**SETTING UP LIVESTREAM ON SUNDAYS**

1. **Turning on the switches**
   1. Ensure all four switches are on (two near the computer – one is for the computer itself, and one is for camera one).
   2. Switch three is for camera two, near the sink.
   3. Switch four is near the piano, for the sound.
2. **Logging into the computer**
   1. You will need the key to the computer cupboard which is hanging on the key rack in the vestry.
   2. Set up a small table and chair for yourself
   3. Move the monitor onto your table, along with the mouse, mat, keyboard and stream-deck.
   4. To switch on the computer, press the white circle on top of the hard drive. You will be asked to enter the passcode which is 112233.
3. **Setting up the screen**
   1. The screen lives in the vestry and its position is marked (approx.) by small yellow squares on the stage right-hand side.
   2. The black pole slots into the hole on the base. Hook the screen onto the top of it and slide up as far as it will go.
   3. You can lower the pole by pressing lightly on the release block and sliding it down.
4. **Setting up the projector**
   1. The projector lives in the vestry, and should be in the ‘unsafe’ behind the orange curtain on the left as you enter. Otherwise it might be sitting on top of the bench.
   2. Place a small wooden table in front of the screen and place the projector on this. The tilt screw at the front needs to be fully out.
   3. Plug in the projector to the mains power source, and attach the ethernet cabled to the HDMI extender (black box), Check that the jack plug is also connected to this box.
   4. Turn the projector on by pressing the on button. It will ask you to do this again, so do so!
   5. Use the dial to ensure the image is in focus, and adjust the position of screen and/or projector to get image straight and as near the top of the screen as possible as this helps with visibility.
5. **Opening OBS (Open Broadcast Software)**
   1. Double click on the icon to open it. IF YOU ARE ASKED TO UPDATE JUST **CANCEL** as updating changes all the settings. Should you do this by mistake, you will need to get Myron in to reset the system.
   2. If there is ‘missing file’ appears on the screen, just close or cancel it.
   3. All the necessary music, hymns and other elements of the service should already have been loaded.
6. **Turning on the cameras and connecting to the screen**
   1. Select the star symbol which is in the dock at the bottom of the screen. This is the link to the two cameras. Select 1 and then the switch on box icon – LANC connected.
   2. Then select 2 and do the same until LANC connected.
   3. Always select the switch on icon gently, not click-happy, otherwise you will switch it on and off again!
   4. Once both are connected, close this feature down. If you don’t close it, when the service starts the camera angles will bounce.
   5. **To get the image showing on the projector** right click on OBS, scroll down to “Full-screen Project (Preview)’ and select MZ0404 1920 x 1080.
7. **Opening up ZOOM**
   1. Open ZOOM service by double clicking on icon on desktop.*It should open automatically, but if you’re asked to sign in then the login details are:*[info@plymouthunitarians.org.uk](mailto:info@plymouthunitarians.org.uk) password: Burg3$$Hall
   2. Click on Today’s Sunday Service. Then click on START.*If you can’t see this, then select MEETINGS from the top menu first.*
   3. Once the Zoom window is open click on ORIGINAL SOUND FOR MUSICIANS to switch this **ON**.
   4. Do your sound checks by selecting i) pulpit and ii) lectern while someone is speaking at each microphone. Does the ‘audio’ icon flicker green each time? Then the sound is working fine.
   5. If the lectern and pulpit are not flickering green, ensure the FOCUSRITE button is enabled. You will find this on the OBS window (not the Zoom window), under the heading ‘Audio Mixer’. Ensure sound symbol is white <))) (ie not red with a cross < x).
   6. When at least two people have joined ZOOM, you should spotlight the Plymouth Unitarian window for everyone. Click on the 3 little dots in PUC window and select SPOTLIGHT FOR EVERYONE. ***Nb:*** *If you don’t do this, all the participants will see on zoom is the last person who logged in!*
   7. Ensure you select ‘MUTE ALL participants’ on zoom when service starts so there’s no background noise to interfere with the livestream. Keep an eye on this during the service and mute any latecomers.
   8. Also keep an eye on the chat box before and during the service, and respond to any queries/problems
8. **Recording**
   1. Make sure you press RECORD on Zoom before the service starts.
   2. Ensure you STOP recording when the chalice is blown out and the Plymouth Unitarian Church on the rock’s scene is showing on the screen. The main thing is to stop recording *before* the closing video begins.
9. **Loading up to YOUTUBE**
   1. At the end of the service, you need to load the recording up to our YouTube channel.
   2. Right click on the START/WINDOWS icon in the dock.
   3. Open File Explorer.
   4. Scroll down to New Volume D and click on this to open
   5. Open VIDEOS.
   6. Find the videos with today’s date and select the MP4 file (not the MKV file)
   7. Open YouTube link (there’s a shortcut on the desktop)
   8. Click on ‘upload’ arrow which is in the top right corner ↑
   9. Drag the relevant MP4 file to this and it will upload. This takes some time.
   10. In the meantime,click through each of the ‘next’ options until you reach the last one where you select ‘Private’.
   11. Wait until the uploading has finished and then close down the computer. **NB You do NOT have to wait for the processing to finish!**
10. **Troubleshooting**
    1. Zoomers can’t hear from pulpit or lectern: check Focusrite is on (see 7e above)
    2. Poor/little sound from lectern – check it’s been plugged in to the socket at front of stage
    3. No internet: check the phone line is properly connected to the socket above the computer (yellow). Try restarting the router which is in the vestry.
    4. No picture on screen.
       1. Check the ethernet cable is connected from the projector to the HDMI, and the jackplug is also connected to the HDMI.
       2. And check you have completed 6e above