



Setting up the Camera Tablet

Turning on and Logging in

- To turn the tablet on press and hold the power button at the top of the right-hand side of the device until you feel it buzz.
- Swipe up the screen to get the login prompt.
- Select the WCC user.
- Tap the PIN box and enter 922665. This is the first 6 digits of the phrase “WCCOnline” entered on a phone’s number pad.

Setting up the tablet

- The tablet is used to capture video of the Meeting Leader and Speaker. It also allows them (and the band) to see what is being broadcast by StreamYard.
- Position the tablet with the screen pointing towards the Leader/Speaker.
- Powering the screen, WiFi and streaming the video to StreamYard will drain the battery quickly. Make sure that the tablet has its charger plugged in.
- Make sure that the volume is turned off. Either by holding the down volume rocker on the left of the device, or by tapping on the speaker symbol in the system tray at the bottom right of the screen and then moving the volume slider all the way to the left.

Joining the StreamYard studio

- There is a dedicated Google email account that is used to distribute the link to the StreamYard studio for the service. Username wcccamerphone@gmail.com and password “wcccamera”. An email will have been sent by the StreamYard engineer.
- Open a Chrome browser window. This should open Gmail. If it doesn’t then use the shortcut in the bookmarks bar to open it.
- Find and open the email for this Sunday (probably at the top of the list) and click on the link.
- Make sure that the Front facing Camera is being used so that you can see yourself on the screen. Change it using the StreamYard **Cam/Mic** settings button if needed.
- Turn off the microphone using the StreamYard **Mute** button if needed.
- Make sure the **Display Name** is set to “Meeting Leader & Speaker”.
- Finally tap on **Enter Broadcast Studio**.

After the meeting

- Turn off the tablet either by pressing and releasing the power button or using the Windows start menu.
- Leave the tablet plugged in to charge for as long as possible before packing it away.