

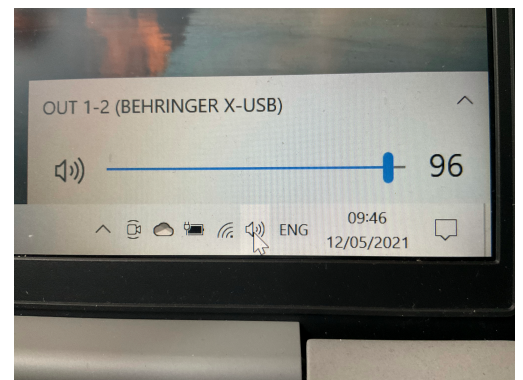
Operating the broadcast system at Acorn

Step 1; getting set up before the meeting begins.

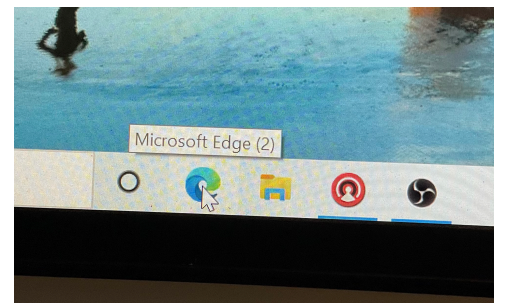
1. Before you begin, make sure the person doing sound has turned on the sound desk. If this is not done there is a good chance that the laptop will not detect the sound desk and will receive no sound for the broadcast.

2. Switch on the laptop and enter the pin - 13151814

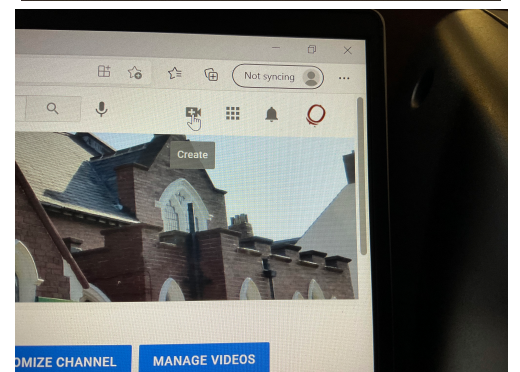
3. Check that the sound input is connected by clicking the speaker icon in the bottom right hand corner of the screen. It should show Behringer X-USB. If not, switch the sound desk off and on again.



4. Click on the 'Microsoft Edge' icon on the bottom on the screen. When the program opens on the Acorn Community Church website click on the Acorn OnLine YouTube link.



5. When the YouTube site opens click the 'create' icon to the right of the search bar (it looks like a small camera with a + on it) and select 'Go Live'. This will open YouTube studio.



6. In YouTube Studio click the 'Edit' tab in the right top corner. Now change the date in the title box for the Sunday to be streamed - leave the rest of the text the same. Look at the

'visibility' box below the 'description' box and make sure that 'Public' is selected. Now hit save and minimise the screen using the '-' icon in the top right hand corner of the screen.



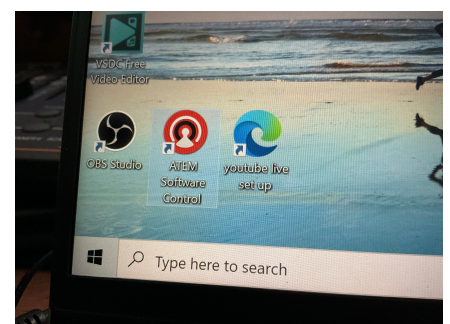
7. Plug in the ATEM - there is a small plug on the back nearest the laptop which can be plugged in - the ATEM will light up. During the service you will use this device to change between the cameras in church to create a more dynamic experience for viewers.

 - Ignore all the small buttons - the only buttons you need to operate are the large numbered buttons and the auto button
 - The numbered buttons are lit in either red or green. Pushing the auto button will switch to the green button and it will become red.
 - When illuminated green you will see that camera previewed on the small monitor (see step 8). When illuminated red you will see this camera on the laptop and it will be live on YouTube

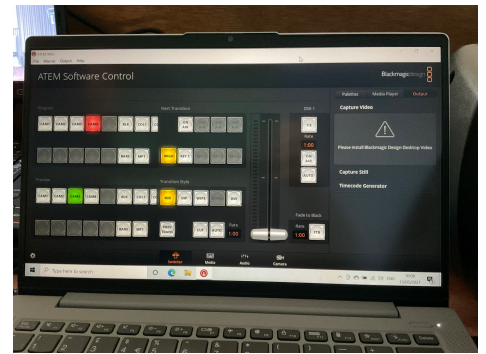
8. Turn on the small preview monitor screen fixed to the inside of the sound desk using the button on the left at the bottom. You should see an image from one of the cameras. If you see no image push one of the large numbered buttons on the ATEM and then push auto. You may need to push the right hand button on the bottom of the monitor screen a few times until an image appears.



9. On the laptop double tap the ATEM software control icon on the desktop - shown red in this picture. When the program opens wait a second or two until it picks up



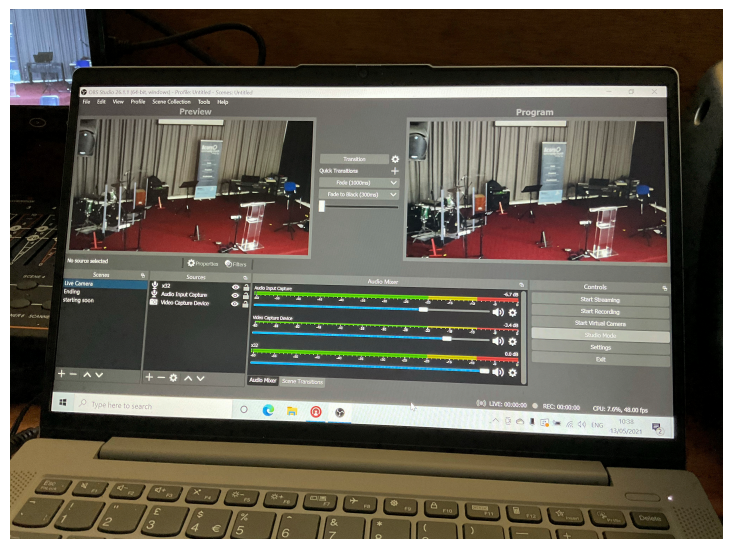
the ATEM and then look for a menu item at the top left which says 'output'. Click on this and a drop down menu will appear; select preview. Once this is selected you can minimise the screen using the '-' icon near the top right hand corner.



10. On the laptop desktop double click the 'OBS Studio' icon which is right next to the ATEM software icon (see picture above for step 9 - the icon is black).

The program will open and show two screens.

- The left hand (preview) screen shows a preview of what will appear on the live broadcast next - you choose what will appear next from the Scenes box below. At present at Acorn we only have three things to choose from here; live camera, starting soon, and ending.
- The right hand screen (program) shows the live broadcast - this is what people watching our YouTube channel will see live.
- To move the broadcast from the preview screen to the program screen simply push the 'fade' button in the middle between the screens. Now the preview that you have selected will be broadcast live on the program screen.
- Note: when you select the live camera from the scenes menu both screens may show the same thing.
- In the centre bottom panel you will see the audio bars. These are coloured green/yellow/red. During the broadcast you should see these 'move' as audio is streamed into the system. The sound levels are controlled by the sound desk and the camera operator



need only to keep an eye on this to make sure sound is coming through. If the bars are not moving inform the sound desk operator.

Step 2; live streaming before and during the meeting

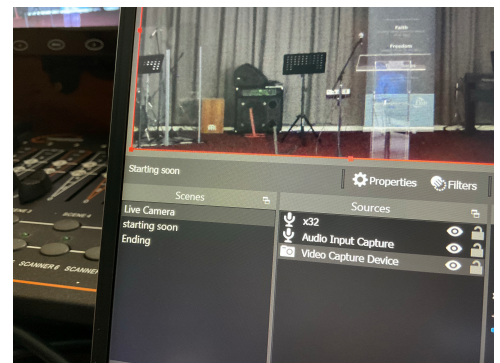
1. At exactly 5 minutes before the meeting starts go to OBS Studio and choose 'starting soon' from the scenes menu and fade it across to the live broadcast. Then hit the 'Start Streaming' button from the controls menu on the right hand side of the screen. This will stream a 5 minute countdown on YouTube. The live streaming should remain on throughout the service.



2. Select the camera view you would like to start the meeting with on the ATEM by selecting one of the numbered buttons (the button will become green) and the image will show on the small screen - see step 8 above.



3. Select 'Live Camera' in the Scenes menu - this will show in the Preview window on the laptop screen.



4. Keep a close eye on the program screen and when the countdown finishes hit the fade button to Switch the live camera feed onto the Program screen. At this point the people watching on YouTube at home will see and hear the live service from the camera view in this program screen.
5. While the meeting is in progress you can now focus your attention to the ATEM numbered buttons and switch between cameras occasionally to create a more

interesting experience for those watching. To do this simply choose a camera number (the button will turn green and the small monitor will show you a preview from that camera) then push the Auto button to switch to that camera. The red button indicates the camera that is currently 'on air' and live streaming.

6. One of the cameras has a zoom facility wired to it and this can be operated using the small control in front of the ATEM. To operate the zoom function press either side of the oval button above the 'start/stop' writing. This is marked W and T (if you have good eyes you can read this on the button). W is for wide and zooms out, T is for tight and zooms in.



Important do not touch any other buttons on the zoom control as these will turn the camera off or change the cameras mode of operation and will render the camera useless for the rest of the service.

Step 3; ending the live stream when the meeting finishes.

1. In the OBS program select 'Ending' from the Scenes menu and press fade to move it to the program screen. This will show some end captions and will fade out after about 15 seconds.
2. After the ending has faded out push the 'Stop Streaming' button (in the controls menu to the left) you will be prompted by a pop up screen - select 'Yes'.
3. You can now close the program using the X icon in the top right hand corner and switch everything off.
4. Time to relax, well done.