Wantage Community Church

Home for all | Space to encounter God
Family for discipleship | Base for sending

Setting up the Projectionist's 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 via HDMI adaptor and VGA cable for the congregation and band. NB: make sure this cable goes to the **Computer In** connection on the **Projector**.
- Audio input to the Ui24 via phono cable (NB not needed if there are no videos with sound to be played during the service or remote contributors via StreamYard)

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

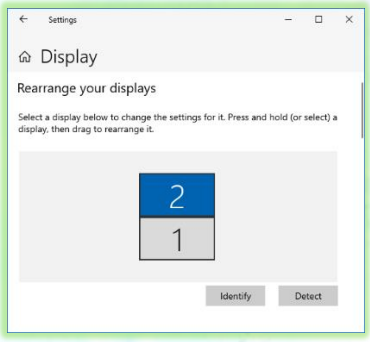
Extend the laptop's desktop to the Projector (if necessary)

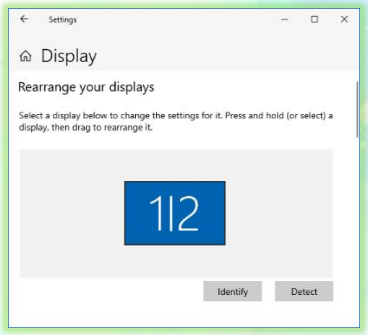
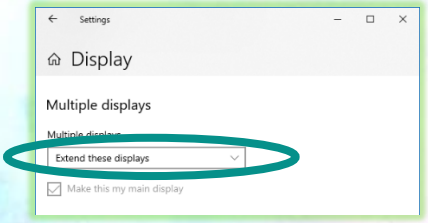
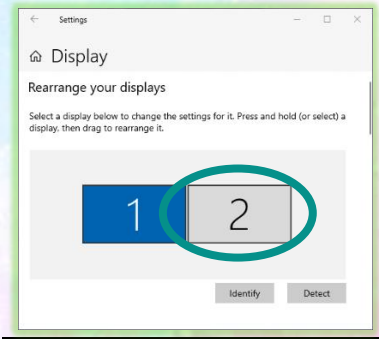
The act of plugging in the HDMI cable to the laptop should have resulted in the laptop seeing the Projector and extending its display to include that device. If this has NOT happened, then check that this is working correctly as follows.

Ensure the video cables are plugged into the laptop and projector correctly

The long VGA cable needs to be connected to the laptop (via an HDMI to VGA adaptor with the HDMI plugged into the laptop) and the projector with the VGA connect to the Computer In on the projector.

Ensure the laptop is outputting to the projector

1. Make sure that you can see the MS Windows desktop by closing or moving any open windows out of the way.	
2. **Right click** on the desktop to open the menu and select the **Display Setting** option.	
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.	

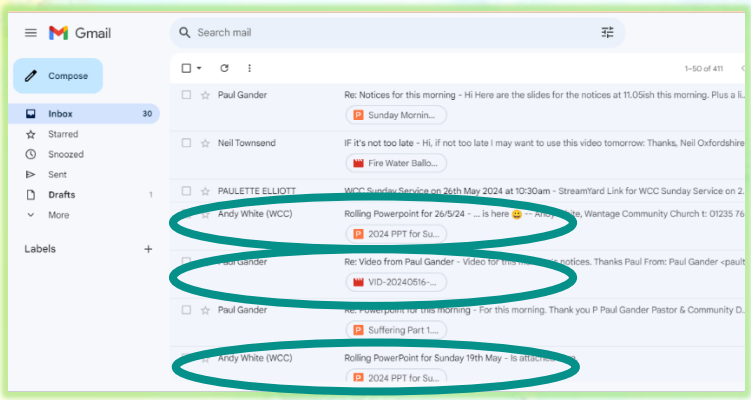
7. If you see a diagram like this, then you need to extend the picture to extend over both Displays. Carry on at step 9 below. 8. If you don't see this, then carry on at step 12 below.	
9. Scroll down the window to the **Multiple displays** section and click the drop-down menu and select **Extend these displays** 10. Click **Keep Changes** when prompted to do so. 11. Scroll back to the top of the window.	
12. If the Display settings does NOT now look like this, then you need to re-arrange the displays. Click Display 2 and drag it to be to the right of Display 1.	
13. Note that you can move the mouse between the laptop and the projector screen by moving the mouse left and right. 14. Close the Display Settings window.	

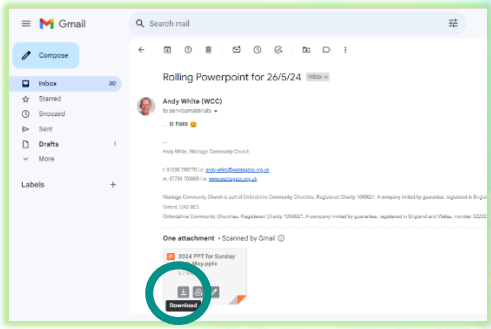
Easy Worship

You can now setup Easy Worship ready to use. NB it is very important that the laptop is successfully outputting to the projector BEFORE you start East Worship. If this is not the case then go back and sort out the project before continuing here.

Download any presentations or videos that have been provided for this session

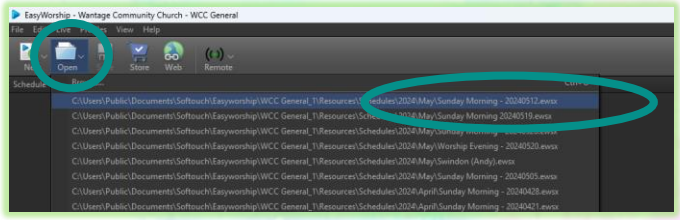
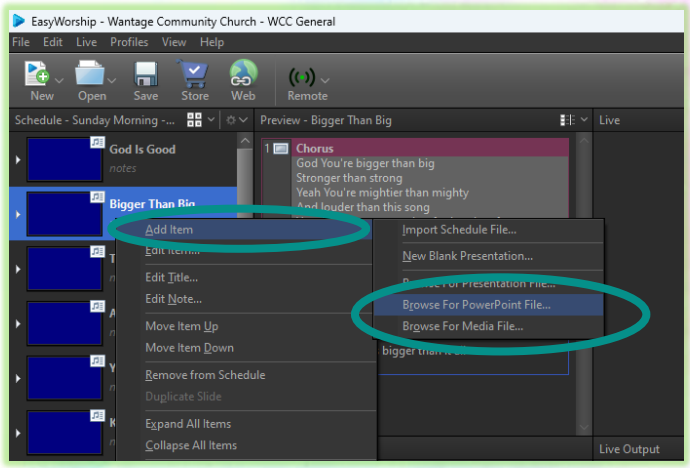
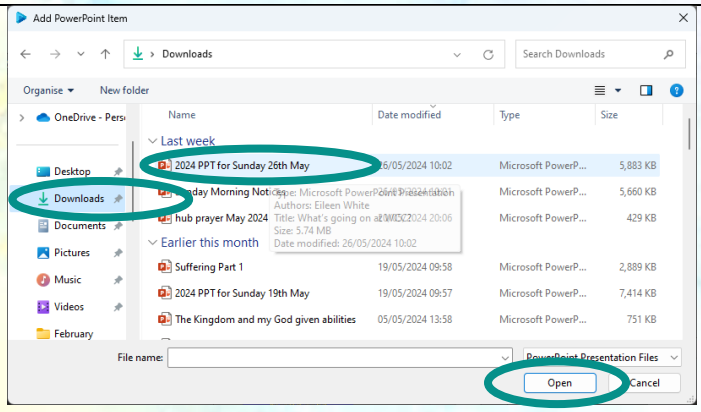
Firstly these need to be copied from Gmail onto the laptop.

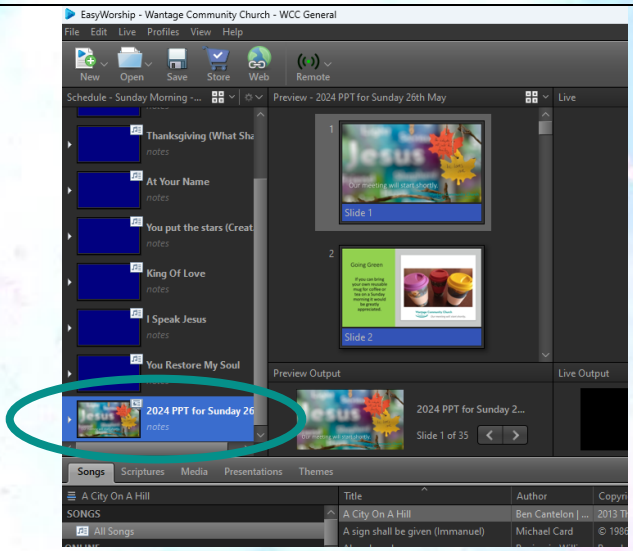
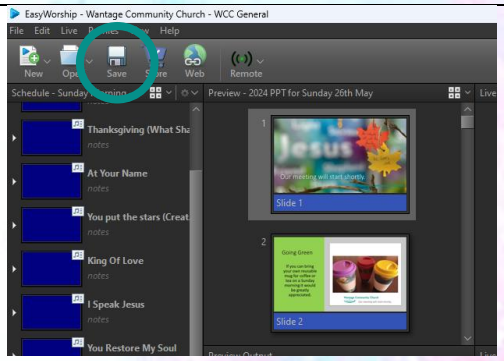
1. Go back to Gmail in the Chrome browser. Locate any emails with attachments for today'	

2. Open each email in turn and download the attachment. The files will be placed by default in the "Download" folder on the laptop.	

Open the Schedule that has been created for today's session by the Worship Leader

The downloaded files can now be added into the Easy Worship Schedule for today.

1. Open Easy Worship and load the Schedule. Check the file name carefully. It will indicate the day, time and date that the schedule applies to. For example: "Sunday Morning – 20240512.wesx"	
2. Right mouse click in the list of songs at the left of the window and use "Add Item" and "Browse for PowerPoint File…" or "Browse for Media File …" to include the files you downloaded earlier. Do this for each file, one at a time.	
3. Select the file from the Download folder and click Open. Be patient as this can take some time to complete.	

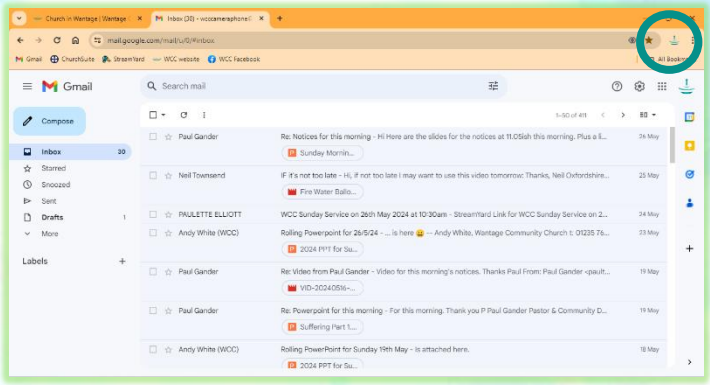
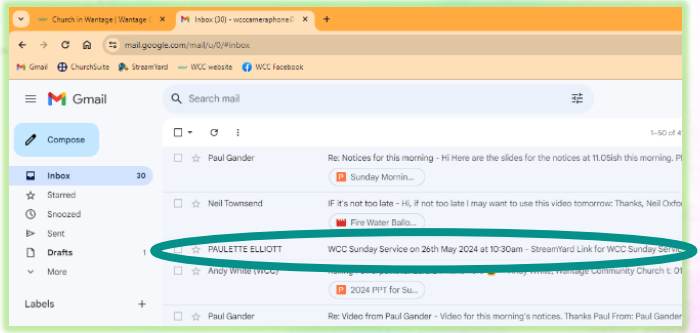
4. Once added, drag the file to the appropriate place in the list of songs and files.	
5. Save the updated Schedule.	

If Easy Worship isn't already visible on the projector/Display 2 then clicking the **Live** button will place it over display 2. If you need to show the external presenter in the StreamYard window then click on the Easy Worship **Live** button again.

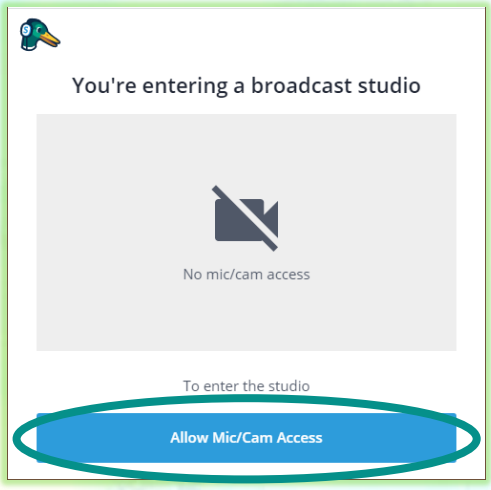
Setup StreamYard

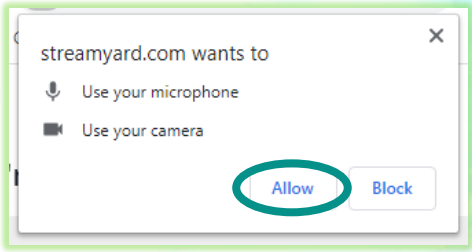
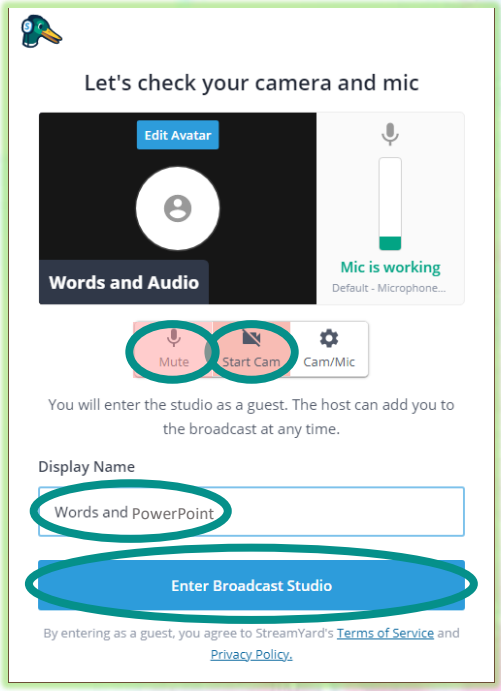
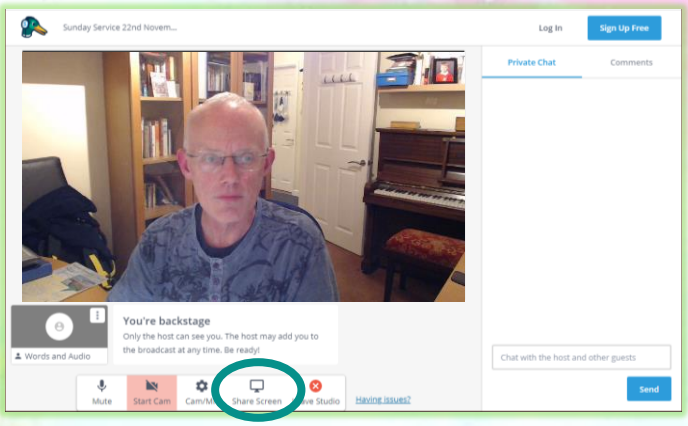
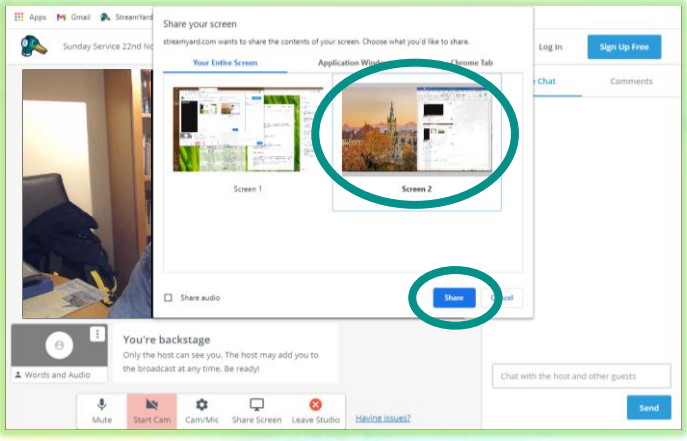
StreamYard is a web hosted system that we access using the Chrome browser. There is a dedicated Google email account to which an email will have been sent by the StreamYard engineer earlier in the week. Find the link as follows:

1. Open the Chrome browser and then click on the Gmail button at the top of the page.	

2. If you see the Gmail window with a green cross in a white circle at the top right-hand corner (as circled here) then you're in the right place. 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.	
4. Find the email for this service. This will probably be towards the top of the list.	
5. The email will look something like this: 6. Click on the link (which will start with https://streamyard.com) to enter today's StreamYard broadcast studio. 7. Make sure that you pick the right email as every service has a dedicated StreamYard studio – links for other Sundays will not work.	

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. If a speaker is joining the meeting remotely then the StreamYard window needs to be moved so that it can be seen by the congregation in the Hall, as follows: a. Move the Browser window onto Display 2 and make it fill the screen. b. 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.	

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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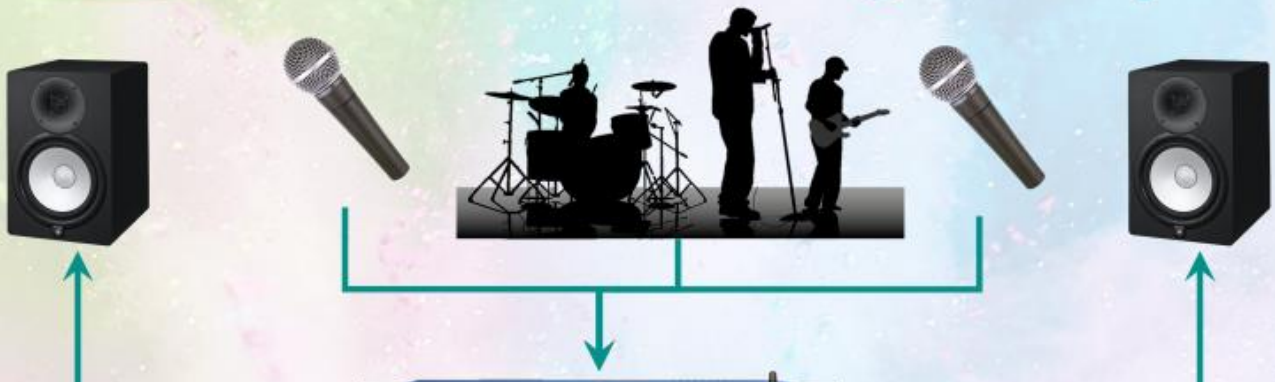
Streaming Setup



Band & Speaker

VGA

Congregation

VGA

L/R Phono

StreamYard Audio

USB B

Service Audio

USB A

Audio Stream

3.5mm Jack

Easy Worship & StreamYard Video

Projectionist

HDMI

WiFi

Easy Worship Screen Share

Audio

Band

Video

Service Leader & Speaker

Video

Wide Angle

Video

WiFi

WiFi

Remote Contributor

Audio, Video & Screen Share

Broadcast Studio Control

StreamYard Engineer

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YouTube