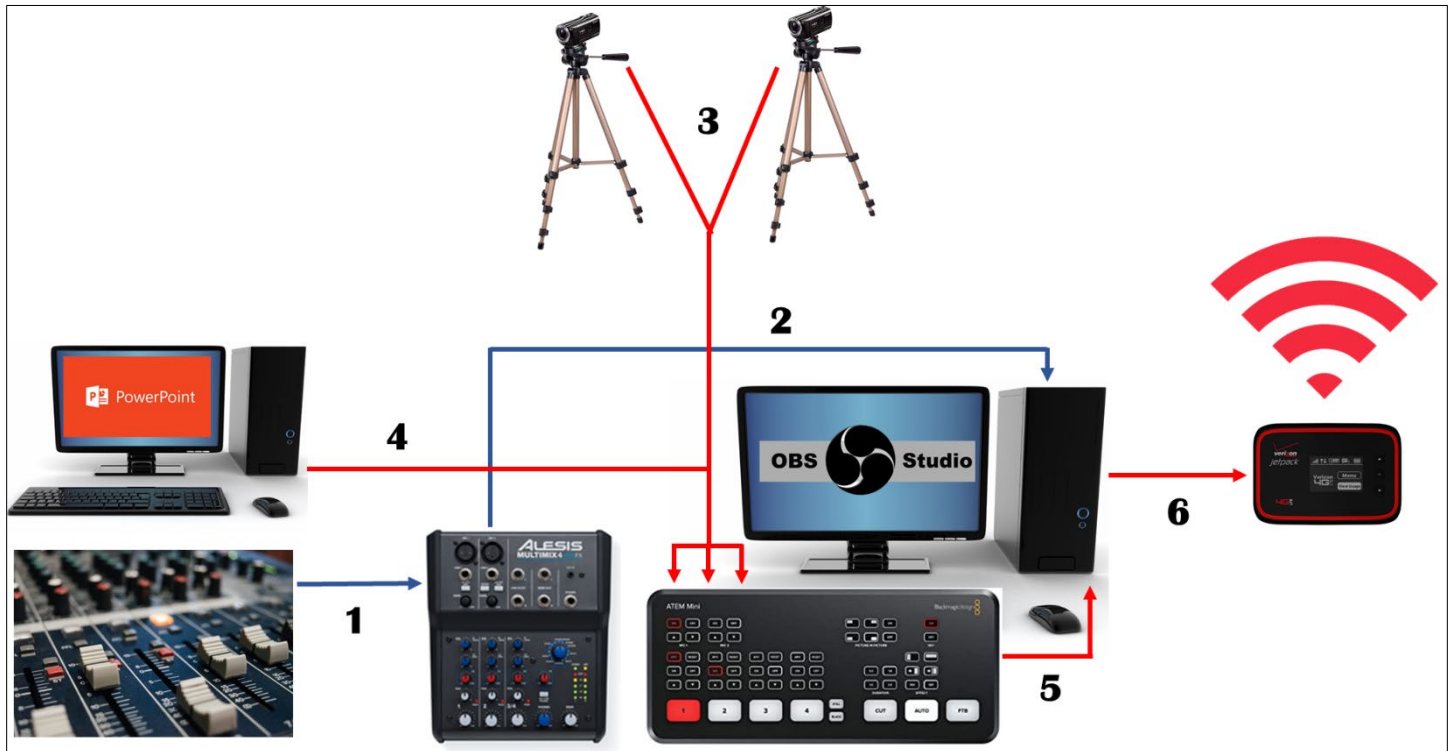# FOOTHILLS LIVESTREAM MANUAL

GENERAL OVERVIEW

It is important to understand how the livestream works from a general perspective before getting into the details. Here is the big picture of how it works.

1 The sound from the platform (speaking, singing, videos, etc.) comes from the main soundboard in the sound booth into the Alesis Multimix 4 small soundboard on your table so you can control it in the livestream.

2 The sound from the Alesis Multimix 4 goes into the OBS Studio on your computer.

3 The video from the cameras goes into the ATEM Mini Video Switcher on your table.

4 The PowerPoint (slides and videos) that is seen in the sanctuary goes from the computer in the sound booth to the ATEM Mini Video Switcher.

5 The 2 cameras and PowerPoint go from the ATEM Mini Video Switcher into the OBS Studio on your computer.

6 What you see and hear in the OBS Studio on your computer is sent to YouTube via the Verizon Jetpack Internet Hotspot - and then out to the world!

HOW TO GET THE LIVESTREAM UP AND RUNNING

1 Turn on the power strip on the floor by the table. When you do, the ATEM Mini Video Switcher should light up.

2 Turn on the computer on the table by pressing the circular button on the lower right-hand side of the computer tower. The button will light up when it is on.

3 Turn the monitor screen ON by pressing the small button on the lower right-hand side of the monitor. The button is underneath the bottom of the monitor and will light up when it is on.

4 Sign-in to the computer with the PIN: **1974**

5 Turn on the little sound board on your table. There are 2 switches on the back of the unit. Both switches must be on. (If, when you turn it on, all of the lights on the board are blinking, turn both switches off and back on again. No lights should be blinking).

6 Make sure the following dials are turned up for volume: **1** (lower left white dial), **PHONES** (the only blue dial on the bottom set of dials) and **MAIN** (lower right white dial).

7 Turn both cameras on. One is in the sound booth, and one is in the back of the sanctuary. Don't worry about framing the scene in each camera yet. You'll do that shortly. Here's how to turn them on:

1. Open the lens protector by pushing this switch down.

2. Press the ON/OFF button. The camera should chirp when you turn it on.

8 Come back to the computer at your table and turn on the Verizon Jetpack Internet Hotspot. Press and hold the power button until it turns on. The power button is on the side.

9 Make sure the Hotspot is the internet source being used by the computer. Here's how…

Click the wi-fi icon on the lower right-hand side of the screen.

The Hotspot SHOULD automatically connect. If it has, it will look like this.

If it has not connected to it, just press the Connect button underneath Verizon-MiFi6620L-3857.

Once it has connected, proceed to Step 10 (next page).

If it doesn't connect, turn the Hotspot off and back on again (Step 8) and try connecting again.
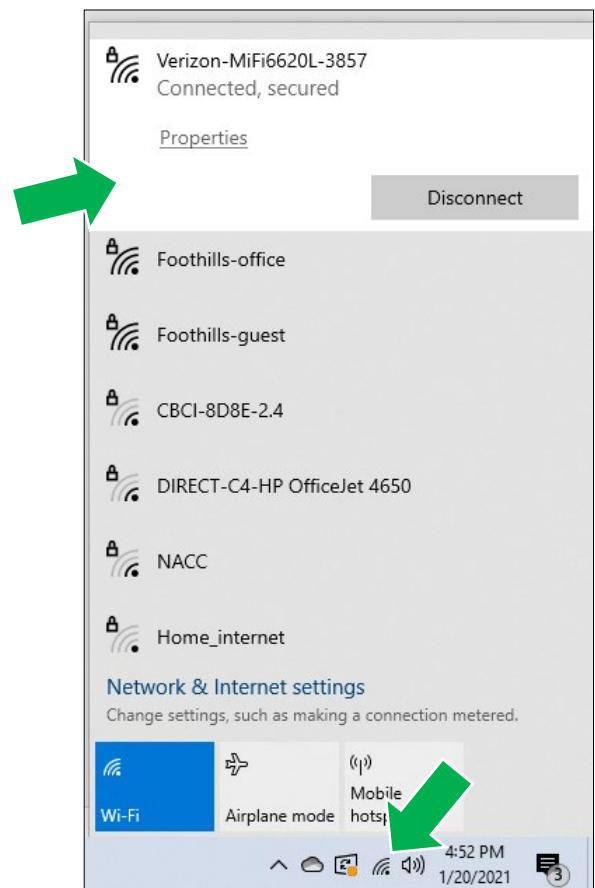
10 To ensure that the Hotspot is producing the adequate internet speed needed for the livestream, open the Chrome app ⊙ in the tray on the bottom of the computer screen.

In the top address bar, type in: **speedtest.net**

Once the site is up, click the Go button and let the test run (about 30 seconds).

Once the result is produced, the UPLOAD number is the number you're concerned about. This number needs to be AT LEAST 5.00 for the livestream to work. If the Hotspot is working correctly, this number should be higher.

- If it is below 5.00, turn the Hotspot off and back on again (Step 8) and try connecting again.
- If it is higher than 5.00, then proceed to Step 11.
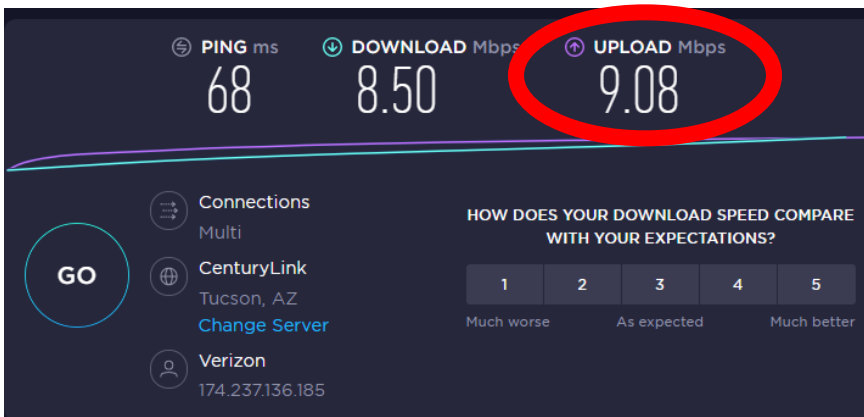
11 Open the OBS Studio (which is where you'll control the livestream cameras and audio) by clicking 🎛 in the tray at the bottom of the computer screen. You should see this on the computer monitor:
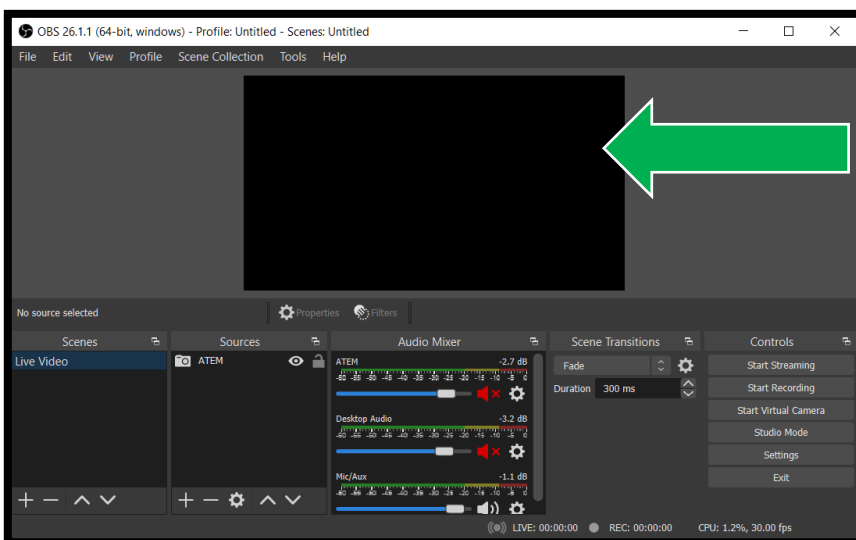
This screen will appear, and since you've already turned on the cameras, you should see one of the views from one of the cameras on this smaller screen.

We'll get to the cameras in a minute, but first, let's make sure the sound is working.

To adjust the audio levels, use the Alesis Multimix 4 board (next page).

12 Set audio level. The audio for the livestream is coming from the main sound board in the sound booth, going into the Alesis Multimix 4 board on your table, into the ATEM Mini Video Switcher in front of you, and then into the OBS software on the computer. So, the first thing you need to do is set-up the Alesis Multimix 4 board, but first…

On the ATEM Mini Video Switcher that is sitting on the table in front of the computer monitor, make sure the ON button in the top left-hand corner is red (ON). It should already be, but make sure.


The volume for the livestream is controlled by using Dial 1 and the Master Dial on the Alesis Multimix 4 board.

Test to make sure the audio is working by having the person in the sound booth give you some audio (mic check, play music or video). You should see the ATEM line light up when they do.

Start the Master Dial at the 2 o'clock position and then move Dials 1 and 2 to get the audio level on the OBS ATEM light settings in the mid-to-upper yellow level. It can peak a bit into the red, but no higher. Make sure both Dials 1 and 2 are the same as 1 is for left audio and 2 is for right audio.
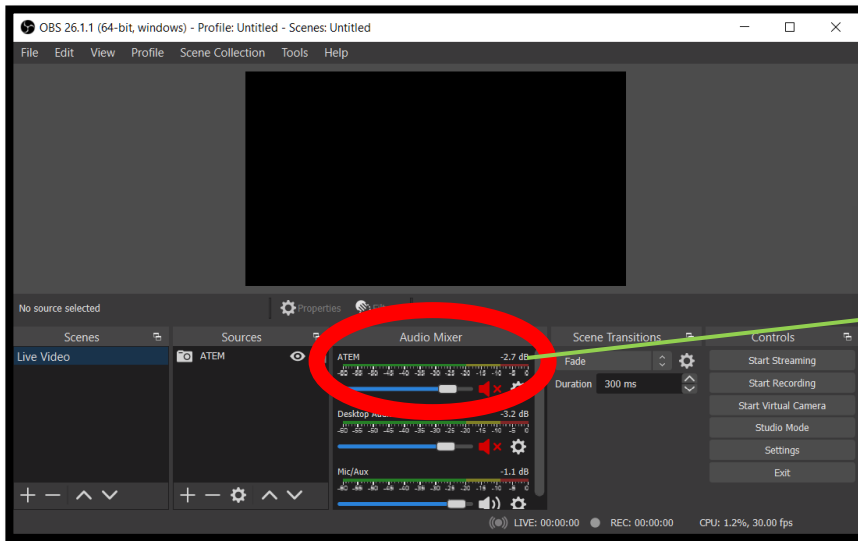
This is the audio level parameter within which the livestream audio should always be.
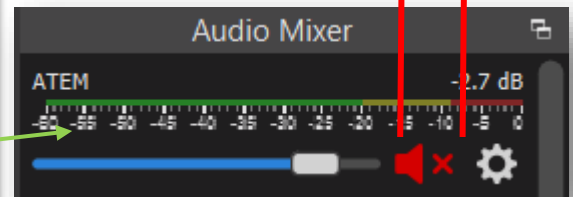
You may need to adjust the audio level each time there is a new audio source during the service (different speakers, worship team playing, a video being played, etc.). Use Dial 1 on the Alesis Multimix 4 board to do so.

13 You have already turned the cameras on, and by this time, the sound person should have already turned on the computer in the sound booth that runs the slides for the sanctuary screens and the livestream. If they haven't, ask them to turn the sound booth computer on.

14 On the ATEM Mini Video Switcher that is sitting on the table in front of the computer monitor…

- Press the AUTO button on the lower right-hand side. This will make the transitions from one camera to another fade together rather than cut harshly. Once this is pressed, you will not need to press it again.

- Then, press (one-at-a-time) the large 1, 2, and 3 buttons to make sure you are seeing images in the OBS Screen. The buttons will change from white to red when they are pressed.

  | 1 | = straight-on stage shot (which will become the close-up podium shot once you set it)
  | 2 | = angled stage shot (which will become the wide-angle stage shot once you set it)
  | 3 | = slides (you should see the exact replica of what is on the sound booth computer)

  You will not use the large 4 button and will not need to press any other buttons on the ATEM during the livestream other than 1, 2, and 3.

15 Set the cameras to their proper view for the livestream.

CAMERA 1
This is the camera that sits on the table in the sound booth. It is the camera that will shoot the close-up podium shot on the stage. This is the view that is needed:

Bottom of frame: Mid-thighs of speaker.

Top of frame: A bit of headroom like in this picture.

Make sure that you consider not just the one preaching but others who will speak at the podium as well. Some may be taller than others, so find a shot that fits them all. If you set this right before the service, you should not need to change it during the service.

CAMERA 2

This is the camera that is on the table just outside the sound booth. It is the camera that will shoot the wide-angle shot of the stage. The frame that is needed is one that includes the entire worship team – like this:

Hints for getting the right shot on each camera:

- Whatever you see on the actual camera screen is what will be seen on the OBS software. However, make sure that the OBS view is the view you use to make sure you have the right shot.

- Make sure that the picture on each camera is straight / level. This is done by adjusting the tripods.

- Both cameras are auto-focus cameras, so there should be no need to try to focus yourself.

- To zoom each camera, use the zoom lever on the top of each camera. It is the lever located here:

- To adjust the position of each camera on the tripods (straightening/leveling the picture), do this:

Camera 1:
Use your thumb to roll the dial toward you to loosen and move the camera up and down or side-to-side. Once you have the picture you want, roll the dial toward the camera to lock.

Camera 2:
Use the different adjustment
mechanisms to get the frame you
want.

16 Once the cameras are set, ready our YouTube Channel to broadcast the livestream by clicking on 🌐 and going to www.youtube.com.

You'll know you're on the correct page if you see the Foothills logo at the top of the screen on the right-hand side.

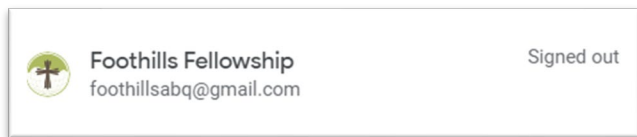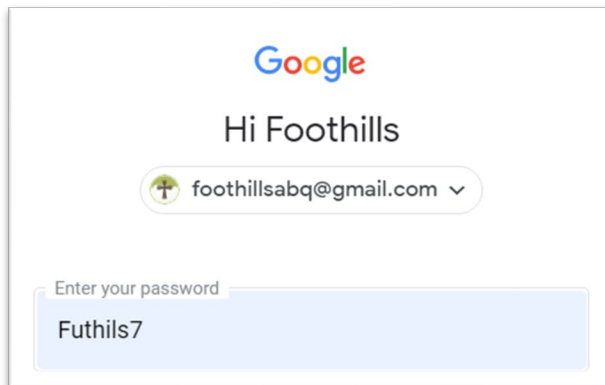If the Foothills logo is there, go to the next page. If it is NOT there, you will need to sign-in to the Foothills Google account by doing this:

Click **SIGN IN**.
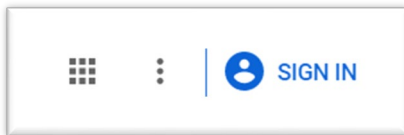
Then, click this icon:

Then enter password: **Futhils7** (if it's not already in the password box) and then click the blue **NEXT** box.

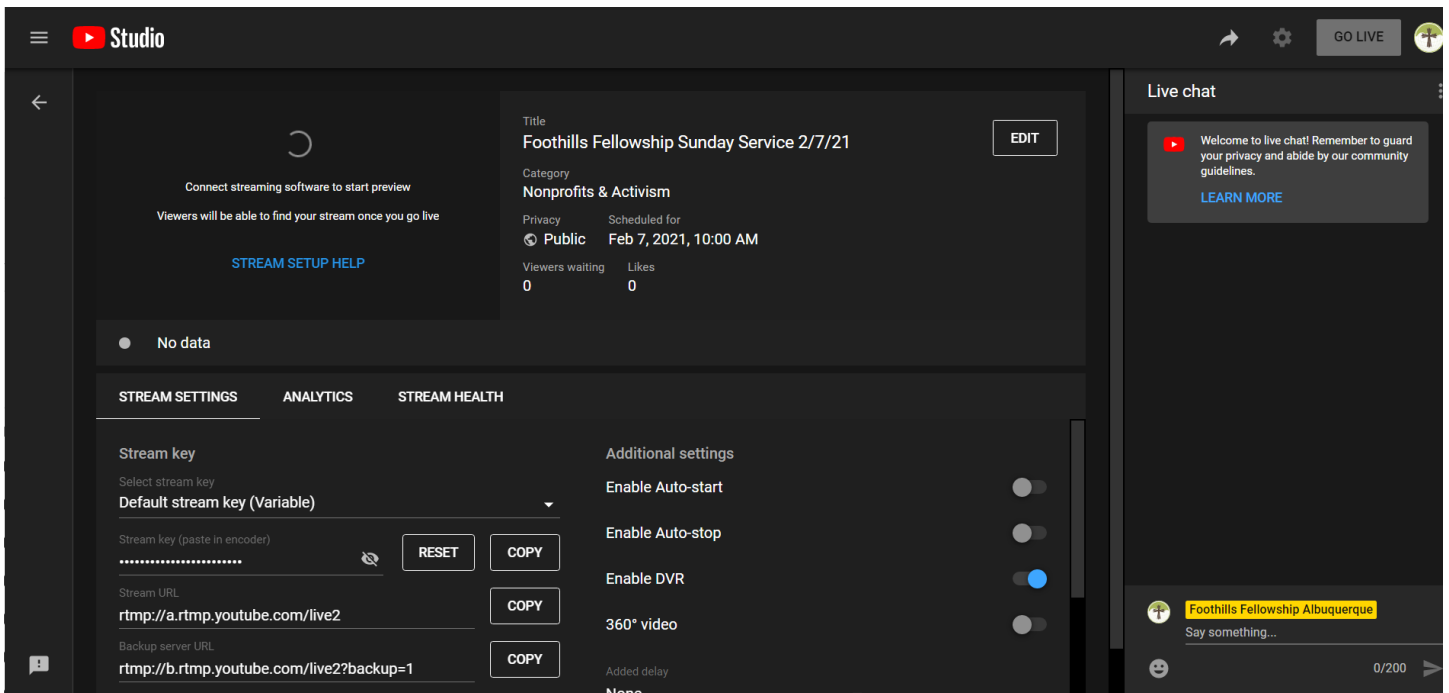Click on **Your videos** on the left-hand side of the screen.
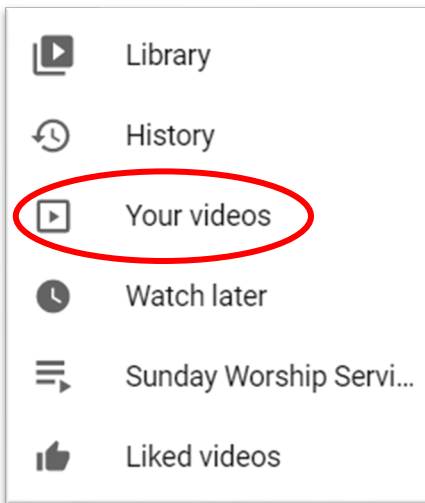
On the top left-hand section of the page, click **LIVE**.
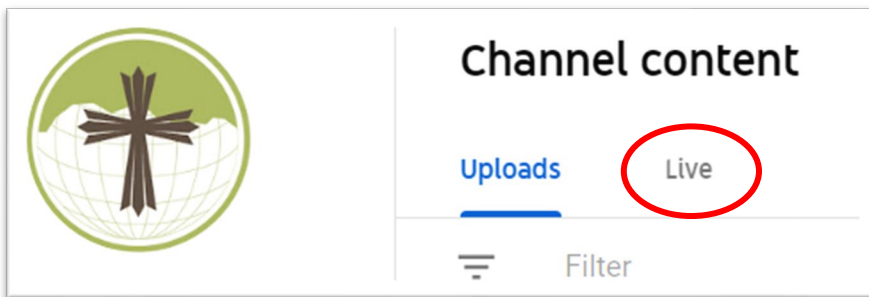
Then, hover the mouse over the upcoming livestream where it says, "Foothills Fellowship Sunday Service…" When you do, you'll see 4 icons. Click the ((•)) icon.
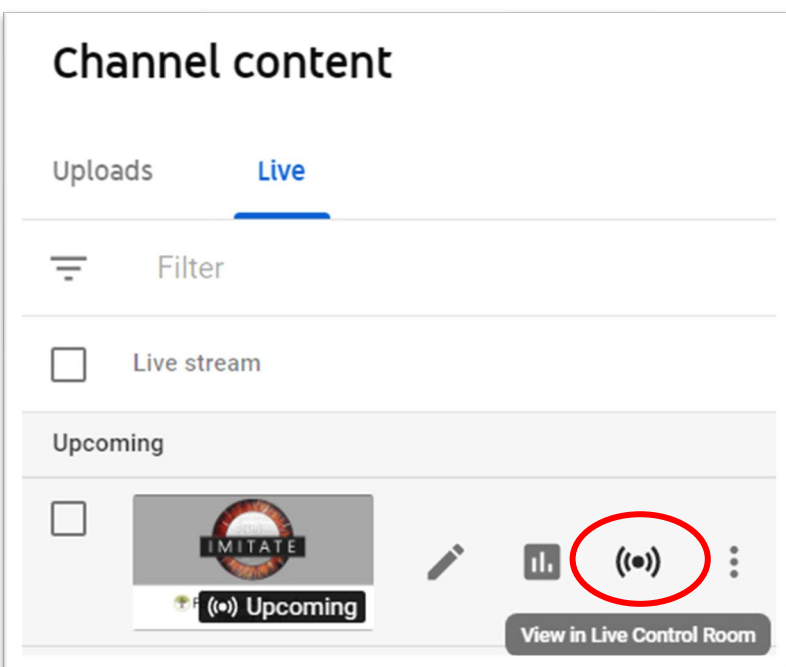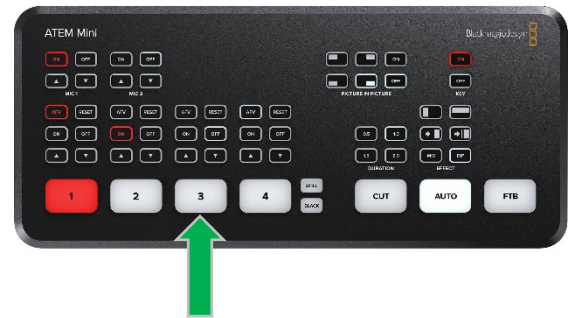
The page will then look like this:

You will come back to this when you're ready to go live, so do nothing else to it until it's time to go live.

17 Go back to OBS Studio by clicking 🔵 in the tray at the bottom of the computer screen.

When you're ready to go live, press the large "3" button on the ATEM Mini so that the PowerPoint screen is the screen that is showing on the computer screen.

Then, on the bottom right of the screen under "Controls," click "Start Streaming" – and then click "Start Recording."

- "Start Streaming" starts the process of sending the livestream to YouTube.

- "Start Recording" begins recording the stream on the hard drive of the computer. This ensures that if the livestream fails, there's still a recording of the service on the computer.
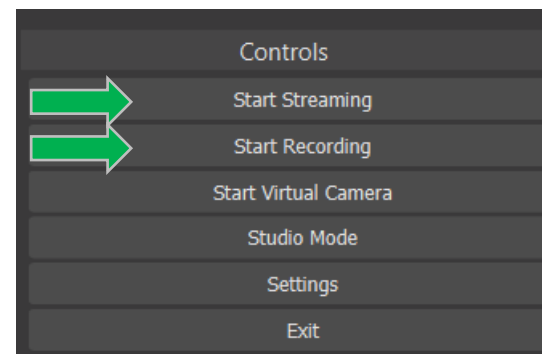
18 Now that that the stream has begun, you must go back to the YouTube page to "Go Live" and begin broadcasting the service.

There is a short delay between the time you click "Start Streaming" on OBS and the time the stream begins on YouTube. You will know it's ready when you see the following 3 things:

1. The screen at the top left shows the screen you have up in OBS.

2. The indicator right below the screen shows a **green dot** and says, "Excellent connection."

3. A **blue button** appears at the top right of the screen that says, "Go Live."
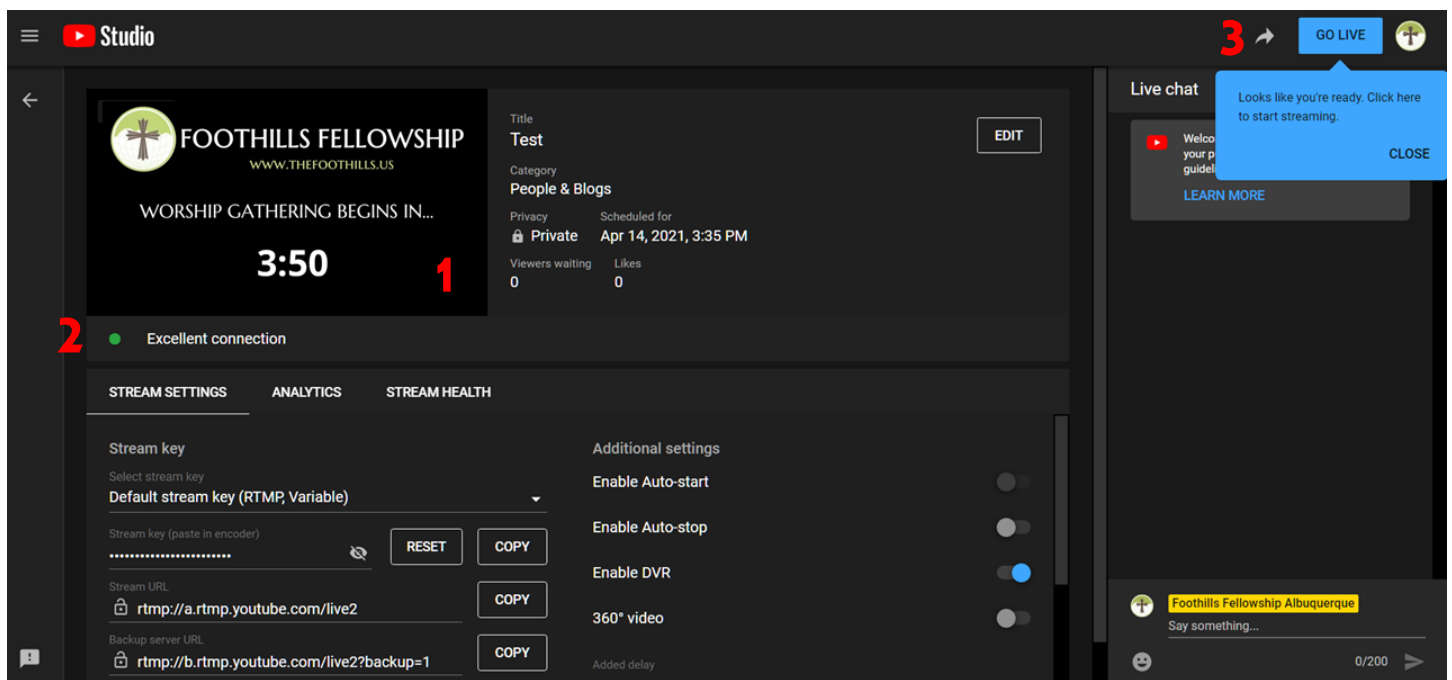
19 Once all 3 things are displaying, click the **blue "GO LIVE"** button.
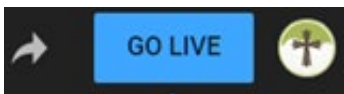
You are now broadcasting the livestream to viewers at home! Now, go to the Sunday Service & Livestream" guide and follow the instructions for the livestream from there. Come back here once the service ends for instructions on how to turn off the livestream and all the equipment.

HOW TO TURN THE LIVESTREAM OFF AND SHUT DOWN THE EQUIPMENT

1 When the service is over, make sure to press the "FTB" button on the ATEM Mini. This will fade the screen to black for the viewers at home.
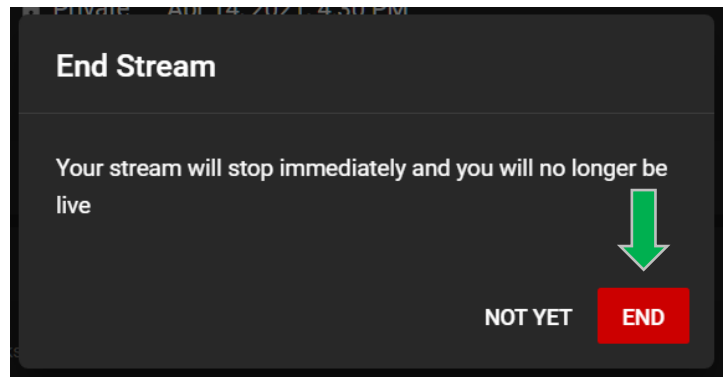

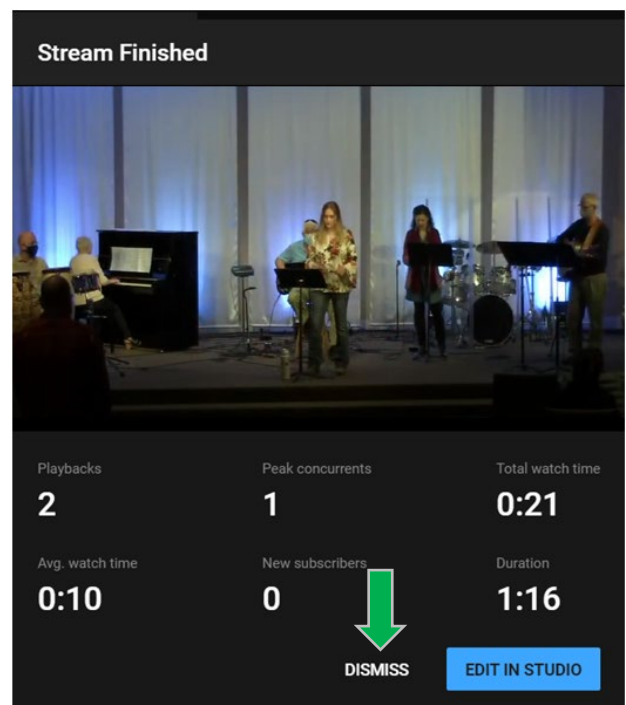**2** Go to the YouTube page and do the following:

Click the red "End Stream" button in the upper right-hand corner.

A pop-up will then appear that looks like this. Click the red "END" button.
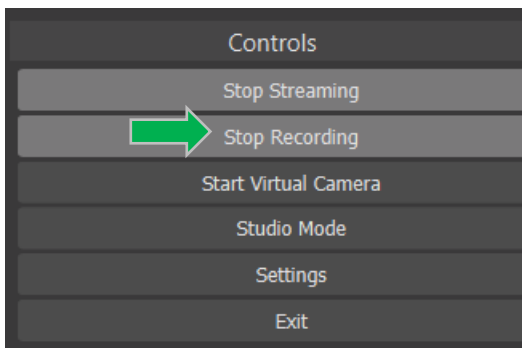

Then, this pop-up will appear. Press "DISMISS." *After you do this, you can exit out of the YouTube page for good.*

3 Go to OBS and on the bottom right of the screen under "Controls," click "Stop Streaming." A pop-up will appear asking if you're sure. Click the "YES" button.
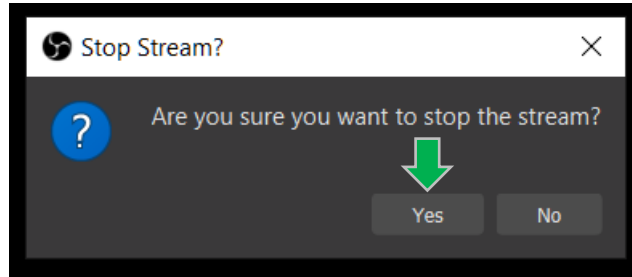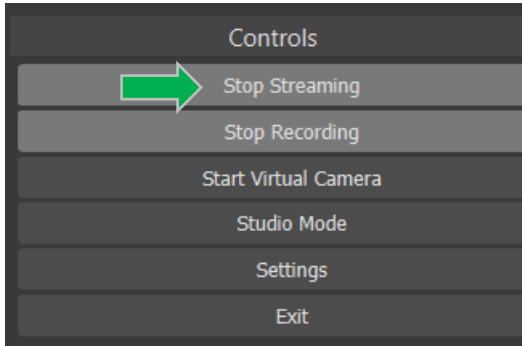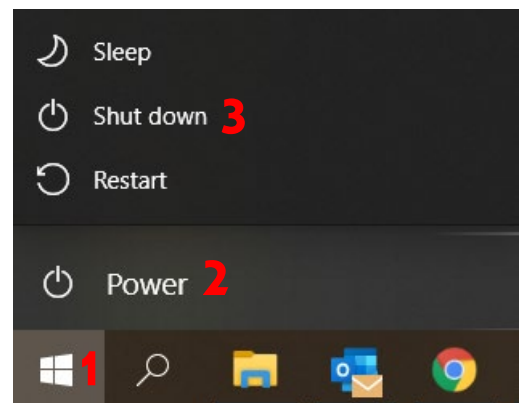

4 The, click "Stop Recording." If a pop-up appears asking if you're sure. Click the "YES" button.

After you do this, you can exit out of OBS for good.

5 Turn off the computer by doing the following:

1. Click the window button on the bottom left-hand corner of the screen.

2. Click the "Power" button.

3. Click the "Shut down" button.

6 Turn the monitor screen OFF by pressing the small button on the lower right-hand side of the monitor. The button is underneath the bottom of the monitor and will light up when it is on.

7 Turn OFF the little sound board on your table. There are 2 switches on the back of the unit. Both switches must be OFF.

8 Turn OFF the Verizon Jetpack Internet Hotspot. Press and hold the power button until it turns on. The power button is on the side.

9 Turn off <u>both</u> cameras and close the lens caps.

1. Close the lens protector flipping this switch up.

2. Press the ON/OFF button. The camera screen will go dark letting you know the camera is off.