

# Sanctuary IP Camera How-To

The general theory of which shot to use is: Make watching feel like being there.

This is the only view that someone not there is going to see, so give the viewer a feel for the room with wide shots. Use **1H:House Wide** when there is not a specific person or group talking or performing. ALWAYS use the wide shot for anytime the congregation is standing.

The one grey area is during responsive readings. Generally, I use the shot **5: Dual**.(the lectern and pulpit.)

# Pre-Service Procedure

1. Turn on Rack (key-switch, two clicks)
2. The computers start-up automatically when Rack is turned on.
3. To switch between computers, press Scroll Lock on keyboard twice in rapid succession.
4. There is no log-in on the Camera computer.
5. The Streaming computer requires a login. The username and password are written on the side of the computer.
  
- 6. The Sanctuary camera is controlled with the Camera computer.**
7. It is controlled with "InternetExplorer." Double-click the blue **e** on the desktop to start it.
8. It automatically opens two windows. For some reason the secondary window places itself on top of the main control window. So either Alt-tab to the control window, or click the tabs on the task bar until you get the control window on top.
9. With the control window on top, press F11 to display the control window full-screen.
  
- 10. The streaming and recording process is controlled with the Streaming computer.**
11. The streaming program "Open Broadcaster" automatically starts on the Streaming computer. It trips an error about a DLL that didn't start. Just OK the error. It doesn't affect how we use the software.
12. Click "Preview Stream" to check that the Roxio Video digitizer is working correctly.
13. If you see a red block where you should see video:
  1. Stop the "OpenBroadcaster" program.
  2. Unplug the Roxio USB video digitizer
  3. Wait 5 seconds
  4. Plug the Roxio USB video digitizer back in.
  5. Restart the "OpenBroadcaster" program.
  6. Click "Preview Stream" button to confirm that the video is back.
  7. If not repeat the unplug,wait,replug process. If it still fails, streaming will not be possible until the digitizer is replaced.
  
14. The audio mixer is controlled with an iPad. It is powered up when the rack is turned on.
15. Start "Master Fader" on the Mixer iPad's home screen.
  1. If the iPad screen is blank, press the power/sleep button (bottom right edge)
  2. when the screen lights up, swipe it to the right. You will then see the home screen.
16. When "Master Fader" opens, it defaults to the LR output (sanctuary speakers) with all inputs selected.
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