# New Hope UMC Streams Intro

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**Figure 1:** QR Code

Hello, and thank you for agreeing to help with setting up our weekly streams for New Hope UMC. This guide will quickly run through the steps to setting up the stream and also any issues that may arise from the stream. Each page of this guide is in order to go step by step in the weekly setup for the stream.

## Call Time

Please always attempt to arrive 15 minutes before church to begin set up. Minimum setup time is about 5-10 minutes depending.

## Teamviewer / Troubleshooting

If you ever have a problem on the main computer that you cannot solve, text Matthew Fallon at (708)212-4170. You will get a notification prompt to accept connection. He can remotely control the computer from anywhere and help to diagnose the problem with you.
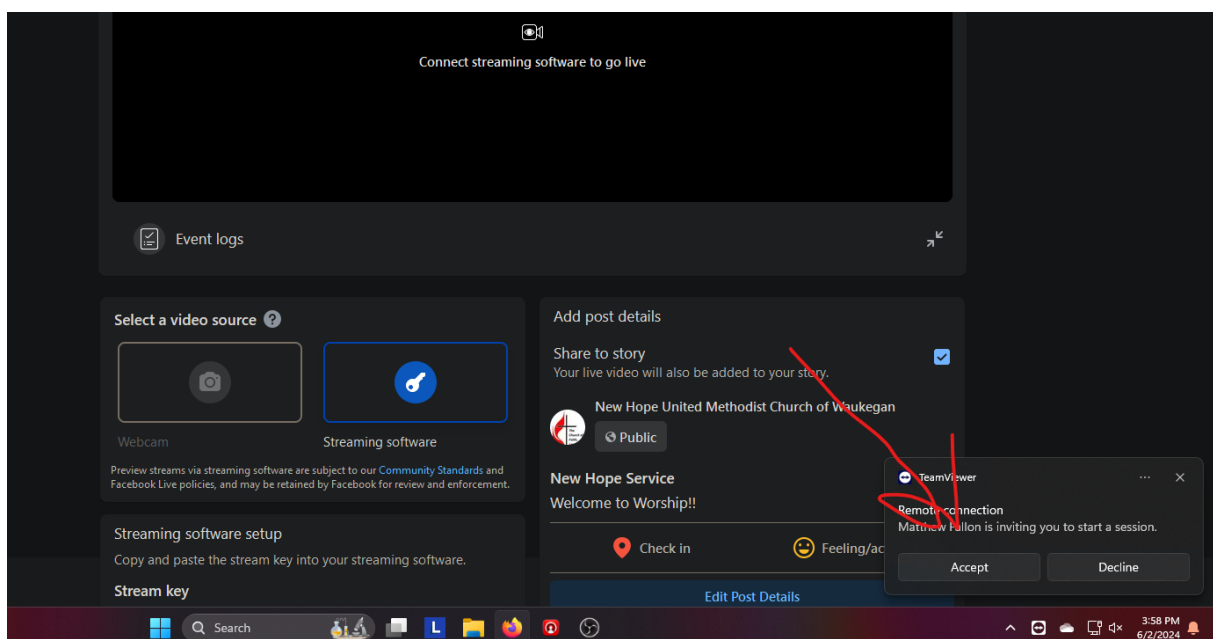


**Figure 2:** Teamviewer

# Powering On

On arrival, here is a list of devices to power on in order to start the stream.

## Surge Protector

Under the computer there is a switched surge protector. Turn on the top switch to turn on all the plugs.
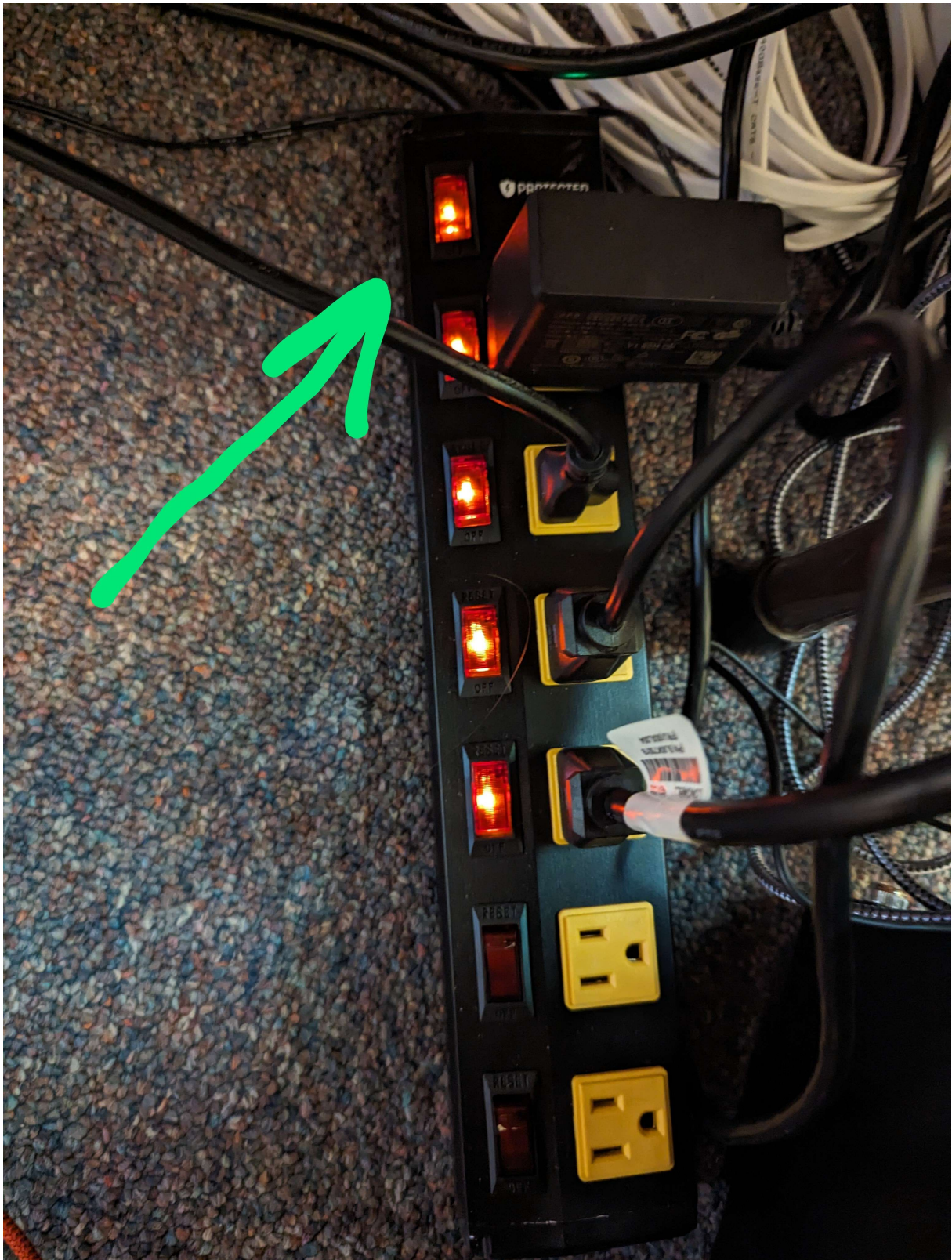
**Figure 1:** Surge Protector

## Headphones (Bluetooth)

There is a pair of bluetooth headphones that will be plugged in to the wall. Unplug them and hold the power button to turn on if they are not blinking.
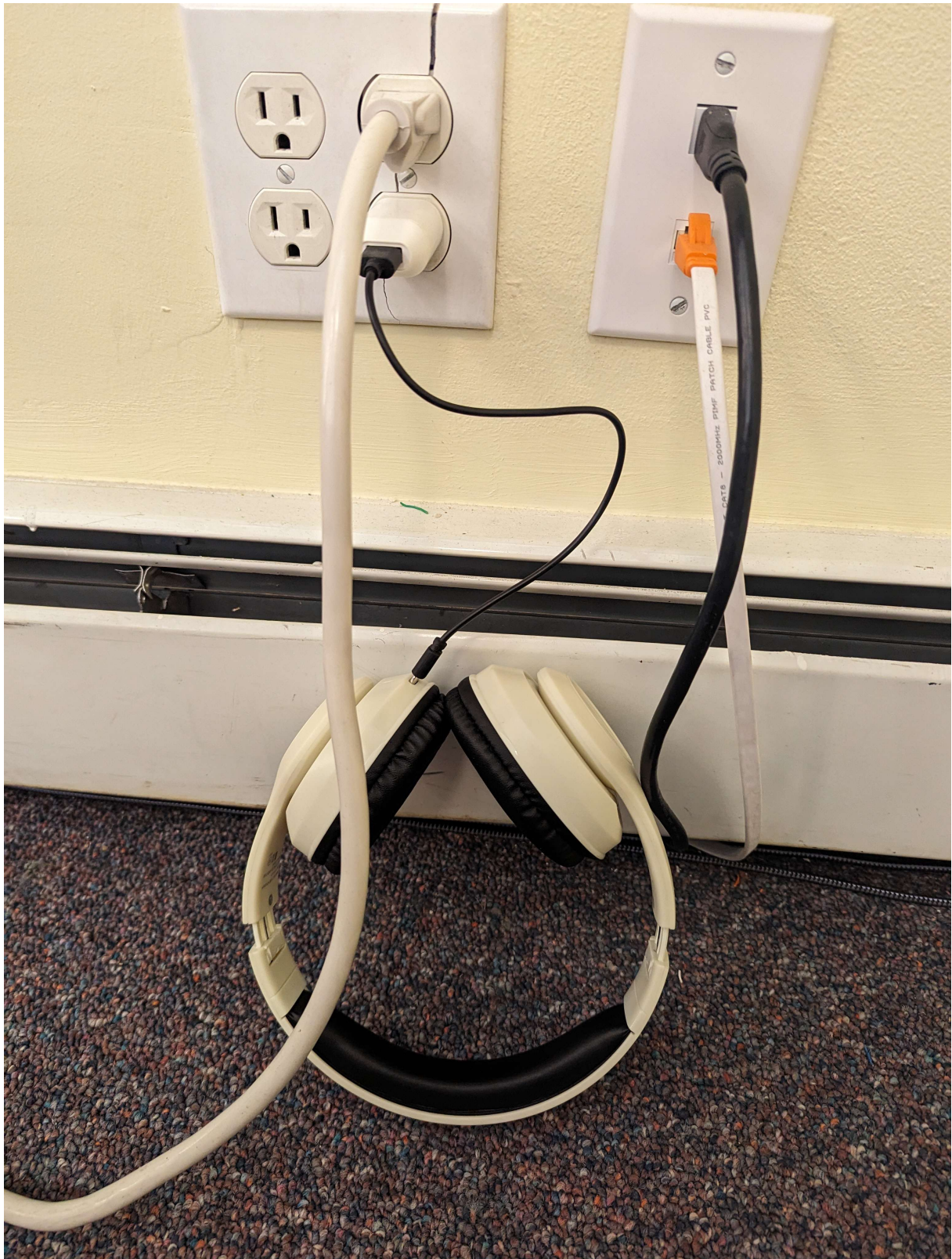
**Figure 2:** Headphones

## Computer

You will find a computer under the desk press the power button to begin powering on.

The computer has a capture card under the desk that will automatically hook up and provide both the sound from the sound system and the video from the camera.

The computer also has its speakers hooked up to the sound system, it is input 1 on the soundboard.

## All 5 TV's

You will find a remote on the table that will turn them on. Make sure to double check they are actually on, sometimes turning one on may turn another off accidentally.

## Camera

You will need to press the power button on the remote for the PTZ (pan tilt zoom) camera and wait for it to turn on.

# Jobs During Service

During service, here is a list of the jobs that you can split up between various helpers as needed to keep the show running, and descriptions of each. At a bare minimun you will need two people.

1. A Camera controller to run the ptz camera and zoom in on the action.
2. Someone to control the computer and run the powerpoint.
3. Someone to listen to the sound output and manage the sound board (optional)
4. Someone to run the powerpoint separately (optional)

Beyond the first two, the other roles are optional but will make the job easier and can be given out to anyone easily to help. Each role is described below.

## PTZ (Pan Tilt Zoom) Camera

This role can often be filled by the same person controlling the powerpoint if needed. For custom angles the `Tele/Wide` corresponds to zoom while the arrow keys pan the view. However, the preset numbers 1-9 correspond to most common views throughout the church.

1. Lectern - Liturgist
2. Pulpit - Pastor
3. Front of Altar - Communion and offering
4. Dan's Sermon Seat
5. Front of house - Sermon and benediction
6. Choir and childrens time area
7. Stained glass
8. Choir on altar
9. Full Sanctuary zoomed out

**Figure 1:** PTZ Remote

## Computer

All other jobs will center around this person often. A separate page will be used to describe the role more fully, but during service this role will be setting up the service.

You will also be responsible for any other roles that need help and coordinating where possible hence this role will often need to be someone older to step in and help if necessary.

## Powerpoint Clicker

This person will be given a print out of the presentation and a powerpoint clicker:

**Figure 2:** Powerpoint Clicker

The left and right buttons will advance the powerpoint forwards and backwards as expected. (When the program is up on the computer screen) The top button will switch the tvs between full screen camera and powerpoint mode to allow you to switch whenever you feel having a better zoom on the camera would be best (during the sermon is a good time)

## Computer Setup & Use

The computer is the center of the operation and does require some setup weekly, but this guide will walk you through step by step.

To unlock the computer, use the code: 41460085

### Startup

All of the programs to start are along the toolbar on the bottom. Firefox will start automatically, just wait.

### Firefox / Facebook Live

Open firefox from the toolbar and it will open to facebook live's page. Scroll down to select the "Select" option under "Go Live"
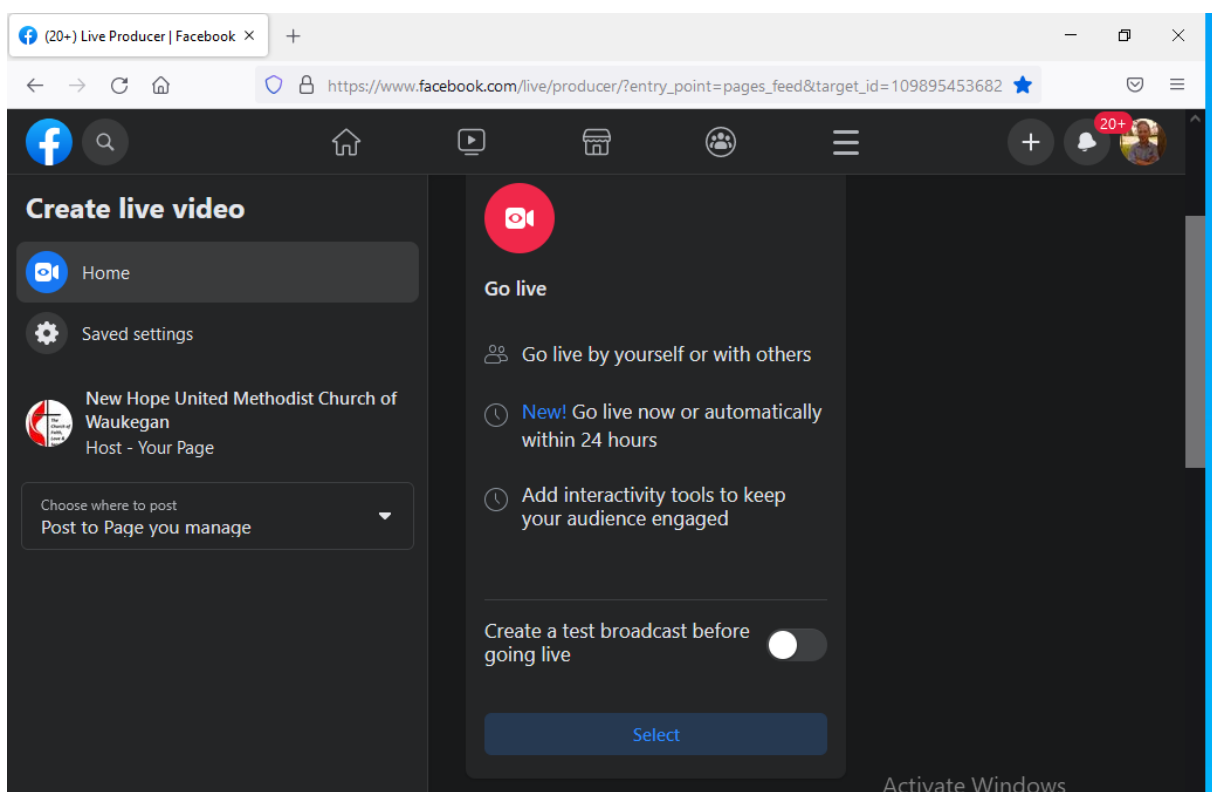


**Figure 1:** Go Live Option

First, Press the copy button next to Stream Key to copy the new stream key to the clipboard for later.

**OBS**

Before starting OBS, check the Onedrive icon in the bottom toolbar. If it is fully synced, you can start OBS. Start the second from the right program on the toolbar, OBS.

**Missing Files**

On start up it will list missing files, you can use this to select all the powerpoint slides if they aren't more than the missing files.
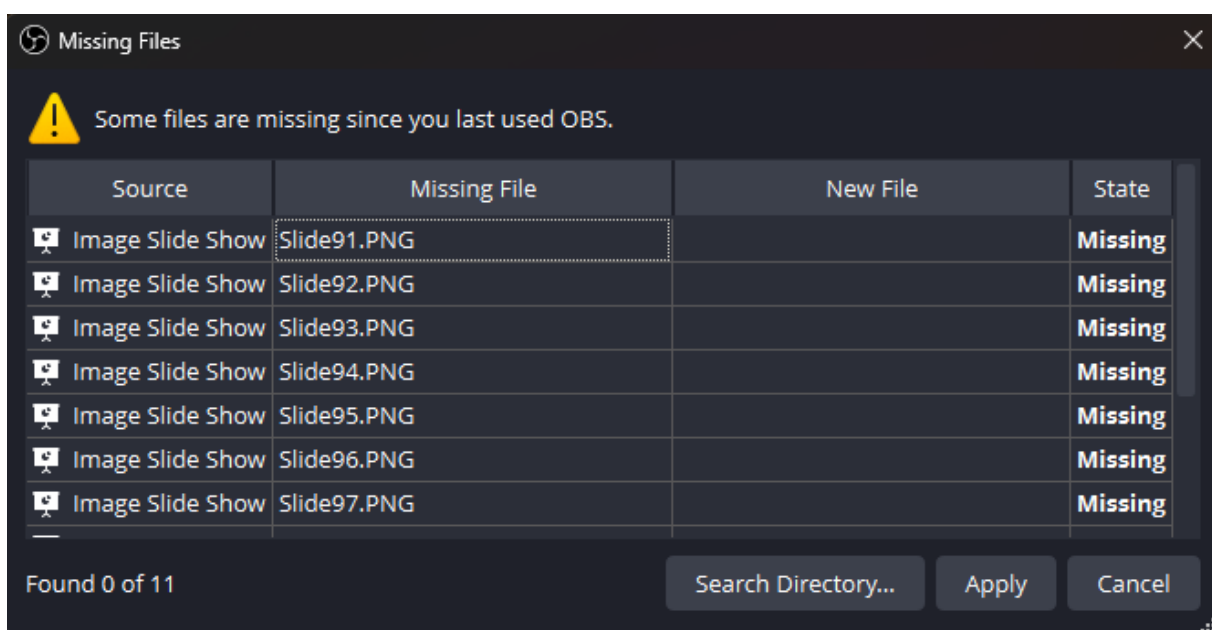


**Figure 2:** Missing Files

Click "Search Directory" and then select the current dates folder in the New Hope Service Folder (Pinned on the side)

It will say something like "49 out of 100" found. if the first number is the same as the second, you will have to reset the slides as it may be missing some above that second number. Jump to Set Powerpoint Slides.

**REMEMBER** to check if the "Slides found" listed less that total found. If it is not you may be missing slides at the end.

## Set Projector Output

Next, right click the main video view in the center and select fullscreen projector and the output shown:
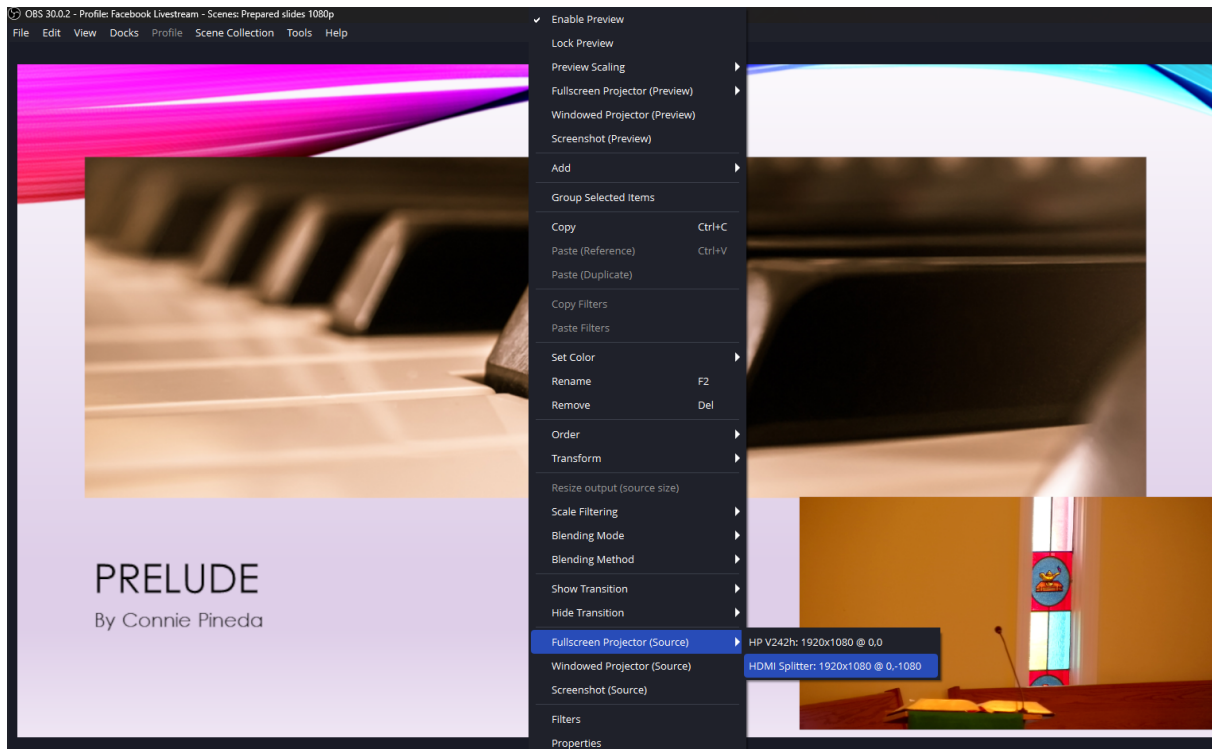


**Figure 3:** Fullscreen projector output to the TVs

## Start Stream

Go to Settings>Stream and set the "Stream Key" to the key you copied from facebook.
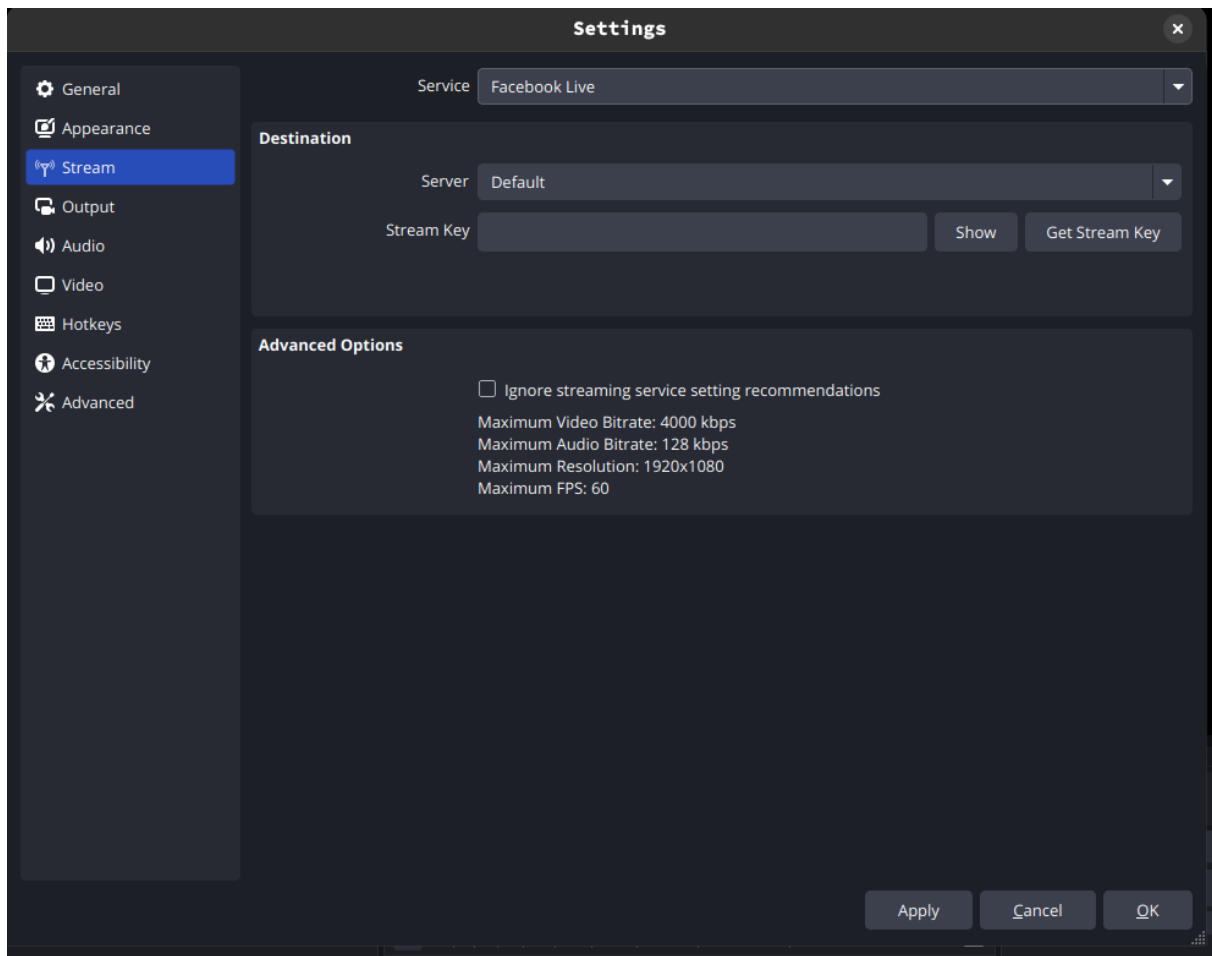
**Figure 4:** Stream key settings

Finally, select "2) Intro" and in the upper right of the screen select start stream to connect to facebook, and go back to facebook and select "Go Live" to start the stream:
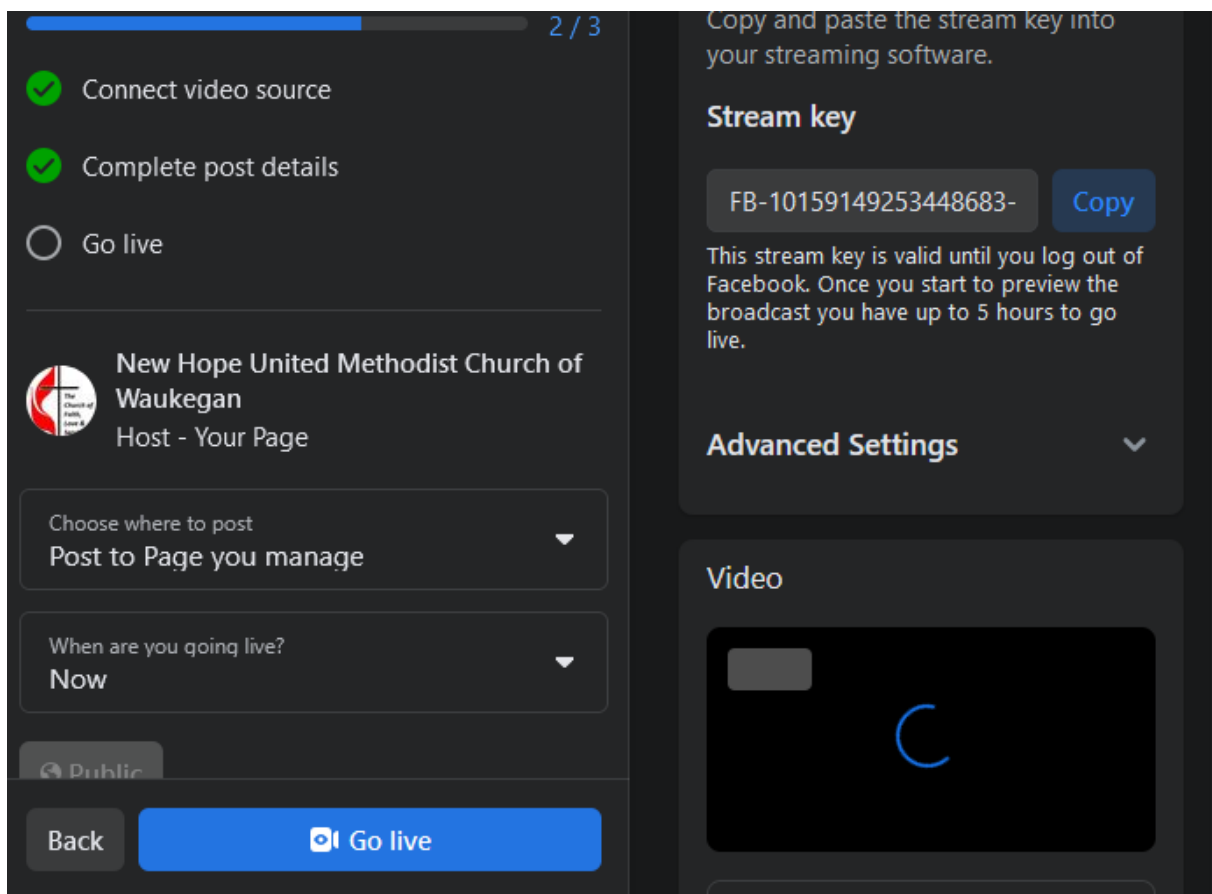
**Figure 5:** Start the Stream and Go Live

Afterwards, you can return to OBS to run the stream. Remember to press 'm' to unmute the audio system sound to the stream when service starts.

**Set Powerpoint Slides (Optional)**

On the side toolbar, select the "4) Powerpoint" Option and then, in the Sources section next to it, find and double click the "Image Slideshow" hand side to get to the properties to set the images for the powerpoint.
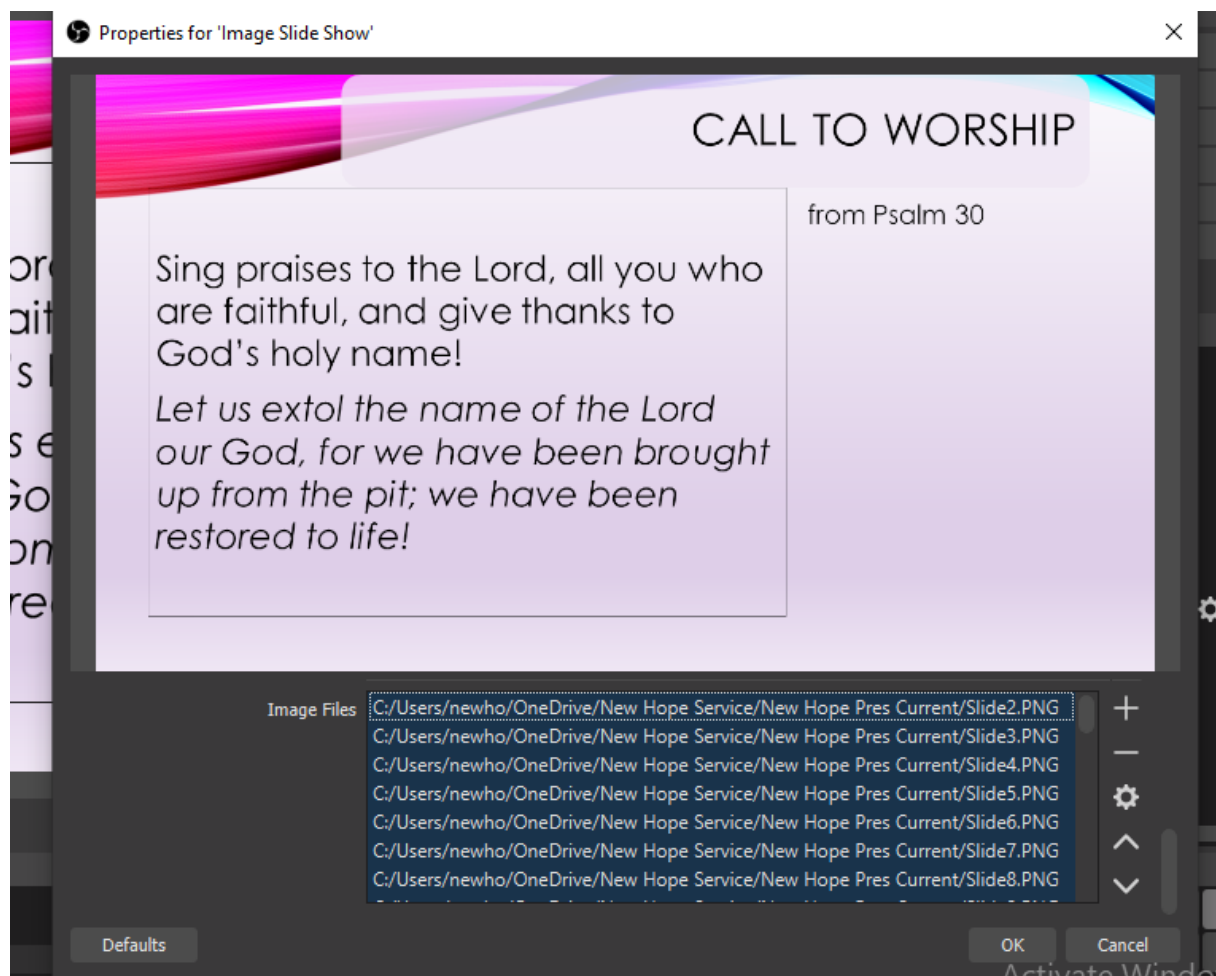
**Figure 6:** Powerpoint Slides

Scroll down to the list of images in the slide show, select the first one and press [Ctrl+a] to select all of them. Press the "-" option on the left to clear them all and then press the "+" and select "files" to add the new images.
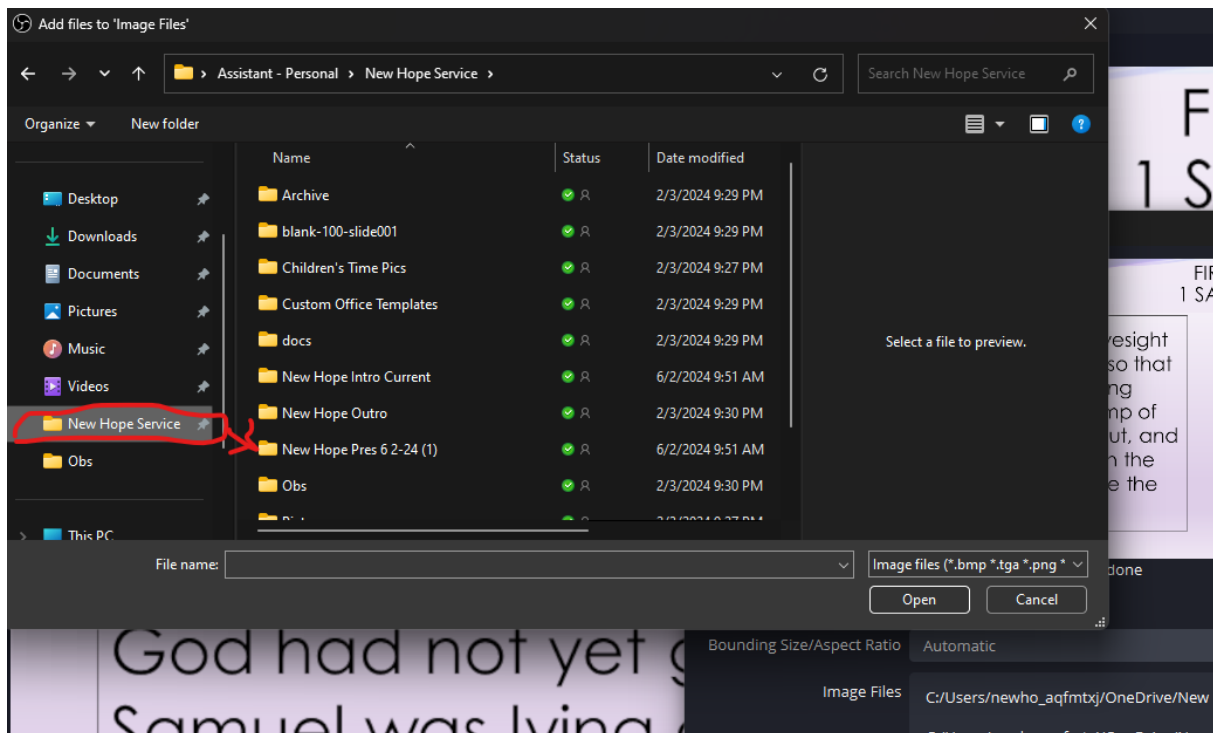
**Figure 7:** Reset the images in slideshow

Go in to the current date's presentation Folder which should open by default, and select all but the first slide from that folder by selecting the first image, pressing [Ctrl+a], and then holding [Ctrl] while clicking the first image again.  Finally, select open and click ok in the image slideshow to complete selection.

To reset it to work with the missing files instead, set the slides to all of the slides in the blank-100-slides folder and then move the folder.  This will trick obs into see 100 "missing" files for you to search for.

### Reset Audio (Optional)

If the headphones are not putting through the audio for you to preview, you may have to reset the audio monitor.  Go to `Edit>Advanced Audio Properties` and toggle any sources that say `Monitor and Output` to `Monitor Off` and then back.
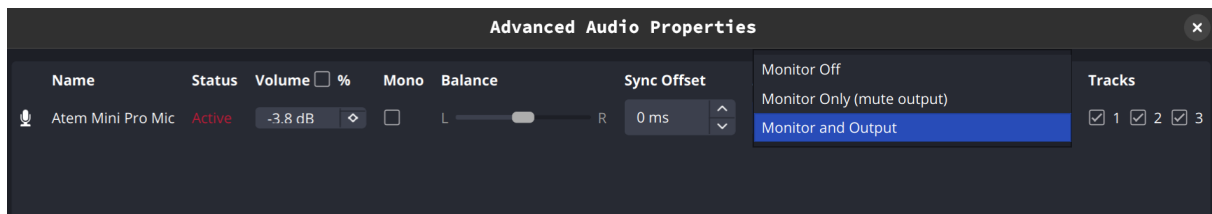
**Figure 8:** Advanced Audio Properties

The audio should begin in the headphones. If it does not, go to `Settings>Audio` and scroll to the advanced section and check that the monitoring device drop down is set to the headphones (it may be set to the a grayed out device that is the headphones disabled set it to the headphones that are enabled) and then repeat the above step.

### Set Video (Optional)

If the pastor instructs you to use a video during service, you will find the video in the New Hope Service folder under Skits in a folder named for the video. Select "6) Skit Media" and then select the "Video Source" option. Browse for the video and select it to set it. When playing the video, you must unmute the Realtek Audio speakers and raise the volume of `Input 1` on the soundboard to have it play in the sanctuary.

### Set Music (Optional)

If the pastor instructs you to use a video during service, you will find the video in the New Hope Service folder under Skits in a folder named for the video. Select "4) Powerpoint" and then select the "Music Source" option. Browse for the music and select it to set it. When playing the video, you must unmute the Realtek Audio speakers and raise the volume of `Input 1` on the soundboard to have it play in the sanctuary, then press [p] to restart it and [Shift+p] to stop it.

### Auto Config Wizard (Optional)

If the stream has been performing badly, this can help reset the stream settings. Go to Tools>Auto-Config Wizard on the top bar to prep the stream:
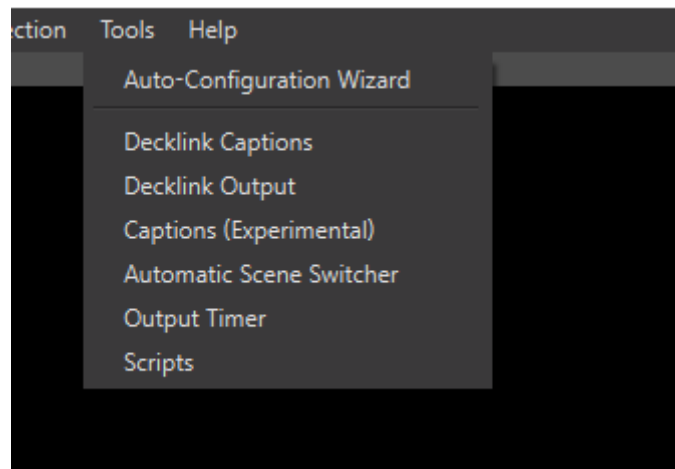
**Figure 9:** Auto Config Wizard

Inside of this, click ok until you reach the option for stream key. Double-click to higlight the current key and paste to replace with the new one from facebook.
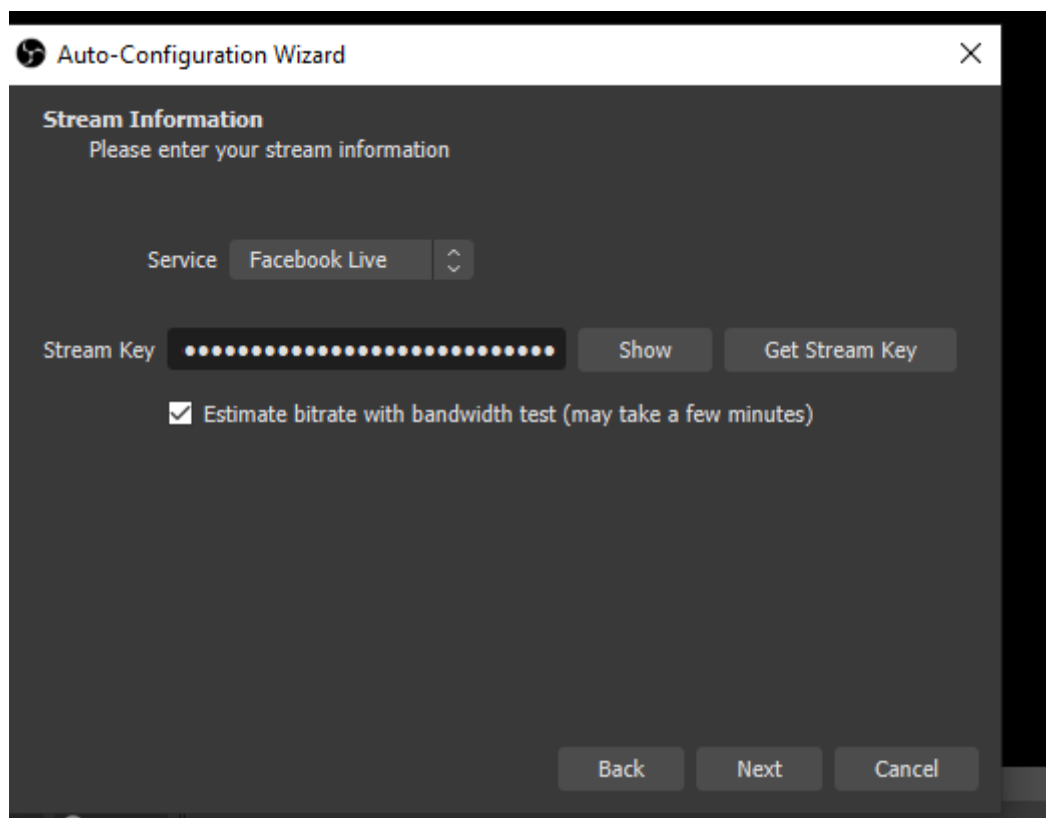


**Figure 10:** Paste Stream Key

Click next and agree and wait for it to set the new setting. Click through any dialogs as needed.

**Enable Powerpoint Clicker (Optional)**

If the arrows on the clicker stop working, open the "Powertoys" program which handles remapping those keys. If it ever is not running it prevents the clicker from working.

**OBS Hotkeys To Use**

I've set up hotkeys/shortcuts to use while running OBS. To allow the powerpoint clicker to use them, they are Always Active even when in firefox or other programs as a heads up. The hotkeys are:

- 1-7 - each of the scenes marked with a number can be switched to with the number keys as needed. Normally swapping between 3 and 4 during service.

  - Use 2 for the intro before turning on mics or before service starts
  - Use 5 after service or simply leave the camera running until end of stream
  - Use 6 to play a preset video during service with sound on the TVs

- (not currently included) v - Set the tv output to black. Setting the screens to black can be helpful on initial set up. Make sure to unset it later for service.

- b - Switch between camera and powerpoint view for the TVs. Also used by the powerpoint clicker.

- m - Mute/Unmute the input from the sanctuary.

- p - restart music loaded

- Shift+p - stop music loaded

- < - Used to move backward in the powerpoint.

- > - Used to move forwards in the powerpoint

# Controlling the Soundboard

The soundboard is linked with the computer for the stream both directions to allow media to be played in house as well.

## Monitor A (Change this for the stream)

You will be mostly using this output control line for each input. This goes directly out to the stream only and can be safely changed at any time during service. There is a knob on every input to control its sound individually, Also a volume slider marked `Stream` can adjust the total volume for the stream but be careful adjusting that piece as it adjusts up quickly.

## Volume and Gain (If You don't know don't touch)

The main volume slider affects the sound in the house, be **VERY** careful changing this slider to avoid feedback. If Monitor A is too quiet at its highest volume you may adjust the Gain at the top but you **MUST** adjust the volume on the house down to match the change or you will also get feedback. Do not adjust left or right sliders.

## Input List

A list of the inputs on the board and info about them, If not mentioned, it can be adjusted normally with monitor A, volume and gain as above:

- PC | A sound input for the PC to play media

    - **DO NOT** turn up Monitor A for this one, just turn up the volume when you need to play sound from the PC in the house.

- Handheld | The wireless handheld microphone present in the back row for any use.
- Headset | The Pastor's clip on or headset wireless mic.

    - This will likely need to be adjusted frequently as it is very loud compared to other mics like the choir and will override them. Adjust normally with Monitor A as needed.

- Lectern | The lectern podium mic.
- Bound 1 (Piano) | Piano's boundary mic near back of house recording the rear of the altar area.
- Pulpit | The Pulpit podium mic.
- Input 9 and 10 (Choir) | These are attached to the 2 microphones near the front for the choir.

- You will likely need to tweak these as they are **VERY** hot mics that can benefit from it during singing.

## Cheat Sheet for service

### Checklist

1. Open Facebook Livestream
2. Copy Facebook stream key
3. Wait for Onedrive to synchronize
4. Open OBS
5. Set Missing Slides directory and apply

   - If the `found slides` is equal to the count you may be missing slides, set slides manually and/or optionally reset the slides using the blank 100 folder

6. Right click main video view, select [Fullscreen Projector Preview] > [CAT Splitter: 1280x720] to Set Projector Output
7. Check sound from headphones

   - Change the Audio Monitor in `Settings>Audio>Advanced>Monitoring Device` if desired to use a different pair of headphones or verify it's set to the right pair.
   - If no sound, reset to "Monitor Off" and back to "Monitor and Output" in Advanced Audio Properties

8. Check if the powerpoint clicker arrows are working, if not, open the "Powertoys" application to get it working.
9. Go to OBS Settings>Stream
10. Paste Stream Key
11. Start Stream in OBS
12. Click "Go Live" in Facebook Live

### OBS Hotkeys

- 1-7 - each of the scenes marked with a number can be switched to with the number keys as needed. Normally swapping between 3 and 4 during service.

  - Use 2 for the intro before turning on mics or before service starts
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- b / remote top button - Switch between camera and powerpoint view for the TVs. Also used by the powerpoint clicker.

- m - Mute/Unmute the input from the sanctuary.

- p - restart music loaded

- Shift+p - stop music loaded

- < / remote back button - Used to move backward in the powerpoint.

- > / remote forward button - Used to move forwards in the powerpoint

## PTZ Remote Presets

1. Lectern - Liturgist
2. Pulpit - Pastor
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