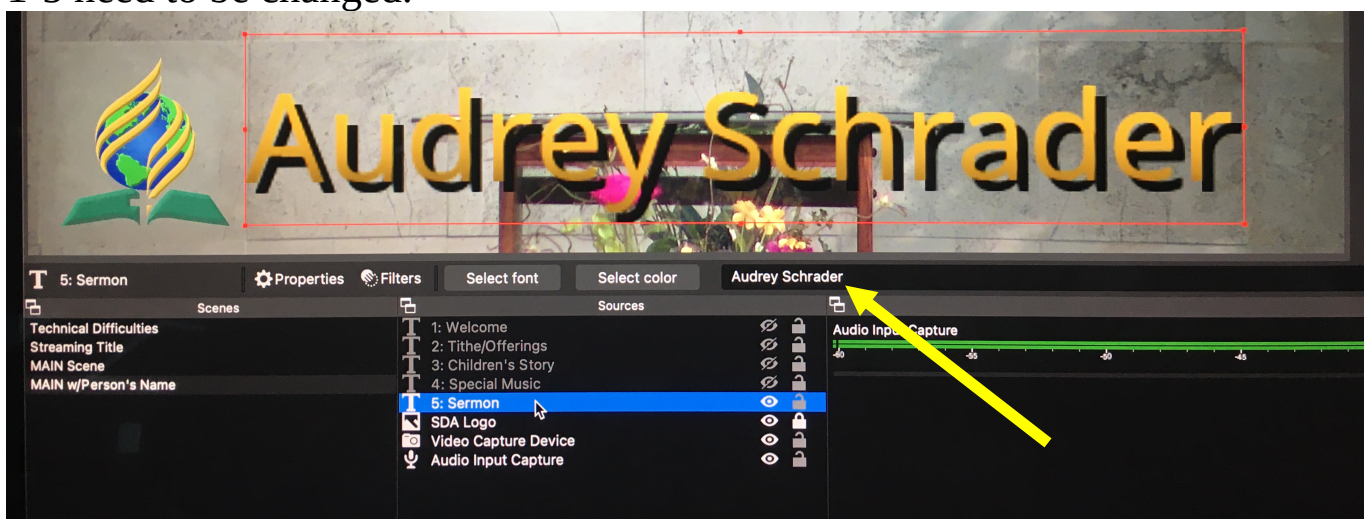Click Edit

Change the date and save

7

Setting up OBS:

The lower left corner of OBS contains the Scenes area.

The current scenes listed there are "Technical Difficulties" through "MAIN w/Person's Name".

To the right of the Scenes area is the Sources area. The "MAIN w/Person's Name" Scene contains many Sources as shown above. The sources 1-5 need to be changed.
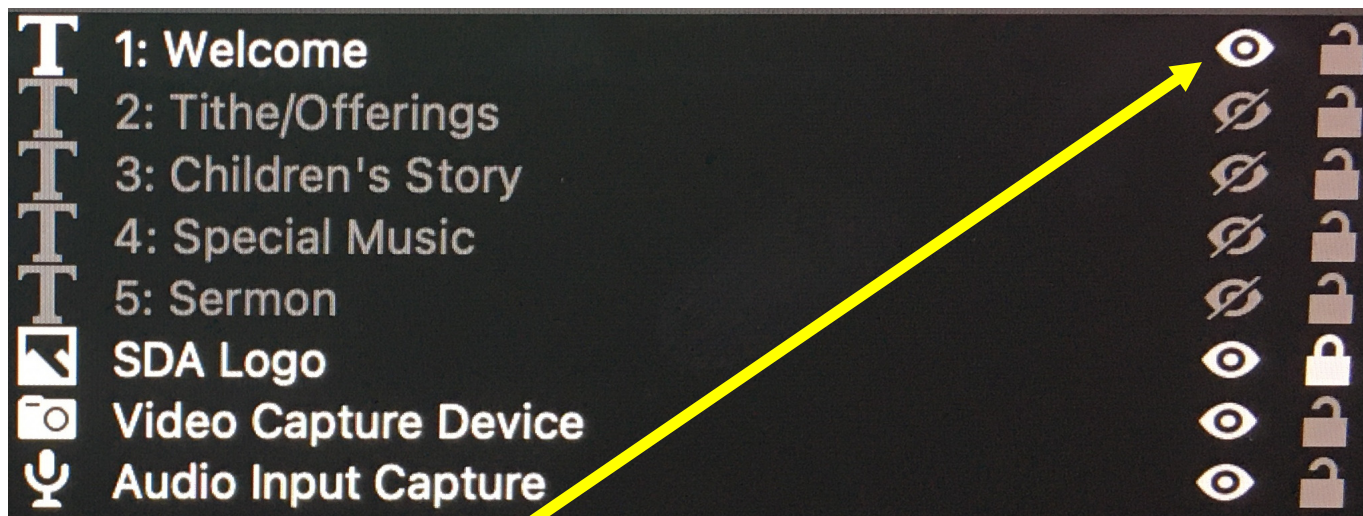

Each of the 1-Welcome through 5-Sermon sources need to be updated to include the names of the respective participants as listed in the Church Bulletin. When you click on a source, the name displayed will be editable (yellow arrow). Change the name.

The different name lengths will shrink or expand the textbox to contain the entire name. It is desirable to have the name stay within the area of the screen.

On the iPad for Cam3, select the "Close Up" preset and use the tile grid on the wall to align the name's textbox
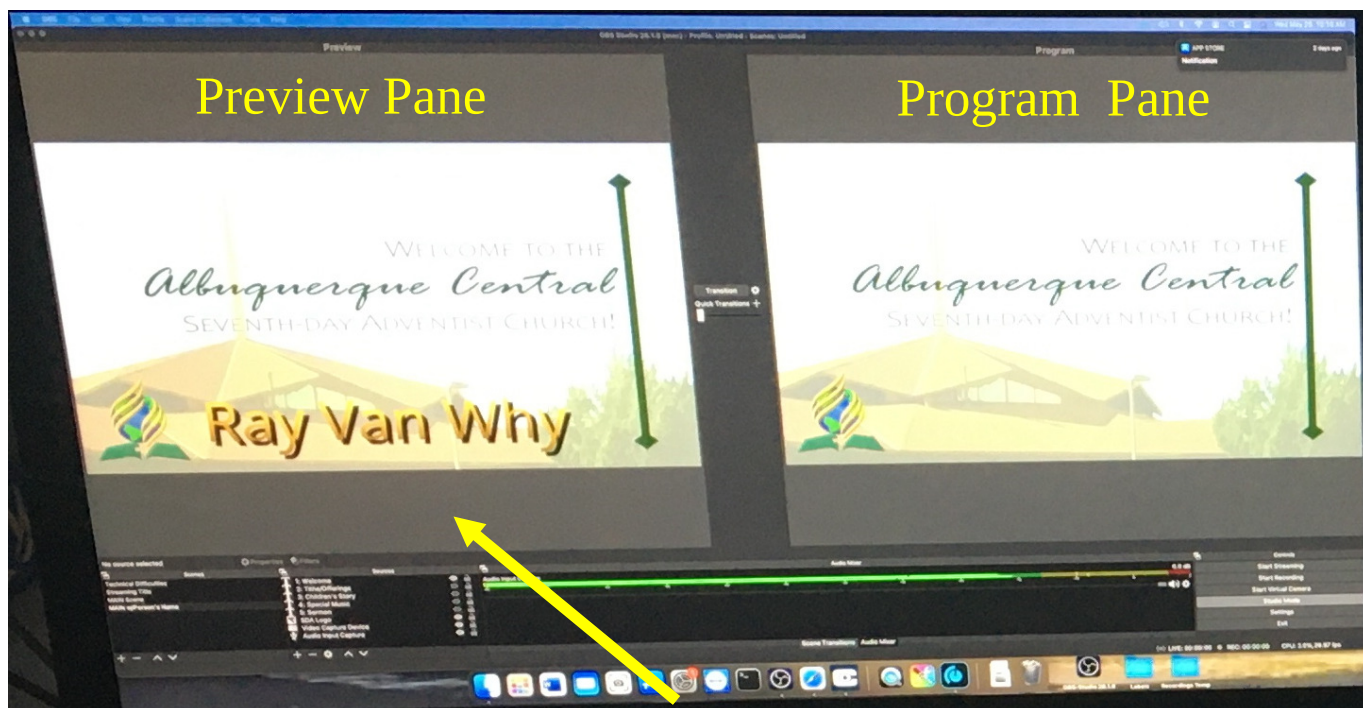
1. Keep the Left side of the text box aligned with the left tile line (Purple line)
2. Do not let the text box go lower than the SDA Icon (Green Line)
3. Do not let the name go longer than the tile line on the right. (Yellow line)
4. Do not let the name go higher than the tile line above the Pulpit. (Blue line)
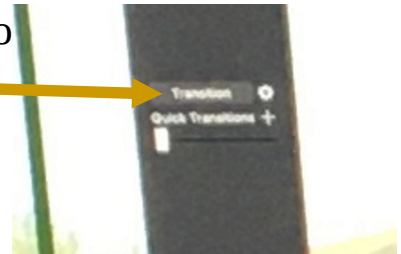
By clicking on the "eye" icon, next to the "lock" icon, you can show or hide Each name.

To adjust each textbox you must have the correct textbox selected. When you click on the area with the name, the OBS software will select the first name in the list. Click again for the next name and so on, until you have the correct textbox selected.

After all name changes and textbox adjustments have been made, click on the gray area at the bottom of the Preview pane (Yellow arrow). <u>This will allow you to control which name to display and make the transition with the keyboard.</u>

To make an <u>unexpected</u> transition from the Preview to Program pane, click the Transition button ⟶

Again, clicking on the gray area, above or below the Preview Display, will allow keyboard inputs to control the text display, transition, streaming and recording

Press ⎡S⎤ to start and stop <u>S</u>treaming
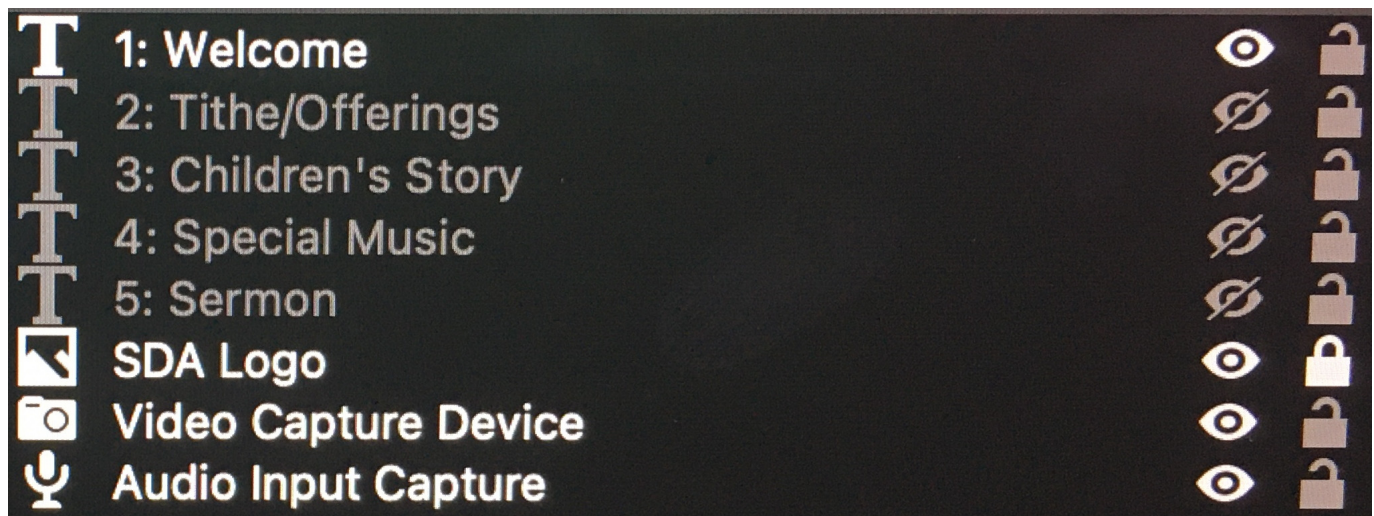Press ⎡R⎤ to start and stop <u>R</u>ecording
Pressing ⎡1⎤ – ⎡5⎤ will hide/show the relative names
Press ⎡L⎤ to hide/show the SDA <u>L</u>ogo
Press the ⎡Space⎤ to transition the Preview Pane to the Program Pane

The "Main w/Person's Names" scene, contains Text Boxes which contain the names of the Speakers. Again, these can be toggled on/off using their numbers.

During the 1-Welcome, 2-Tithe/Offering, 3-Children's Story, 4-Special Music and 5-Sermon, you will be required to display the names of the people speaking, on the Broadcast Computer for 10 seconds.

After all changes and editing of OBS and Youtube…

1. Select the scene "Streaming Title"
    a. Click the gray area under the Preview Pane
    b. Press "$\boxed{\text{Space}}$" to Transition it to the Program Pane

2. Wait… until 10:35, then Start Streaming "$\boxed{\text{S}}$"
3. Move Video Switcher fader to *the UP position, showing the slides*
4. Select the MAIN Scene
    a. Click the gray area under the Preview Pane
    b. Wait until about 10:40 for the Prelude to play
    c. Press "$\boxed{\text{Space}}$"
5. Wait until about 10:50,when the Organist or Pianist finishes the Prelude and
    Praise Team enters, start Recording "$\boxed{\text{R}}$"
6. Move the Video Switcher fader down until it lines up with
the WIPE button

While Praise Team is singing, on the iMac...
    1. Select the scene "Main w/Person's Name"
    2. Click on the gray area under the Preview pane.

During Service

If at any time there is a problem with Audio or Video or another situation we don't wish to broadcast…
    1. Select the Technical Difficulties slide on the OBS software
    2. Click the Transition button to transition it to the Program Pane.

During the service, the goal is to display the names of the participants when they begin speaking. Ensure that 1-Welcome is showing and 2-5 are hidden. *This is done by pressing 1 through 5 on the keyboard.*

1. Wait until the participant is centered in the camera
2. Press the "Spacebar" (*Transition to Program Pane*)
3. Wait for 10 seconds
4. Press the "Spacebar" again (*Transitions back to Preview Pane*)
5. Press the number of the current name and the number for the next name, *thus hiding the current and showing the next.*
6. Wait for the next participant then repeat these steps.

During the Sermon, your challenge is to switch to which ever camera the subject is facing.

If the Speaker has a PowerPoint Presentation, your challenge is even greater. You need to pay attention to what the speaker is talking about.

When the Speaker presents a new slide, switch to the Computer Display for 7 to 10 seconds and then switch back to the speaker, _**UNLESS**_ the speaker is directly talking about the slide or reading text on the slide.

If the speaker is reading scripture and then stops to make a point, switch back to the appropriate camera view while the speaker is talking. When the speaker continues reading the scripture, switch back again to the Computer Display.

End of Service

At the end of the service when the second and final prayer is complete…

1. On the Video Switcher, Fade up to the computer display A PGM #4

In the upper-left corner of the panel is the Output Fade knob.

AFTER the postlude music…

2. Slowly turn this knob counter-clockwise to "fade to black"
3. Wait about 10 seconds until the Streaming Screen on Youtube goes black on the Soundboard Monitor
4. Stop the Recording on OBS "Ⓡ" and Streaming "Ⓢ"
5. On Youtube, click "Stop Streaming"
   A confirmation window will appear...
      a. Click End
   Another window will appear...
      b. Click Dismiss
      c. Return Output Fade knob to the 12 O'clock position
6. Quit OBS and Safari Command+Ⓠ individually

Commence the Production Office Shutdown procedures