





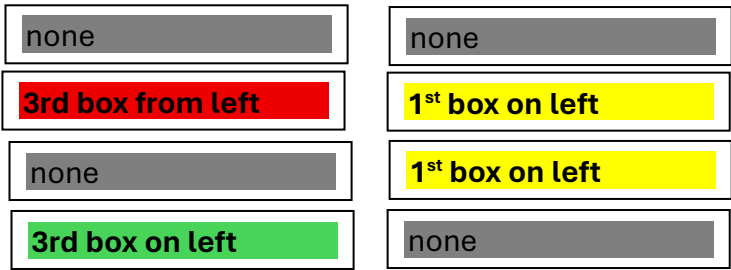
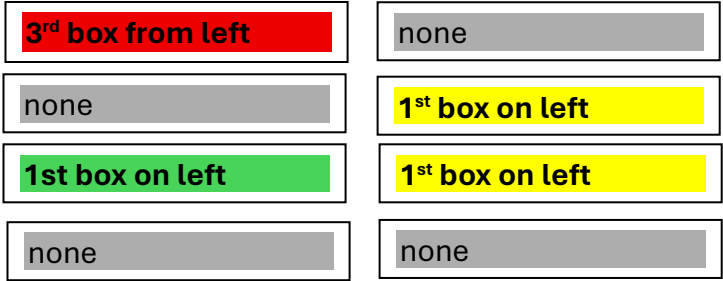


## Production Desk Set-Up

**Please follow the instructions step by step in the order given to ensure that problems are minimized.**

<b>Power Up</b>		
1	Get the <b>master key</b> in the upstairs office on IBF mail shelf from the key safe). Code <b>1419</b> . Pull the yellow tab on the back of the key safe to open it.	
2	Unlock the <b>left cabinet</b> and the <b>right cabinet</b> at the production desk.	
3	Insert the <b>master key</b> into key switch to left of soundboard.	
4	Turn the <b>key</b> to <u>position 1</u> and let it return naturally to <u>position 0</u> . Wait 1 minute for all to power up.	
<b>Presentation Screen (far right behind production desk)</b>		
1	Press the <b>power button</b> on the back right of the <b>Mac Mini</b> box (the presentation screen on the far right). It will automatically log into MacOS. If a password is needed, enter <b>Technik@FEG</b> .	
2	Close (Beenden) <b>ProPresenter</b> . The black dot below the icon should go away.	
3	Check that the <b>stage display</b> screen under the balcony is still on. If it has gone to standby or a red light is seen, use the LG remote to switch it on.	
4	Click the <b>Control Center</b> button on the top right of the presentation screen.	
5	Click the button for <b>screen sync</b> .	
6	Click <b>stage display</b> .	
7	If successful, a small preview of the stage display is shown. Look at the <b>stage display screen</b> itself. It should be <b>blue</b> .	
8	Open the <b>Control Center</b> again. Look for the <b>audio setting/Ton</b> and click the <b>round white button</b> to its right.	
9	Click on <b>Blackmagic Ultra Studio HD Mini</b> .	
10	Click the <b>Proclaim icon</b> on the bottom tool bar.	
11	Check for a <b>blue update banner</b> , showing that there is an update ready to install. Updating will close the program but perform the update and it should open automatically.	
12	Click on the <b>current presentation</b> at the top of the list. Give it 1 to 2 minutes to sync. It is ready when you see a green check mark at the top right.	

13	Use the <b>Sony remote</b> to press the <b>ON</b> button to turn on the <b>beamer</b> . (It is the green button on the top right of the remote.)	
14	Press red <b>ON AIR</b> button on top toolbar on presentation screen.	
15	If the <b>stage display</b> under the balcony doesn't show correctly, click OFF AIR, then ON AIR again.	
<b>Streaming Screen</b>		
1	Log in as Technik without a password on the <b>streaming computer</b> . (the one on the far left)	
2	<b>ATEM</b> software should be running.	
3	In the top tool bar, click on <b>Ausgange</b> . Scroll down to Output 5, then all the way to the bottom and click <b>Me2 – ON AIR</b> .	
4	Open <b>OBS</b> .	
5	Click on “ <b>Docks</b> ” on the upper toolbar. You will see <b>YouTube Live/Control Panel/Google Sign In</b> . <ol style="list-style-type: none"> <li>1. User: <b>scott@ibf.church</b></li> <li>2. Password: <b>matthew4:19</b> (no spaces)</li> <li>3. Click: <b>International Bible Fellowship</b></li> <li>4. Click: <b>Select Stream</b></li> <li>5. Click today's date</li> </ol>	
6	In the top section of ATEM ( <b>Block 2</b> ), click <b>FILL</b> . It will turn <b>red</b> .	
7	Make sure these are lit up in <b>Block 2</b> . 	
8	Just below Block 2, you will see <b>Block 1</b> . Make sure these are lit up in <b>Block 1</b> . 	
9	Turn on the <b>ATEM Mini Pro</b> to the right of the keyboard. Make sure all the <b>buttons with an arrow label are lit up</b> . The <b>VIDEO OUT</b> on the lower right needs to be changed to <b>PGM</b> .	

10	The <b>multi-view screen</b> (between the presentation screen and the streaming screen) AND the <b>small black box</b> lying flat on the desk near the ATEM Mini Pro both need to be turned on.	
11	Get the <b>blue pad</b> from the <u>top drawer in the left cabinet</u> . This runs the stage lights. Open the pad and press the button to turn on the stage lights to focus the cameras.	
12	Press the power button on all 3 cameras: 1. hanging <u>above</u> the streaming screen 2. sitting flat on the desk <u>under</u> the streaming screen 3. <u>far left</u> of the production desk with the elevated chair	
13	Focus each <b>camera</b> so that people on the stage are outlined in <b>green</b> .	
14	Use the blue pad to find a stage light color scheme that <b>complements</b> the song slides. Please do <b>NOT</b> light the cross in red. Use <b>“redner”</b> for the MC and the preacher during the service and <b>“black”</b> for playing videos.	
15	On OBS, click <b>“settings”</b> . Go to <b>AUDIO Mic/Auxiliary</b> . Make sure it is set to <b>“Black Magic Web Presenter”</b> . Click <b>“Apply”</b> on the lower left and the <b>“ok”</b> on the lower right. (This will prevent the conversation between people at the production desk from being heard through the streaming.)	
16	Click <b>“start streaming”</b> and <b>“start recording”</b> on the streaming screen 5 minutes before the service. Using your phone, go to <b>online.ibf.church</b> to make sure streaming is live.	
17	Please DO NOT “stop streaming” until the end of the service. If you stop, then re-start streaming, it will skip today’s live stream and interrupt any already-scheduled streams.	
18	On the <b>streaming screen</b> , use <b>IBF slide only/overlay</b> and <b>IBF side by side</b> as desired.	
<b>Sound Mixer</b>		
1	Press the <b>VIEW</b> button on the top right corner under “show control” of the sound mixer console. It should be blue.	
2	<b>Scroll</b> <u>left or right</u> to find the <b>SCENES tab</b> on the vertical screen.	
3	<b>Turn</b> the leftmost dial until <b>line 80/IBF worship</b> setting is outlined in <b>yellow</b> .	
4	<b>Press down</b> on the same dial to load the scene.	
5	When it asks to confirm, <b>press</b> the rightmost button or the right arrow.	
6	Check which mics and instruments are in use. For any NOT being used on stage, <b>MUTE</b> and <b>pull the faders down to zero</b> for those buttons. If muted, the button will be <b>red</b> !	

7	To blacken out any instruments or mics not being used, press the <b>SET UP</b> button and use the arrow buttons to move to the <b>NAME/ICON</b> page.																
8	Press the <b>SELECT</b> button at the top of a channel to load it. Then turn the <b>COLOR</b> dial to <b>black</b> .																
9	If the console has powered up with a needed channel blacked out, make them visible by selecting the channel and any color other than black.																
10	<b>NOTE: Before any mics or instruments are plugged in, make sure they are MUTED! When they have been plugged in, then you can UNMUTE. This prevents electrical spikes.</b>																
11	<p><b>Wireless headsets and handhelds</b> for singers and speakers are as follows:</p> <table> <tr> <td>Wireless</td> <td>TS1 (channel 27)</td> <td>music director</td> </tr> <tr> <td>Wireless</td> <td>TS2 (channel 28)</td> <td>preacher</td> </tr> <tr> <td>Wireless</td> <td>TS3 (channel 29)</td> <td>MC</td> </tr> <tr> <td>Wireless</td> <td>TS4 (channel 30)</td> <td>guest speaker</td> </tr> <tr> <td>Handheld</td> <td>Combo (channel 31)</td> <td>guest introductions</td> </tr> </table> <p><b>Place batteries in each mic or headset being used.</b></p>	Wireless	TS1 (channel 27)	music director	Wireless	TS2 (channel 28)	preacher	Wireless	TS3 (channel 29)	MC	Wireless	TS4 (channel 30)	guest speaker	Handheld	Combo (channel 31)	guest introductions	
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12	<p>The <b>channel assignments</b> on the sound mixer are:</p> <p><b>1-8</b> Drums  <b>9</b> Bass  <b>10</b> Metronome (fader fully down)  <b>11-12</b> Grand piano  <b>13-14</b> Digital piano  <b>15-16</b> Electric guitars  <b>17-18</b> Acoustic guitars  <b>19-24</b> Wired singer mics  <b>25,26,32</b> Wireless singer mics</p>									
13	<u>Set band channels at around -5. Set background singer mics to -5. Set lead singers at +5. Adjust as needed.</u>									
14	<p><b>Additional audio sources:</b> (normal level for these is around -20)</p> <table> <tr> <td>Aux 1-2</td> <td>Audio from slides computer (Proclaim)</td> </tr> <tr> <td>Aux 3</td> <td>Prepared for click track for backing tracks</td> </tr> <tr> <td>Aux 4</td> <td>Prepared for a guide cue track for backing tracks</td> </tr> <tr> <td>Aux 5-6</td> <td>Prepared for stereo backing tracks from a computer</td> </tr> </table>	Aux 1-2	Audio from slides computer (Proclaim)	Aux 3	Prepared for click track for backing tracks	Aux 4	Prepared for a guide cue track for backing tracks	Aux 5-6	Prepared for stereo backing tracks from a computer	
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<b>Power Down</b>		
1	<b>AFTER THE SERVICE: before any mics or instruments are unplugged, make sure they are MUTED. This prevents electrical spikes.</b>	

	<b>AFTER THE SERVICE:</b> bring the MAIN FADER all the way down to 0.	
2	Click “ <b>stop streaming</b> ” on the streaming screen.	
3	Retrieve <b>mics</b> from singers/speakers. Remove batteries and place batteries in chargers.	
4	Shut down each <b>computer</b> . The multi-view screen between the 2 computers will still display the camera feeds. Ignore this.	
5	Turn the <b>master key</b> to position 1 then let it return naturally to position 0.	
6	Everything will power down one system at a time, but it will take a minute or so.	
7	Return the <b>blue pad</b> to the top drawer in the left cabinet and make sure it is <b>charging</b> .	
8	Lock <b>both</b> cabinets. <b>Turn OFF the beamer</b> by pressing the green “ <b>standby</b> ” button on the top left of the remote. There should be a red light up on the front of the beamer if it is off.	
9	Return the <b>key</b> to the lock box in the office.	

Thank you so much for your help and service. We appreciate you!