

Setting up the Laptop

Laptop 1 – Easy Worship and Feed to StreamYard

This laptop serves three purposes:

1. Uses Easy Worship to project the lyrics for the worship songs and PowerPoint presentations to the projector for the congregation and the display for the band.
2. Shows pre-recorded videos on the projector and band display and sends the audio to the Ui24 mixer desk.
3. Provides the audio of StreamYard contributors not at the school to the Ui24 mixer desk and their videos to the projector.

Connections

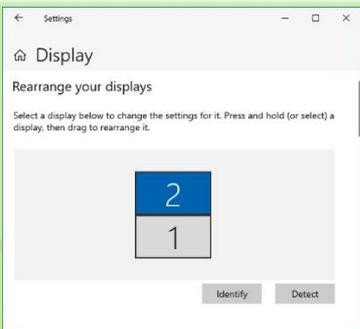
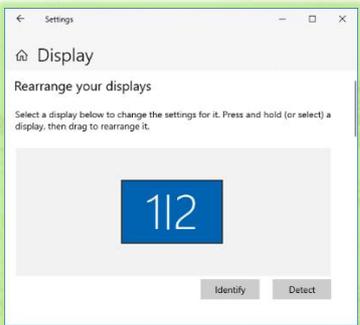
The laptop needs to be physically connected to the following devices:

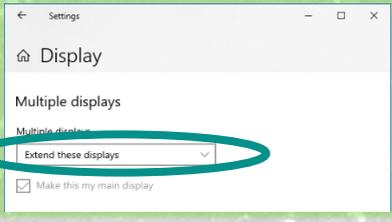
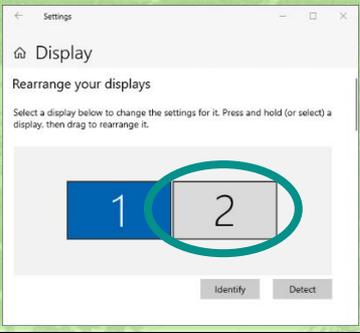
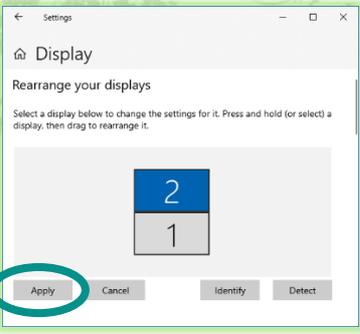
- Projector and Display via VGA cable for the congregation and band.
- Audio input to the Ui24 via phono cable.
- Internet socket via an RJ45 cable

See the WCC Audio/Visual connections diagram at the end of these instructions for these and other connections needed for the full AV setup.

Extend the laptop’s desktop to the Projector and External Displays

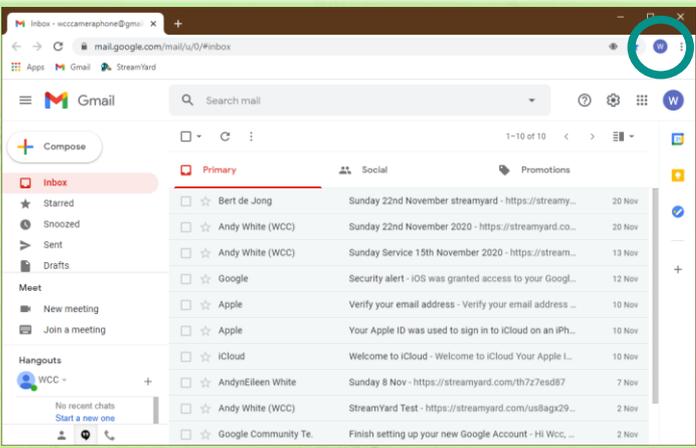
The act of plugging in the VGA cable to the laptop should have resulted in the laptop seeing the Projector and extending its display to include that device. Check that this is working correctly as follows:

<ol style="list-style-type: none"> 1. Make sure that you can see the MS Windows desktop by closing or moving any open windows out of the way. 	
<ol style="list-style-type: none"> 2. Right click on the desktop to open the menu and select the Display Setting option. 	
<ol style="list-style-type: none"> 3. You should see a diagram which allows you to arrange the displays. 4. If you see a diagram like this then the displays are already set up correctly. 5. Display 1 is the built into the laptop. Display 2 is the projector/band’s monitor. 6. Skip to step 15 below. 	
<ol style="list-style-type: none"> 7. If you see a diagram like this, then you need to extend the picture to extend over both Displays. Carry on at step 9 below. 8. If you don’t see this, then carry on at step 12 below. 	

<p>9. Scroll down the window to the Multiple displays section and click the drop-down menu and select Extend these displays</p> <p>10. Click Keep Changes when prompted to do so.</p> <p>11. Scroll back to the top of the window.</p>	
<p>12. If the Display settings now look like this (or Display 2 is anywhere other than above Display 1), then you need to re-arrange the displays. Otherwise skip to step 15.</p> <p>13. Click Display 2 and drag it to be above Display 1.</p>	
<p>14. When the Displays look like this click Apply.</p>	
<p>15. Note that you can move the mouse between the laptop and the projector screen by moving the mouse up and down.</p> <p>16. Close the Display Settings window.</p>	

Find the link to today's StreamYard studio

StreamYard is a web hosted system that we access using the Chrome browser. There is a dedicated Google email account to which an email will have been sent by the StreamYard engineer earlier in the week. Find the link as follows:

<p>1. Open the Chrome browser.</p> <p>2. If you see the Gmail window with a white W in a blue circle at the top right-hand corner (as circled here) then you're in the right place.</p> <p>3. If you don't see this, then click on the circle in the top right-hand corner of the window and then select WCC (WCC Camera Phone) from the menu that appears. You should now see the window here.</p>	
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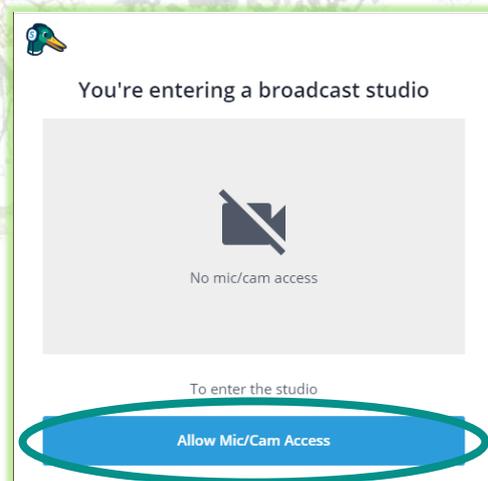
4. Find and click upon the email for this Sunday. This will probably be towards the top of the list. It will look something like this:
5. Click on the link (which will start with <https://streamyard.com>) to enter today's StreamYard broadcast studio.
6. Make sure that you pick the right email as every service has a dedicated StreamYard studio – links for other Sundays will not work.



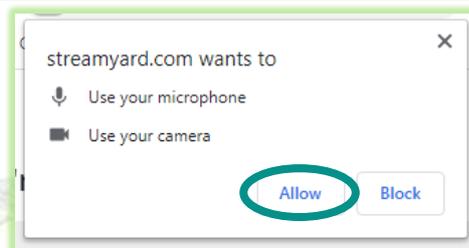
Setup StreamYard

You now need to set up StreamYard to feed to it whatever is shown on display 2 (which will mostly be the worship lyrics).

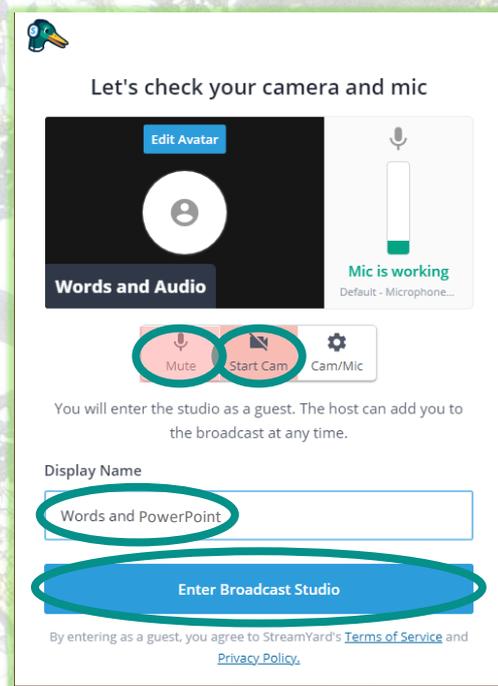
1. If you get the window here saying that there is **No mic/cam access** then click on the **Allow Mic/Cam Access** button.



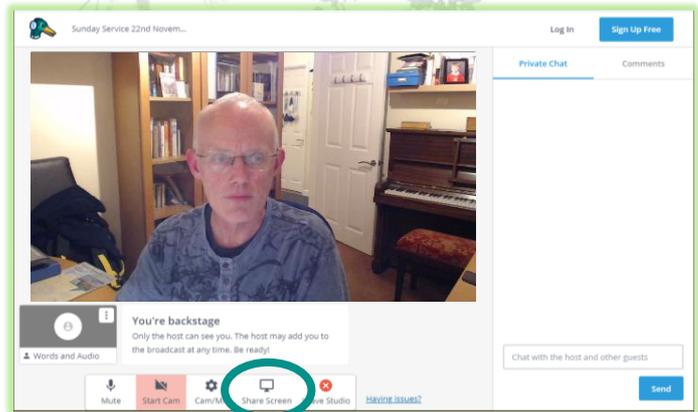
2. If you are prompted with this message then click the **Allow** button.



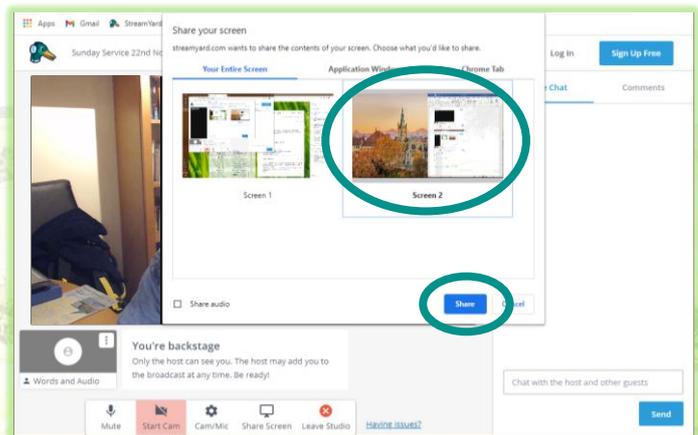
3. Click on the **Stop Cam** button as the camera on this laptop won't be used.
4. Click on the **Mute** button as the microphone on this laptop won't be used.
5. Set the **Display Name** to "Words and PowerPoint"
6. Click the Enter Broadcast Studio button



7. Click the **Share Screen** button.



8. Select Screen 2 in the dialogue that appears.
9. Click the **Share** button to return to the studio.



10. Move the Browser window onto Display 2 and make it fill the screen.
11. Finally move the cursor over the broadcast image and a small square will appear in the bottom right-hand corner of the image. Click this to make it fill Display 2.

Easy Worship

You can now setup Easy Worship ready to use.

Clicking the **Live** button in Easy Worship will take over display 2. In order to display the StreamYard window click on the Easy Worship **Live** button again.

After the meeting

To shut down and close the StreamYard window do the following:

1. Click on the StreamYard window in Display 2.
2. Press the **Esc** button on the keyboard to exit StreamYard's full screen mode.
3. Close the Browser window.

Alternatively, just shut down the laptop!

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Typical Ui24 AV Setup



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Streaming Setup

