Framing the Cameras

Prior to the Service

Restart Teradek Vidiu. Go through sequence to begin broadcasting. Sequence ends with "**Live**"

Prior to beginning the service, **align** the Center Camera ('C') to Image 1.

Likewise, prior to beginning the service, **align** the Right Camera ('R') to Image 2.

Image 1, Camera 'C'

Image 2, Camera 'R'

At the Beginning of the Service

When the Pastor comes in, **select** Button 1, Image 1 as the PROGRAM camera.

When the Congregation sings, **select** Button 3, Image 2 as the PROGRAM camera.

Just Prior to the Sermon

While singing the Sermon Hymn, **align** Camera 'C' to Image 3.

At the end of the Sermon Hymn, **select** Button 1, Image 3 as the PROGRAM camera.

Mute the Congregational Mics, 7 & 8. See Adjusting the Sound, Step 4.

During the Sermon, **align** Camera 'R' to Image 4, in preparation of Communion Distribution.

Image 3, Camera 'C'

Image 4, Camera 'R'

After the Sermon

After the Sermon, **select** Button 3, Image 4 as the PROGRAM camera.

Un Mute the Congregational Mics 7 & 8. See Adjusting the Sound, Step 5.

Align Camera 'C' to Image 1, for the close of service..

After Communion

After Communion, **select** Button 1, Image 1 as the PROGRAM camera.

After the Service

After the Service, **select** the PC display (Button 4) as the PROGRAM camera.

Adjusting the Sound

Prior to the Service
Prior to beginning the service, **set** the buttons on the top of the audio slider. **RED is MUTED**, **Not Red is ACTIVE**.

1. Channel 1 is Pastor's Mic =**'NOT RED = ACTIVE'**

2. Master is Amplifier Output = **'NOT RED = ACTIVE'**

3. Congregational Mics (7&8) = **'NOT RED = ACTIVE'**

During the Sermon
4. Congregational Mics ONLY during Sermon (7 - 8) = **'RED = MUTED'**

After the Sermon
5. Congregational Mics Sermon (7 & 8) = **'NOT RED = ACTIVE'**

After the Service
6. Master = **'RED = MUTED'**

Recording the Sound

Prior to beginning the service, begin the recording. The Thumb Drive will hold 4 hours of audio.

1. Install Thumb Drive into the USB HOST slot on the front of the recorder.

2. Press **RED** REC button.

3. While Recording, Light to left appears **RED**.

4. While Recording, SanDisk Thumb Drive light flickers **ORANGE.**

5. **At the end of the service**, Stop Recording by pressing **RED** REC button.

6. **RED** Light turns **GREEN**.

7. Remove SanDisk Thumb Drive, give to Bob.

Broadcasting the Video

Steps 1 - 5 may be optional for starting Teradek Vidiu Encoder, since we leave Encoder in broadcasting mode '**Live**' continuously and have enabled '**AutoStart**'. You can always restart the Encoder to assure adequate sound, etc..

1. Power-On Teradek via small slider on left side of Teradek. From a cold start, Teradek may take 3 minutes to start. Teradek has been set up to begin broadcasting automatically so steps 2 - 4 **may not** be necessary.

2. Power On, 'Vidiu Starting', 'Lets Get You Online', 'Internet Connected', 'Broadcasting', Loading…Wait', Not Ready', 'Ready', 'Starting', 'Live'.

3. **'Start Broadcast?**' lean top button to **'YES'** if necessary**.**

4. **'YES'** Push in top button to accept.

5. **'Live'** implies Internet Broadcast is operational.

6. After Service leave in **'Live'** mode.

Piano Sound

The sound from the Piano comes from both the Piano and the **Main Audio Mixer/Amplifier**. The broadcast sound level can be adjusted on the Channel 2 slider on the **Main Audio Mixer/Amplifier**. Remember, **'NOT RED'** is active. The sound is broadcast from the narrow speakers in the front of the Sanctuary, and the Internet..

Pastor's Wireless Mic

If the Pastor's mic is not producing sound, be sure Slider 1 and the Master are **NOT RED** on the Ashley.   Also be sure the wireless receiver is active for Channel 1. It may be necessary to switch the receiver **OFF** and then **ON** to 'reboot' the receiver.

Wireless Mic, Guitar and Choir Sound

The sound from the 2nd wireless mic, guitar, choir and Altar and Ambo plug-ins are adjusted via a Supplemental Mixer, plugged into Channel 3 on the Main Mixer/Amplifier. The sound level from these inputs has been previously set, adjust with caution. **Normally, the sound is turned OFF on the Main Audio Mixer/Amplifier – Channel 3**. The Choir Mics are especially sensitive and can cause feedback in the Sanctuary. However, to turn **ON** the sound:

1. Assure Channel 3 on **Main Audio Mixer/Amplifier** is active, **'NOT RED'**

2. Master Volume for 2nd Wireless Mic, Guitar & Choir is Channel 3 on Main Audio Mixer/Amplifier.

3. Volume for Choir Left/Right are Channels 1 & 2 on Supplemental Mixer

4. Volume for Guitar is Channel 3 on Supplemental Mixer.- use slider.

5. Volume for Wireless Mic is Channel 4 on Supplemental Mixer – use slider

Video Switching

The Roland allows switching between 4 Video sources. The source being displayed is shown on the A/V monitor with the RED outline. The source with the RED outline will be displayed on the Internet Broadcast, the LCD projectors, and the two HDTVs in the Coffee Room and the Narthex. The Roland remains powered on, continuously.

Each of the Cameras and PC are shown in their respective Channels. To display a particular channel as the BROADCAST channel, simply press the appropriate button, on the upper row of Channel buttons on the Roland.
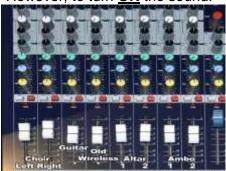
If a particular Channel display is black, it means that particular Camera or PC isn't turned on.

Remote Camera Control

Two of the Canon cameras have remote capabilities. These abilities include, on/off, zoom, pan left/right and tilt up/down. Generally, we use the camera above the entrance door to view the beginning and ending of the service and the sermon. The other camera is on the south side of the Sanctuary and is used for viewing most of the remainder of the service. Recognize that while one camera has been selected for display, another camera can be adjusted for proper framing, etc.

Typical Sunday Service Video Procedure

1. Turn on the two Canon cameras (above the door and on the south side of the Sanctuary), using the wired remote. Each remote has an **ON/OFF** button.

2. Adjust the framing for each camera using the **ZOOM** function on the remote.

3. Select the appropriate camera or computer input for BROADCAST Output by pressing the appropriate top row button on the Roland. The broadcast image is displayed with a RED border on the monitor.

4, For the Sermon, select the camera above the entrance door (Button 1).

5. Reframe the other camera for the Communion distribution.

6. At the end of the service, on the Roland select the PC (Button 4) displaying the welcome/events message.

7. Turn off the two Canon cameras, using the two wired remotes.

WELS Connection Broadcast – A/V

Button 4 on the Roland Video Mixer is for the **Video** shown on PC. The PC plays the WELS connection video.

Select **Button 4** on the Roland Video Mixer as the **PROGRAM** video.

Adjust the **sound** from the PC on Channel 5 of the Audio Mixer/Amplifier slider - **Not Red = ACTIVE**.

Begin Playing the WELS connection on the PC. Generally, we have an MP4 file available, but a DVD can be inserted into the PC and played, using Windows Media Player.

After playing the WELS connection, turn off the projectors, raise the screens and select Button 1 as the PROGRAM channel for broadcasting. Mute Channel 5 on the Audio Mixer/Audio Amplifier slider- **RED = MUTED.**

Sanctuary – Screens/Projectors

Each of the two screens can be raised/lowered independently. It's not necessary to hold the up or down arrows as the screens will progress to the end of their travel.

Each of the two projectors has a remote controller. Although there are many buttons on the controller, we only use the ON and OFF buttons. Controller 1 is for the right or south Projector. Controller 2 is for the left or north Projector. **Point the controller at the black receiver when pressing the on/off buttons.** The projectors take about 60 seconds to warm up and begin displaying the PROGRAM image. When turning the projectors off, it is necessary to **press the OFF button twice**.

PC Display

The Video output from the PC is assigned to Button 4 of the Roland. The Audio output is Channel 5 on the Ashly audio slider. Normally, the PC sound is turned off, **RED = MUTED.**

Before and after the service, the PC screen broadcasts a series of digital images. To broadcast these images:

1. Log into the PC if necessary. The password is 'bethlehem-1484'.

2. On the desktop is a short cut to the folder **'Sunday',** double click. That folder contains the display images.

3. Select any image and **RIGHT** click. Use the **'Open With'** option and then select **'Photo Gallery'**.

4. Select **'Slide Show',** then **'Change Theme'** and then select **'Fade'.** The slide show will be displayed.

5. Press Button 4 on the Roland Video Mixer to broadcast the slide show on the monitors..

Sunday Summary

1. Turn on both monitors.

2. Be sure Teradek Vidiu is showing '**Live'**.

3. Install Thumb Drive and press red button to begin recording.

4. Be sure PC is showing the slide show and Button 4 on the Roland Video Mixer is pressed.

5. Turn on and frame Camera 'C' and Camera 'R'

6. Be sure the Master Power in On for the Amplifier.

7. Un Mute Pastor 1, Congregation 7 & 8 and Master Volume **(NOT RED)**

8. Sliders 2-6 should be muted **(RED)**

9. When Pastor enters the Sanctuary, press Button 1 on the Roland Video Mixer.

10. Follow the 'Framing' Instructions. Mute Congregation **(RED)** 7 & 8 **during Sermon only**.

11. After service, display PC using Button 4 and **MUTE (RED)** MASTER volume on slider.

12. Press red button on recorder and remove Thumb Drive. Give to Bob.