

# **How to Broadcast Sacramento Meeting**

## *(Using the Auxiliary Input With a Cable or Wireless Receiver)*

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Version 0.1

### **Introduction**

The purpose of this document is to provide instructions regarding how to set up the communications cart for broadcasting Sacramento meeting.

There are 2 different sets of instructions:

- **Use this set of instructions if you are using the auxiliary audio input with a cable or wireless receiver.**
- **Use the other set of instructions if you are using the microphone.**

### **Additional Equipment**

These instructions are for a situation where the audio is injected into the computer directly from the PA system via a cable. It is assumed that you already have the cable. If you do not, please contact the Technical Support people listed below.

A wireless receiver for the hearing impaired may also be used. A cable will be needed there too. The general configuration is the same.

### **Guidelines**

Please contact the Stake President for complete details. Generally speaking, the following applies:

- Sacramento meeting is not to be broadcast without proper authorization.
- The Sacramento ordinance should not be broadcast by either audio or video.

### **Receiving the Broadcast**

The software supplied by the church supports a broadcast to Windows computers only. No special software is required. Windows Media Player (built into Windows) can receive the transmission.

VLC may be able to be used to receive the transmission on a Mac. However, support is not provided.

### **Technical Support**

Please contact either Nicholas Crosby or Kim Carlson for technical support.

## Set up the Communications Cart (With a wired connection to the PA system)

1. Locate the computer in the chapel.



2. Mount the camera as shown. Be careful not to damage the monitor screen. Turn the cart and aim the camera towards the pulpit.

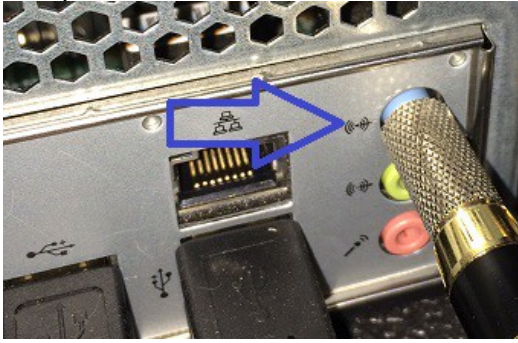


3. Plug the audio cable into the **Aux Level** jack on the **Record Out** panel.



*Note: If using a wireless receiver to capture the audio, this step is obviously not necessary!*

4. Plug the other end of the audio cable into the **Blue Line Level Audio Input** on the back of the computer.



*Note: If you are using a wireless audio receiver, then you plug it in here also.*

5. Tape down all of the cables with either gaffer tape or duck tape. Be sure there is no trip hazard. Pay particular attention when running cables where people walk such as hallways, doors or stairs.



6. Plug in the cart. Turn on the monitor and computer (in that order).

## Start the Software

7. Start **LDS Meetinghouse Webcast**.



8. Sign in with an authorized LDS account.



*Note: Bishops, Branch Presidents and Executive Secretaries should be authorized. The Stake President can recommend to LDS Global Services that additional members be authorized to initiate webcasts.*

## Selecting the Audio and Video Hardware

We now need to configure the camera and microphone. Let's start by ensuring that the correct audio and video devices are selected.

9. Click on the **Settings gear icon**.



10. Ensure that the following devices are selected. Click on the pulldown menu to change the devices as necessary.



### **Common problems:**

*Problem: The audio device does not show.*

*Solution: Plug in the cable and restart the webcast software.*

## Configuring the Video Camera

Depending on where the communications cart is located, you may have to zoom the camera in or out. There is no control on the camera itself to do this. You must use the software.



11. Select **Video Capture Dialog**.



12. Slide the slider up to zoom in the camera.



13. Click on **Save** at the bottom to close the window.

14. Click on **OK** or **Cancel** at the bottom to close the next window.

## Configure the Audio Levels

The audio levels must be set correctly in order to have clear audio.

15. Ensure that the chapel PA system is on. Have someone to speak into the microphone and read a scripture or two at a normal level.
16. Monitor the audio by looking at the green bar beside the camera preview window. This is the **audio level** meter. It will move up and down with the volume. It should peak between 1/2 and 3/4 of the way towards the top of the meter. **If it peaks in this range, no further adjustment is necessary and you may skip the remaining steps in this section.**

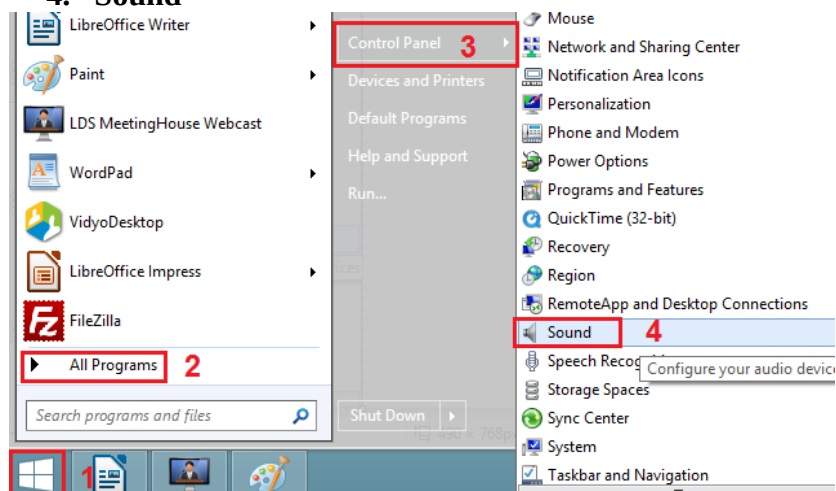


- If the audio peaks below 1/2, then the audio level needs to be increased.
- If the audio peaks near the top, then the audio level needs to be decreased.

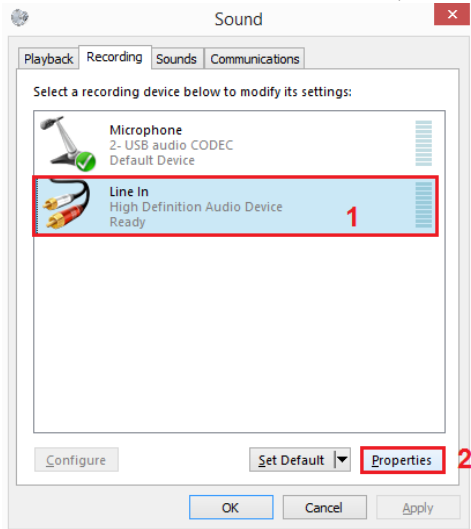
If the audio levels need to be adjusted, and

- you have a wireless receiver, then adjust the volume on the receiver.
- or
- if you have a directly wired connection to the PA system, then do the following:

17. Open the **Sound** control panel. Click on
  1. The **Windows** or **Start** icon in the lower left hand corner of the screen.
  2. **All Programs**
  3. **Control Panel**
  4. **Sound**



18. Select the **Line In** audio device, then click on the **Properties** button.

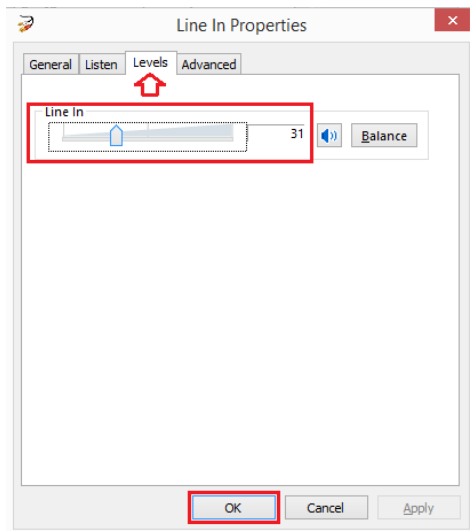


19. Click on the **Levels** tab. Adjust the slider or the numerical control to adjust the level.

- Move the slider to the right or increase the numbers if the level needs to be increased. (The green bar was peaking below 1/2)
- Move the slider to the left or decrease the numbers if the levels needs to be reduced. (The green bar was peaking above 3/4 – almost to the top.)

Click on the **OK** button to accept the changes.

Click on the **OK** button to close the **Sound** control panel.



20. Have someone speak into the microphone and check the levels again. Adjust as necessary.

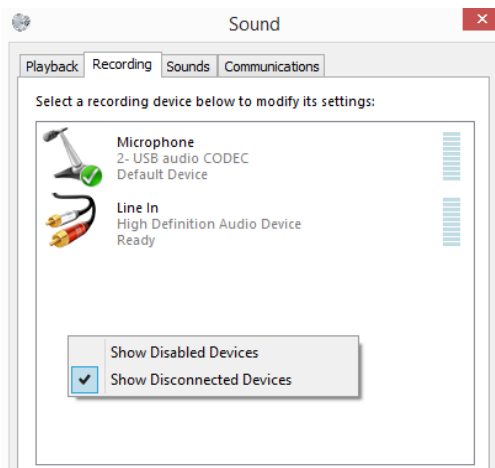


## Common Problems

The most common problem is the **Line In** device does not show. If the **Line In** device does not show, then do the following:

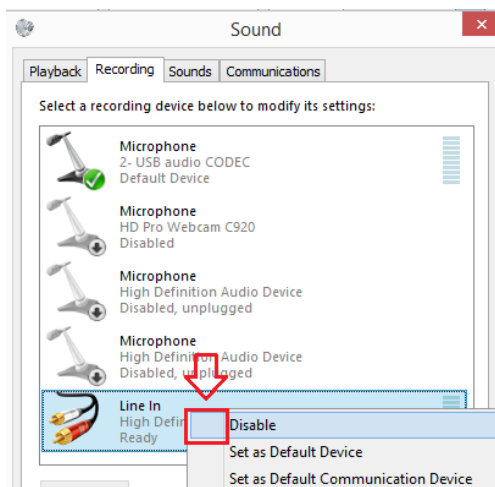
*Note: This section is the most complex in this manual. If you are not familiar with Windows Control Panels and Sound Settings then do not proceed with this section. Instead, call the technical support names listed at the front of this document. The technical support people can remotely access the computer and make the necessary changes.*

1. Open the **Sound** control panel as described in the previous steps above.
2. Click on the **Recording** tab.
3. Right click in a blank area in the control panel and ensure that **Show Disconnected Devices** is selected.

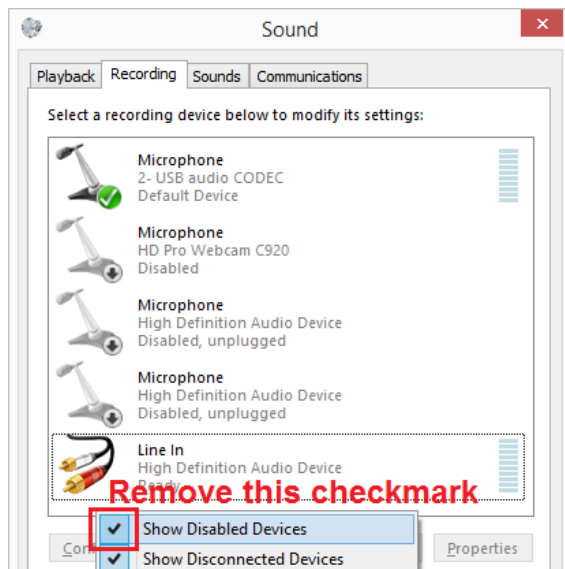


If the **Line In** still does not show, then:

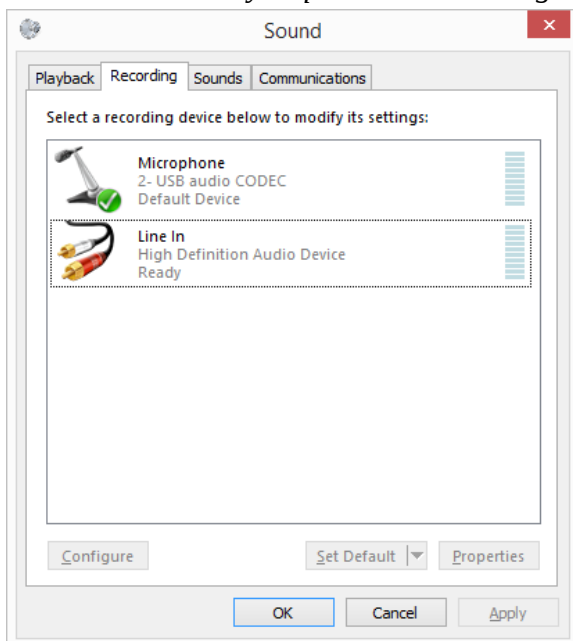
1. Right click in the blank area in the control panel. Select **Show Disabled Devices**.
2. Ensure that **Disable** is not checked. It should be blank as shown in the image below left.



3. Right click in the blank area in the control and deselect **Show Disabled Devices** so that the disabled devices are not shown.

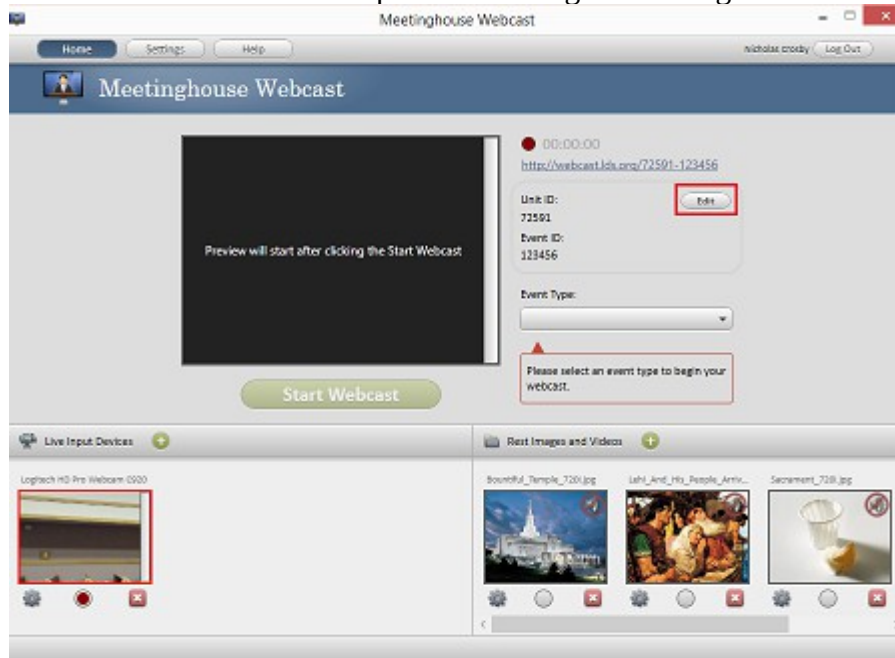


4. The Sound control panel should show only the 2 devices, as illustrated below. You should now be able to make any required audio settings.



## Set up the WebCast Parameters (link, event type, quality)

21. Click on the **Edit** button to open the meeting link settings.



22. Next, we need to set up the web link to the meeting. Put your unit number in the **Unit ID** field. In the example below, Prince Albert's setup is shown. Click the **OK** button.

Please enter your Unit ID and an Event ID  
to be used for the current webcast URL

Unit ID:

72591

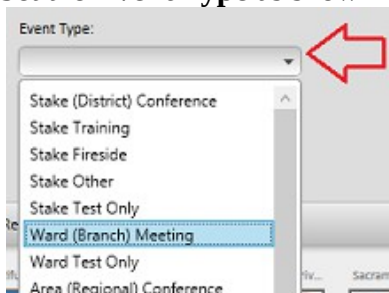
Event ID:

123456

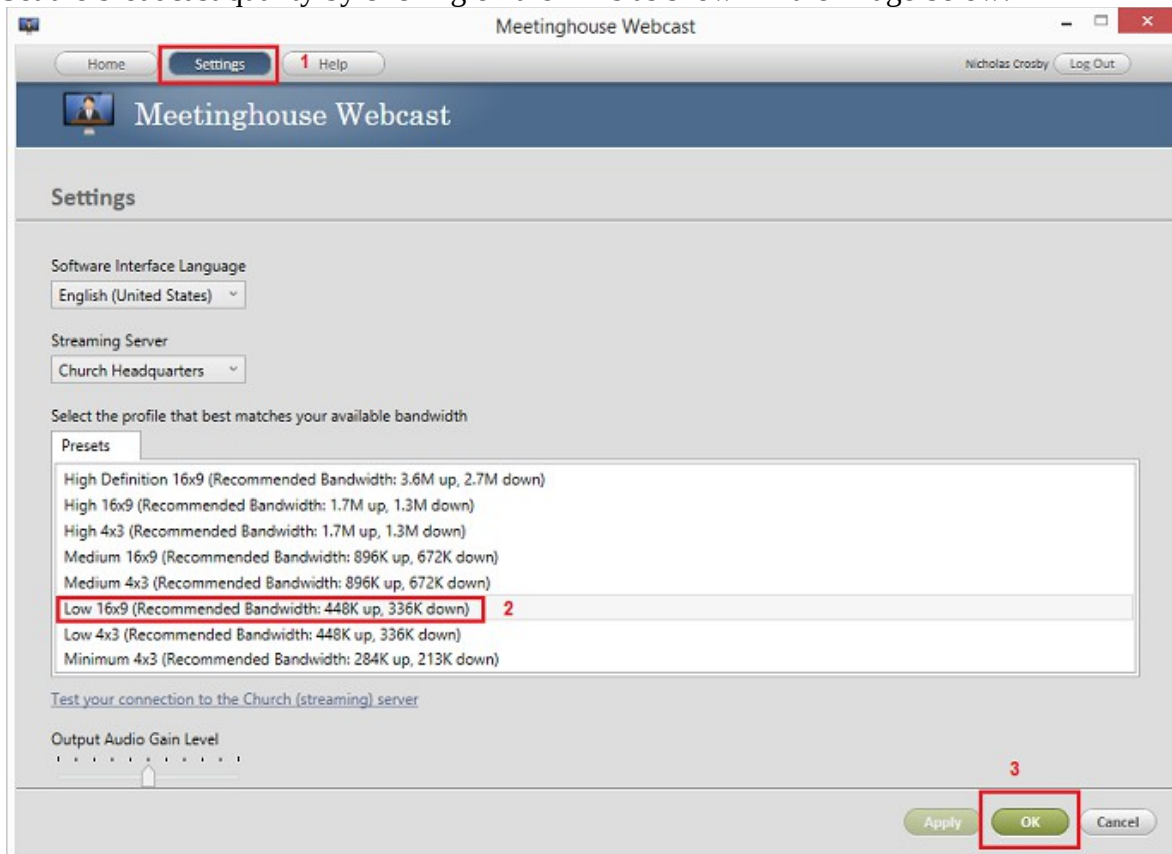
OK

Cancel

23. Set the **Event Type** as shown in the image below.

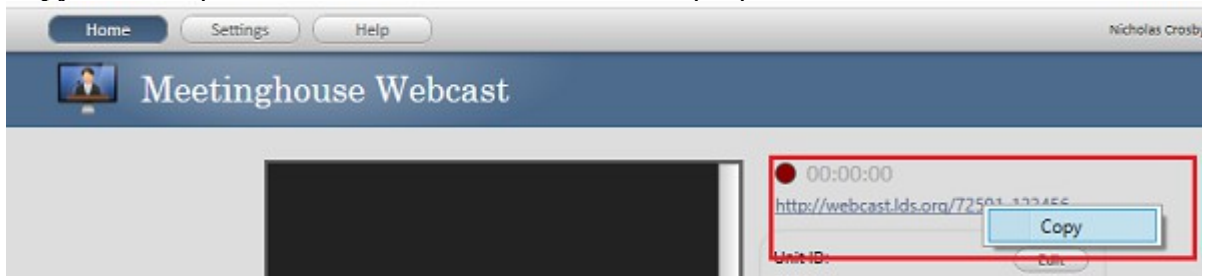


24. Set the broadcast quality by clicking on the links as shown in the image below:



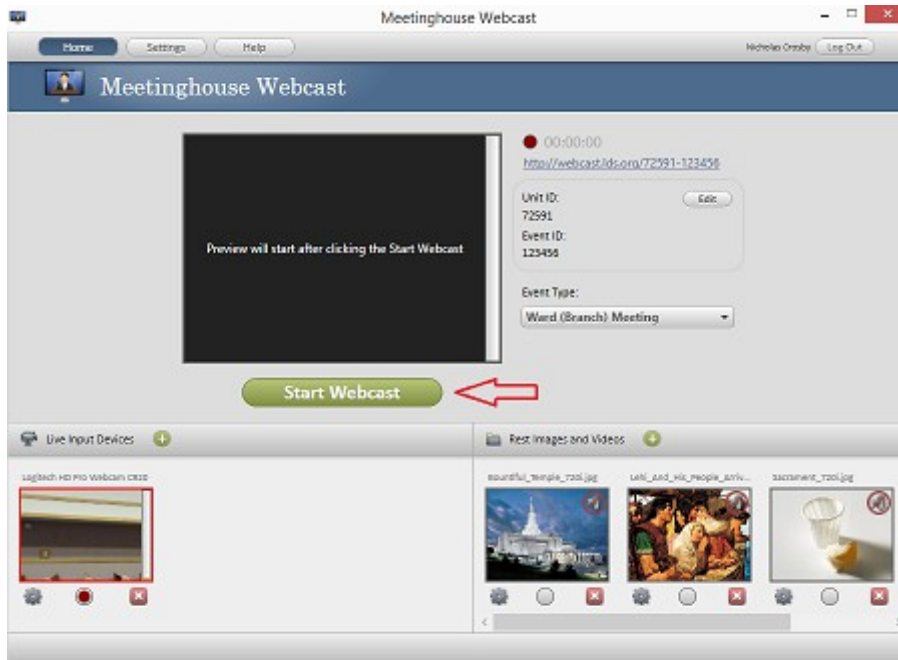
## Distribute the Webcast Link

25. Now, we need to send people the link to the webcast. Right click on the weblink and select **Copy**. You can paste this link into an email to send to people.



## Start the WebCast

26. Start the webcast by clicking on the green **Start Webcast** button. The preview window should show the webcast within about 30 seconds.



## Control What Is Broadcast

27. The Sacrament ordinance should not be broadcast. Please switch to the sacrament graphic and mute the audio by clicking on the radio button below the image of the sacrament. When the Sacrament ordinance is over, click on the radio button below the camera preview to go back to the camera. It will take up to 10 seconds for the video to switch completely.

The screenshot shows the Meetinghouse Webcast interface. At the top, there are navigation buttons for Home, Settings, and Help, and a user profile for Nicholas Crosby with a Log Out button. The main content area features a large black video preview window with the text "Preview will start after clicking the Start Webcast". To the right of the preview, there is a timer showing "00:00:00", a URL "http://webcast.lds.org/72591-123456", and fields for Unit ID (72591) and Event ID (123456), each with an Edit button. Below these is an Event Type dropdown menu set to "Ward (Branch) Meeting". A green "Start Webcast" button is positioned below the preview window. Below the main content area, there are two sections: "Live Input Devices" and "Rest Images and Videos". The "Live Input Devices" section shows a Logitech HD Pro Webcam C920 with a camera preview window and a red radio button selected. The "Rest Images and Videos" section shows three image thumbnails: "Bountiful\_Temple\_720i.jpg", "Lehi\_And\_His\_People\_Arriv...", and "Sacrament\_720i.jpg". Each image has a red radio button below it. Red annotations with arrows point to the "Start Webcast" button, the camera preview window, the "Sacrament\_720i.jpg" image, and its radio button.

Meetinghouse Webcast

Home Settings Help Nicholas Crosby Log Out

Meetinghouse Webcast

00:00:00  
<http://webcast.lds.org/72591-123456>

Unit ID: 72591 Edit  
Event ID: 123456

Event Type:  
Ward (Branch) Meeting

Preview will start after clicking the Start Webcast

Click to start webcast

Start Webcast

Click to show image and mute audio during the Sacrament

Live Input Devices +

Rest Images and Videos +

Logitech HD Pro Webcam C920

Bountiful\_Temple\_720i.jpg Lehi\_And\_His\_People\_Arriv... Sacrament\_720i.jpg

Click to switch to camera

## Receiving the Webcast

The software supplied by the church supports a broadcast to Windows computers only. No special software is required. Windows Media Player (built into Windows) can receive the transmission.

VLC may be able to be used to receive the transmission on a Mac. However, support is not provided.

View the webcast by:

1. Open the email containing the link to the broadcast.
2. Click on the link.
3. Windows Media Player should open and begin playing the Webcast. It may take up to a minute for enough data to be received in order to play the video.

## Frequently Asked Questions

Q: Windows Media Player did not open. Help!

A: Check in your browser's **Downloads** folder. There should be a file named XXXXX-123456.asx in there (Where XXXXX is your unit number). Opening that file by clicking or double clicking on it should open Windows Media Player and start receiving the webcast. The link to Prince Albert's webcast is show as an example below.

