

# Streaming Without Projection System

This document is to provide instructions to stream an event from the Parish Hall that does not require the use of the projection system. The most common example of such an event is a funeral or memorial service.

## Turning On Equipment

1. Camera & Camera Monitor – use the camera monitor to ensure you capture the portion of the altar that will be used. Don't worry about the pink post-it note – that is to indicate where the PinP-window will be but you will not be using it.



Figure 1 - Camera - Push in white-button & turn On/Off knob to desired state



Figure 2 - Camera Monitor - On/Off is underneath bezel just to the left of the light indicating on/off

# Streaming Without Projection System

2. Switcher Box & Switcher Monitor – after turning on, make sure the **#1 button** (red circle) is lit up **red** – if it is not, push that button.  
Confirm that the Switcher Monitor is showing the same video as the Camera Monitor. If it is not, slide the **lever** (yellow arrow) to the opposite side.  
Also, ensure that the **PinP** button (yellow circle) is not lit up – if it is, push it so that it turns off.



Figure 3 - Switcher Box - On/Off is backside by wires about where red arrow is

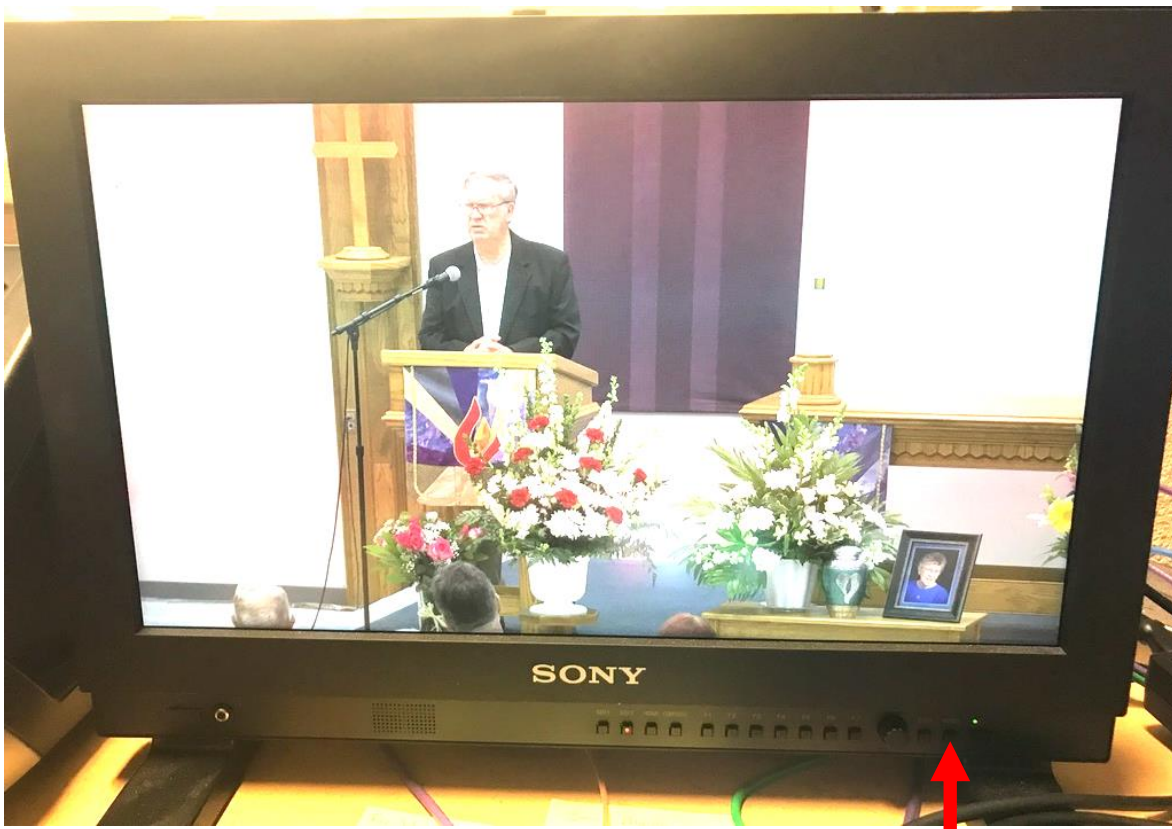


Figure 4 - Switcher Monitor - On/Off is far most right button where red arrow is – when **ON** a green light comes on



# Streaming Without Projection System

3. Rack – this will turn on the Sound Board & the Speakers. Once the Sound Board is on, you will most likely want to ensure that Pastor Matthew & the Podium channels are **ON** (channels 30 & 24). If the Handheld microphone will be used, turn **ON** channel 31 too.



Figure 5 - Select Channels on Sound Board that will be used by pressing the **ON** button so that it is lit up

4. Stream Box

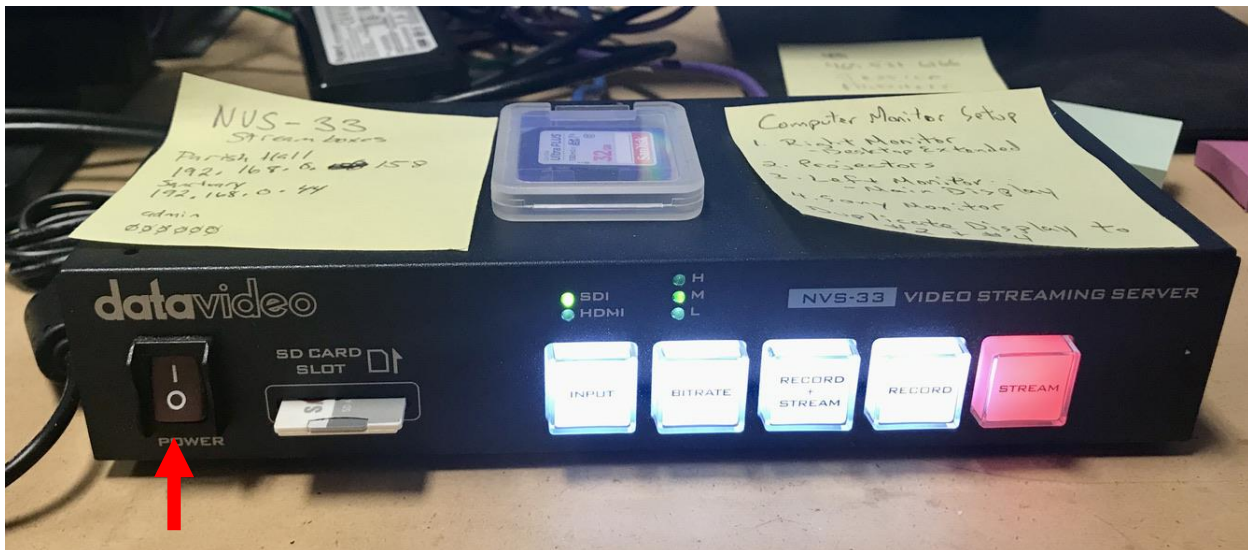


Figure 6 - Streaming Box - On/Off switch (red arrow) is in front

# Streaming Without Projection System

## Setup Video Recording

1. Turn on the computer & login:
2. Open a Chrome browser window & go to YouTube
3. Click on the **Create Video** (red arrow) button & then click **Go Live**

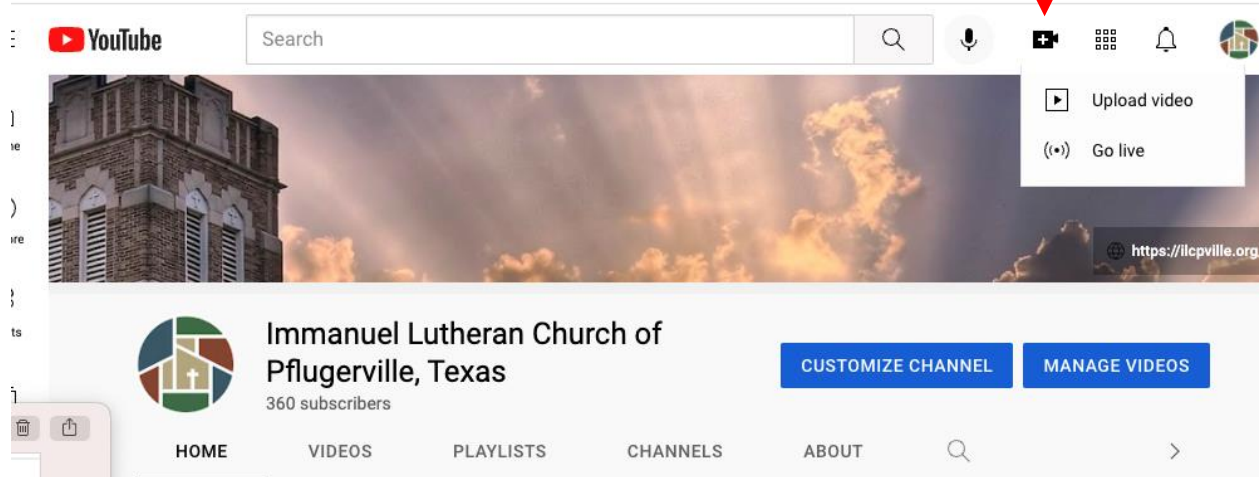


Figure 7 - Go Live in YouTube

# Streaming Without Projection System

4. After the **Studio** window opens, click on the **Edit** button. Update the **Title & Description** so that folks watching on YouTube can identify the video and then click **Save**.

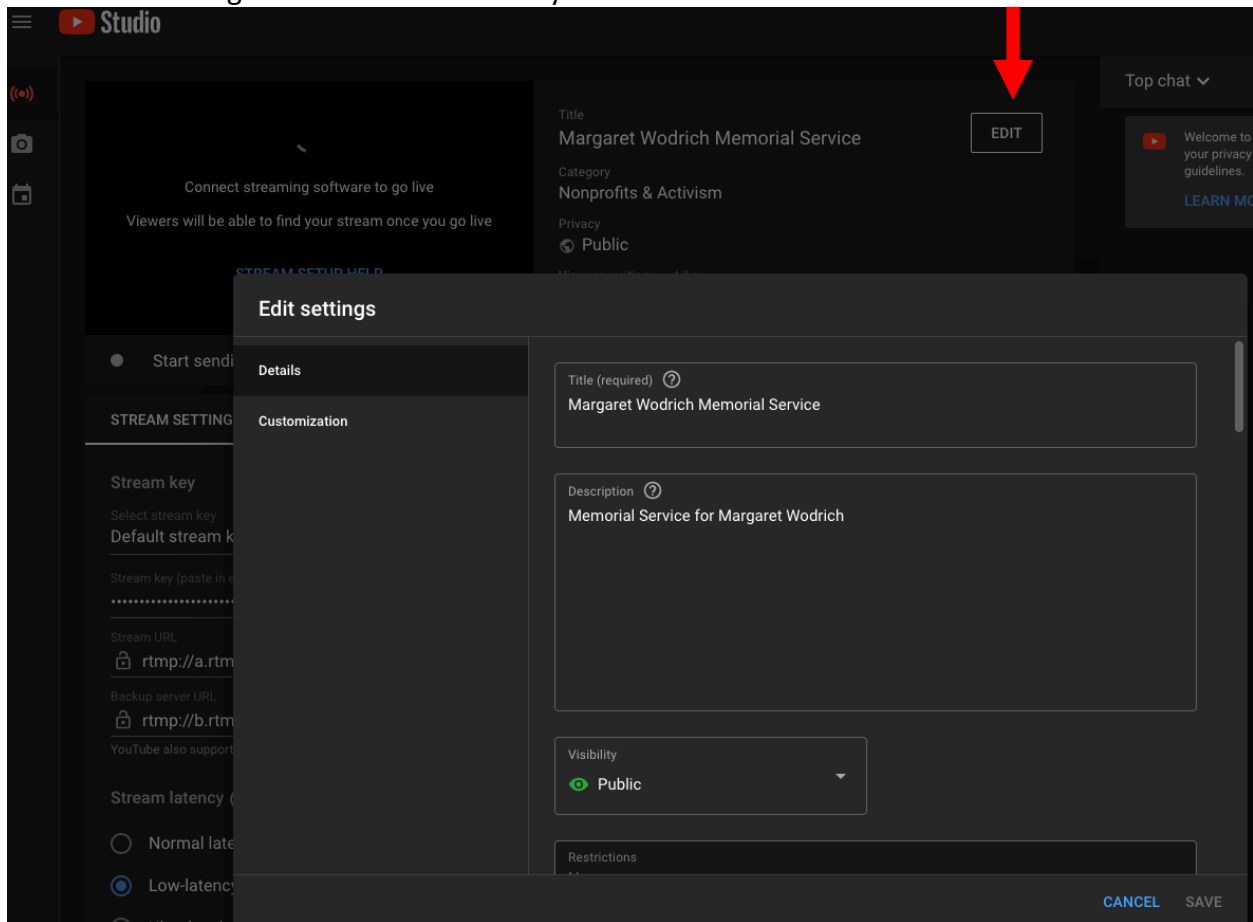


Figure 8 - Edit Video

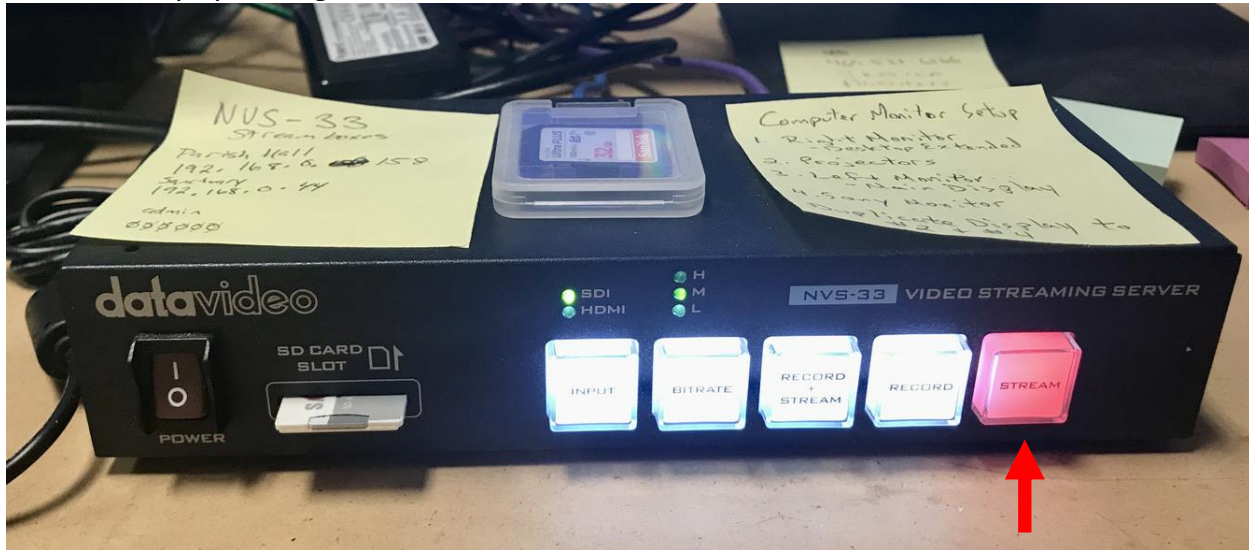
# Streaming Without Projection System

## Preparing to Stream

When ready to begin streaming, press & hold the **STREAM** button on the Streaming Box until it begins to flash (about 3 seconds). Once it begins flashing, release the button.

It should then go solid **red** to indicate that it is streaming.

You can verify by looking at the YouTube window.



## Ending the Stream & Shutting Down

1. To end the Stream, press & hold the **STREAM** button until it begins to flash (about 3 seconds). Once it begins flashing, release the button & it should then go solid white. You can verify that the streaming has ended by viewing the YouTube window.
2. Shut off all the equipment – order doesn't matter:
  - a. Camera
  - b. Camera Monitor
  - c. Switcher Box
  - d. Switcher Monitor
  - e. Streaming Box
  - f. Rack
  - g. Computer