Video Setup Operations Manual

1. Power on system (Turn on power-strip make sure both video switchers and the preview TV are on).

2. Set preview TV to input A (**PROJ**)

3. To the projector video switcher hook up Presentation Computer (the one presenting the slides and lyrics for the service) to the **To Video input A** and **To Audio input A**. Confirm both video and audio are working. Make sure laptop is plugged in.

4. To the projector video switcher hook up the Video Computer (the one presenting the motion backgrounds and any video segments during the service) to the **To Video input B** and **To Audio input B**. Confirm video and audio are working. Make sure laptop is plugged in.

5. Start the pre loop on the Presentation Computer.

6. Switch the preview TV to input B (**WEB**). This allows us to preview the web video switcher

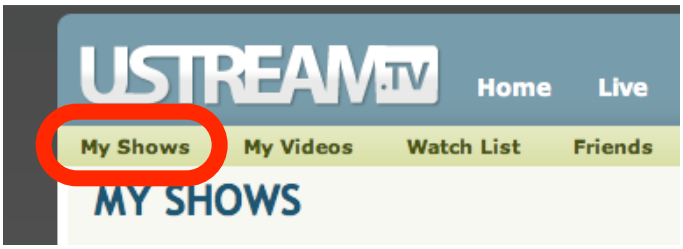
7. Make sure all video input are receiving a signal. If not make sure all video inputs are turned on (eg. all cameras are on and working), power off and then back on the web video switcher.

8. Connect output of web video switcher to pass through Camera. Make sure Camera has power plugged in and set to Play. You should at this point see a preview of the output of the web video switcher on the LCD screen. Put a blank tape in camera.

9. Connect the Firewire cable from the pass through Camera to the web stream Computer. Also plug in the **Audio for Webcast** into the input on the web stream Computer.

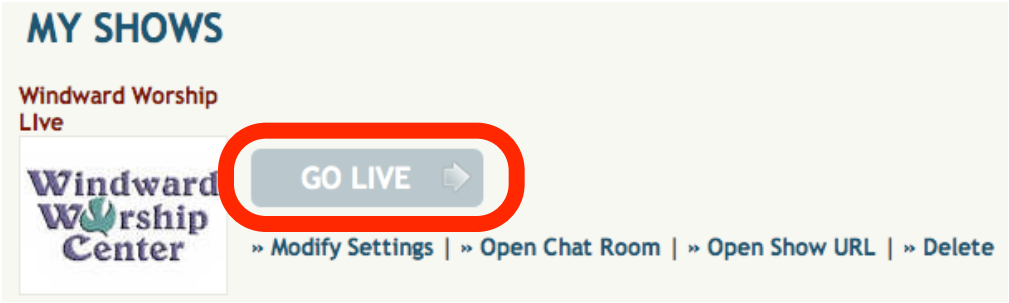
10. Open the web browser and login to Ustream,tv
    http://www.ustream.tv/
    Username: windwardworship
    Password: applemac

11. Click on My Shows in the top left corner.

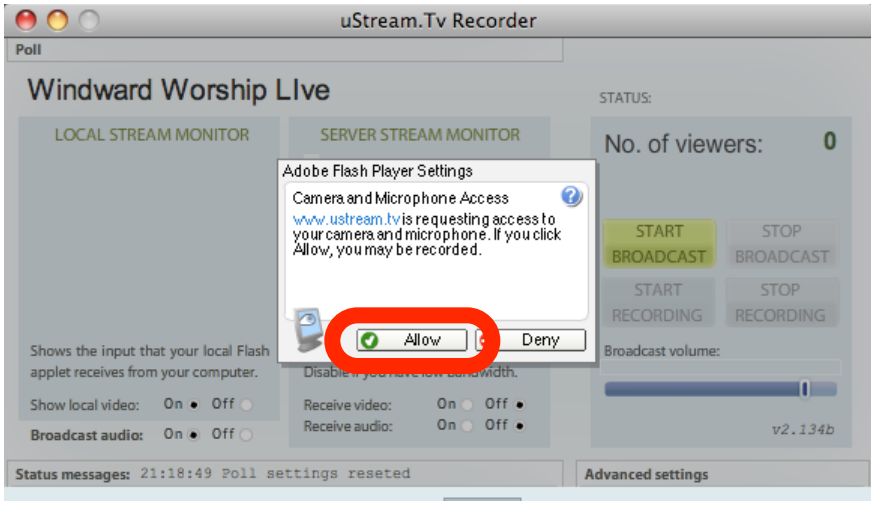


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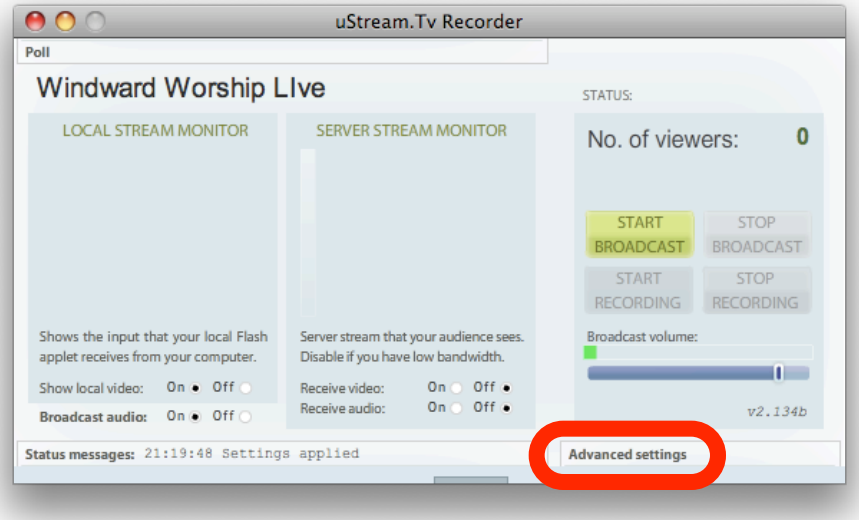
12. Under the Windward Worship Live show click on the Go Live Button



13. The following window will appear. Click on the button to Allow access to the video camera with the Flash Player.

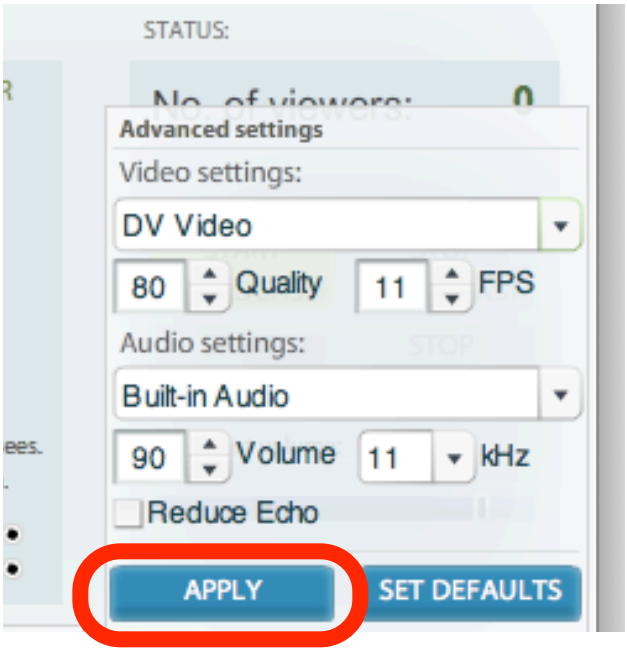


14. Click on the Advanced settings and make sure the settings have the correct input source and the correct settings.

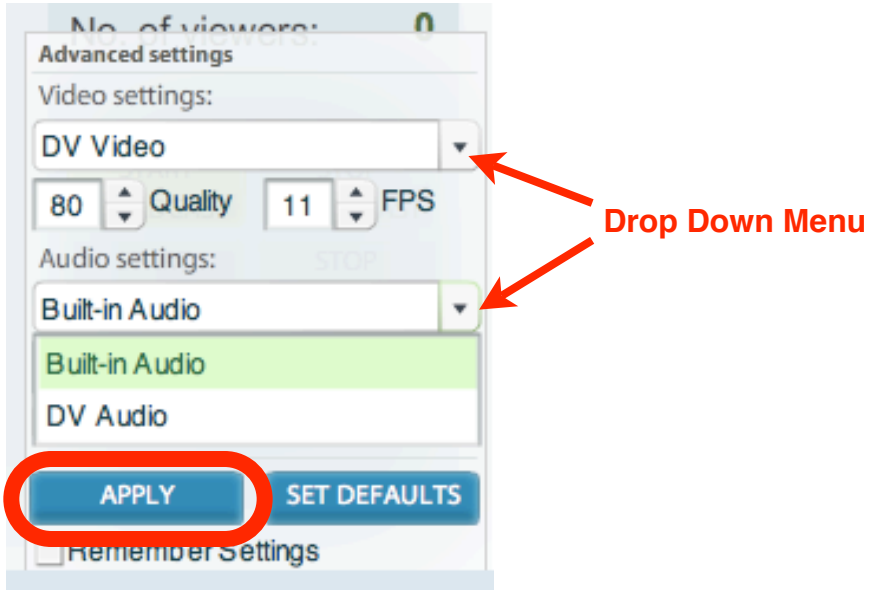


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15. The settings should be set to the following:
    Video settings: DV Video
    Audio settings: Built-in Audio
    Audio kHz: 11
    Reduce Echo: Unchecked
    Once set click Apply.

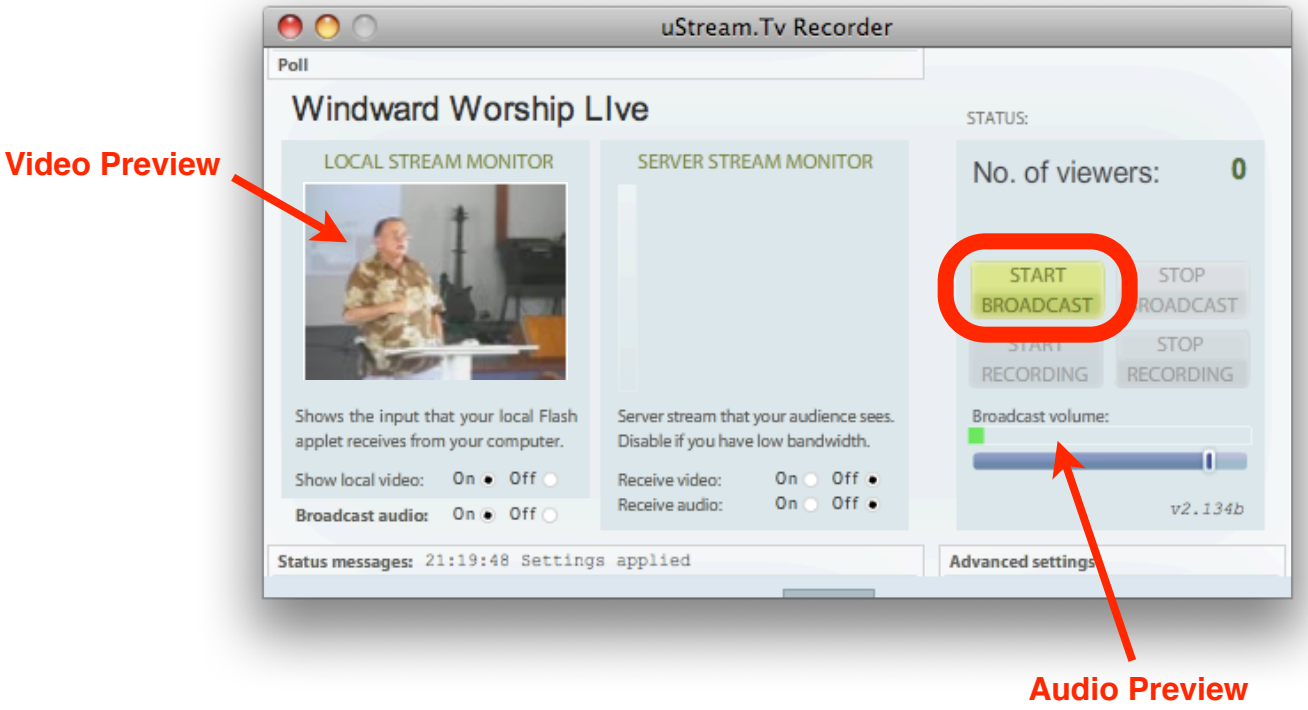


If the settings are not applying or wont stay. Click on the drop down menu to the right. Use the up and down arrow keys to select the input type and hit return. When done make sure to Apply settings.



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16. Once the settings are applied you should be able to see a preview to the left and the audio preview in the bottom right. From here click on the Start Broadcast button.



The stream should now be live and people should be able to see and hear the webcast.

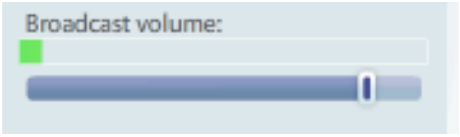
17. Five minutes before the service is to start begin the countdown timer on the Video Computer. Fade to it so the Projector is showing the countdown.

18. Set preview TV to input A (**PROJ**)

19. Get the worship slides up and displaying on the Presentation Computer.

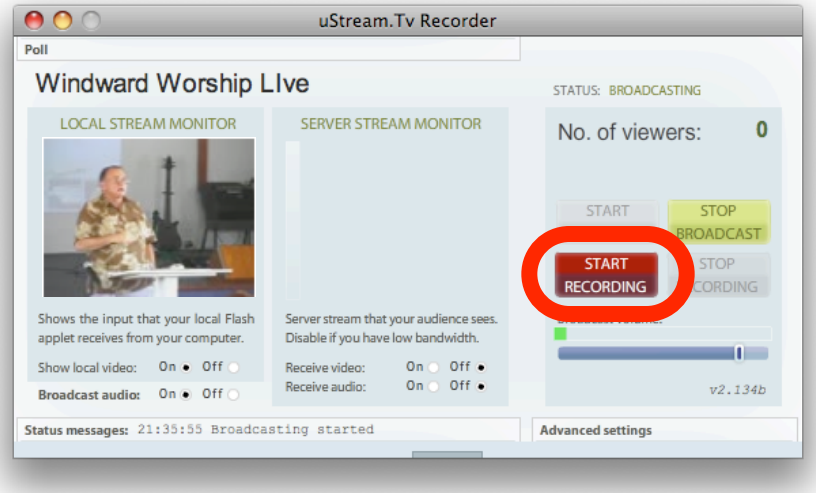
20. On the projector video switcher click on the chroma key button. The display should flash and show you the worship slides with the black background. Move the cursor to a black spot using the arrows on the switcher and click OK. You should now a preview of the text for the worship over the countdown timer.

21. Switch the preview TV back to input B (**WEB**). This allows us to preview the web video switcher. and allows them to send countdown timer over stream. Get cameras in position and shots you want ready to go. Make sure the you always watch the audio level of what is being broadcast. Most problems occur when going from Video to Praise & Worship to Pastor Speaking. Watch at these times and adjust as needed. I would try to keep the volume at the high green and yellow level with peaks in the red.



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22. Once you get to the last 10 sec. of the countdown timer, click on the Start Recording button. Also hit record button on the pass through camera to record on tape the service to air on OELO.



23. Once the countdown is done select a motion background on the Video Computer and without switching the preview TV you you should be able to fade the worship lyrics on over the motion background on the projector video switcher.

Setup Diagram

