

MEDIA INSTRUCTIONS

1. Turn on **all three** sanctuary screens with remote.
2. Turn on computer screen monitors (first button on right-hand side under the monitors)
 - a. Left monitor is for camera controls
 - b. Right monitor is for MediaShout slides
3. Streaming vMix program should already be up on the computer screen; if not, open by double-clicking **“Streaming” icon** on computer desktop
4. To update blue and white title banners, right-click in **“#9 Banner”** box and left-click **“Title Editor”**
 - a. **“Headline”** tab (first on left-hand menu): “Peace Lutheran Church” should already be there (if not, type it in)
 - b. **“Description”** tab (second on left-hand menu): type in liturgical date as specified in bulletin followed by calendar date (make sure to type on one line and that text fits within white banner space or abbreviate as necessary)
 - e.g. Easter Sunday, Second Wednesday of Lent, etc. – 2/24/2021
 - c. **“Live”** tab at bottom should be green (if not, click on it)
 - d. Close **“Title Editor”** in right top corner of that window
 - e. Press **“Title” button** on Stream Deck to add banner overlay on image
 - i. Later, press button again to remove banner overlay as deemed appropriate (e.g. after Pastor finishes his welcome)
5. Bring MediaShout script up on 2nd (right side) monitor by right clicking on box **“#11 Displays”** and click on **“SlideShow Setting”**. Drag (by left-clicking the mouse and holding down the button) the **“Displays”** box (with MediaShout slides) to the right screen and maximize screen. The entire script will appear on the right screen.
6. Camera controls and viewing – use labeled buttons on Stream Deck controller to adjust camera angles as appropriate throughout service; view camera angles on left computer screen monitor, which is split into two main halves:
 - a. **Left** half is a **preview only** (not live)
 - i. Use left side for prep – anticipate what’s coming next in service and see which camera angle should work best to focus in on who is talking or singing/playing music; also okay to use wider views (#2 and #3) showing congregation at times. This box can also be used to show which MediaShout slide is currently on the sanctuary monitors.
 - b. **Right** half is what’s currently **live-recording**
 - i. **To make left-preview-side become right-live-recording-side, press **“Cut” button** on bottom left of Stream Deck**
(then return to left side again to prep for next event/camera angle and repeat “cut” process as needed)
 - c. Start service with the Welcome Screen exterior picture of church (button above bottom left **“Cut”** button) and Title banners on

7. Turn off lights in media room to reduce recording feedback noise
8. About 10 minutes prior to service, press “Stream” button (on Stream Deck) ONCE AND ONLY ONCE, then allow a few moments for it to connect (if pressed again too quickly, it will stop and cannot restart immediately so would need to wait a few minutes before trying again)
 - a. **“Stream” button will light up RED for RECORDING LIVE VIDEO**
 - i. If possible, consider using smartphone to verify that live stream has started on Facebook/YouTube
9. Wait until it’s time for service to begin (or about 30 seconds before), then press “Audio” button (on Stream Deck) and **give pianist Gayle the signal (wave/thumbs-up)** to start playing (no earlier than 1 minute before start time)
 - a. **“Audio” button will light up GREEN when audio is on**
(can toggle on/off to connect/disconnect microphones if needed)
10. Press **“Title” button** on Stream Deck to remove banner overlay as deemed appropriate (e.g. after Pastor finishes his welcome)
11. Advance MediaShout slides by clicking the **“Next Slide” button** on the Stream Deck. If you need to go back to a previous slide, click **“Prev Slide” button** on the Stream Deck. Another way to go to a particular slide is to use the mouse and click on a slide from the right monitor.
12. After service, wait for pianist Gayle to finish postlude, then:
 - a. Switch camera view back to Welcome Screen exterior picture of church (button above bottom left “Cut” button on Stream Deck)
 - b. Press “Audio” button to turn off (green light will go off)
 - c. Press “Stream” button to stop live-recording (red light will go off)
 - d. Turn off computer screen monitors and sanctuary monitors

**NOTE: If physical cameras were accidentally bumped so images are crooked:
 For #2 Left Camera & #3 Right Camera, will need to adjust cameras physically;
 can avoid using these views for current service until fixed
 For other #4-#8 views, can adjust angle electronically on computer;
 click settings icon (i.e. cogwheel/gear on bottom right of each tiny camera box underneath the main left/right image windows) and adjust up/down and left-right values in left-hand column as necessary*

Aaron Barker is our tech consultant and can be reached at 320.493.2985

Text him if there is an issue, and he will do his best to help with the situation remotely.*

**Include Peace Lutheran in your message so he knows with whom he is working because he consults with several churches (if he knows right away where the issue is, this will expedite his response)*