

Pre-Service Items

- Close vMix** if open and Right-Click the vMix program shortcut to open the appropriate .vmix file
- Verify** all camera/media **sources** and that the camera **controller** is controlling the cameras
- If we have advance knowledge of sermon title data source.
 - Click the red & white **Data Sources** button in the bottom right of vMix to control the banner data.
 - Open the “[Sermon Titles.xlsx](#)” & input sermon data – C:\Live Stream\Data Sources\Sermon Titles.xlsx
- Verify **audio source** (Dante Audio Input) to vMix and connect **M32 Edit** to the M32 Core audio mixer (**Mixer→PC**)
 - Open **Utility→User 1**. Minimize the main M32 Edit window and use only the User 1 Window.
- Verify the **External Output** is working by looking at the Media or Audio Monitors



Starting & Running

- Once the announcements are rotating and/or background music begins to play (~15 minutes before service start):
 - Switch the vMix Output to the Projector Video Source
 - Configure the [HDMI Matrix Switch](#) for the service and apply [**Mode4: P1,P2→NVR; P3,P4,P5→Stream; P6-P11→UsherMatrix**]
 - Verify output is seen on the TVs: Nursery (P3); Clarke(P4)/Homes(P5) Classrooms
 - Note: Ushers should switch to Sound Board Audio [Scene 1 Button] to play throughout the Foyer.
- Enable Recording & Streaming** 3~5 minutes before the service starts
 - Ensure the YouTube Stream is set to **Privacy = Public**. If not public, this will prevent viewing from the website.
 - Verify YouTube Stream health and monitor it throughout the service
- Audio Mixing:** Be sure use headphones the whole time and mix the audio as needed. Pay special attention during transitions. For choir specials, be sure to balance the music with the vocals. If a solo accompanies the choir special, ensure the “Vocals” are prominent over the “Choir.”
- vMix Shortcut Reference:**
 - Using buttons or pedals is preferred over touchscreen as a series of pre-configured actions can be triggered.

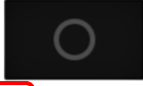



Input #1	Input #2	Input #3	Input #4	Input #5	Input #6	Input #7	Input #8	Input #9	Input #10	Banner Data		Clear All Overlays
Lower, Right Picture-in-Picture (Overlay 4 Toggle)						Banners (Overlay 1 Toggle)				Previous	Next	
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	
Direct Output (Merge)												
1	2	3	4	5	6	Left Camera Pedal		Center Camera Pedal		Right Camera Pedal		Projector PIP Pedal

Wrap-Up

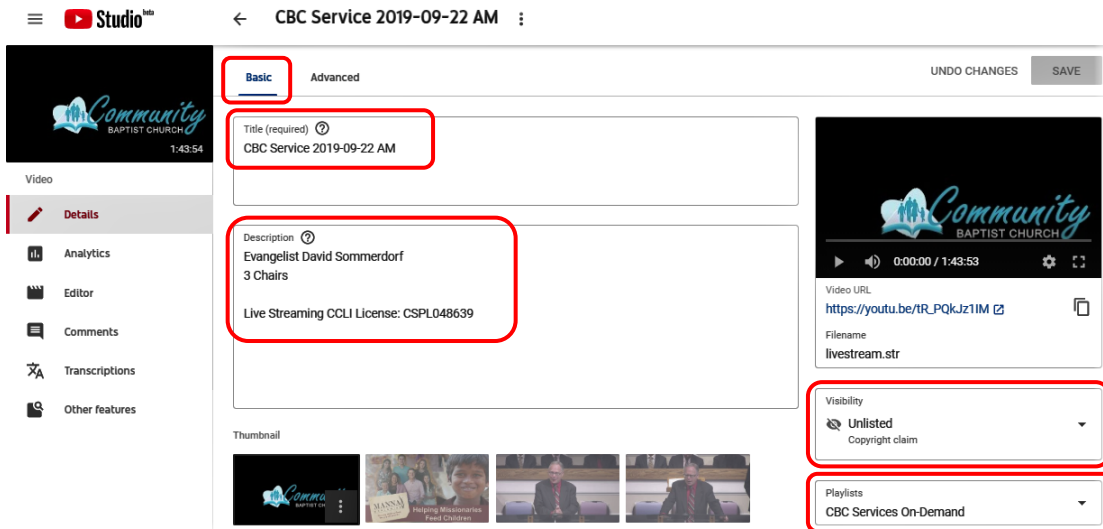
- Disable Streaming and Record
- Switch the HDMI Matrix Switch source back to the **UsherMatrix (Mode 1)** for all receivers via <http://hdmi.cbc4me.org>
- Rename **recordings** and move them to the proper Shared Drive (shortcuts in Windows Explorer Quick Launch)
- Close vMix**
- Turn off **Speakers/Headphone**
- Edit the YouTube Video per the Checklist (**see page 2**) - you may have to wait 2-3 minutes after streaming to edit
- Lock** the PC (Shield icon at the bottom) and **Turn off all computer monitors**
- When you walk down, ensure Ushers have rotating PowerPoint **Announcements displaying** (UsherMatrix Source)

Checklist for Finalizing Live Stream Sessions

Each contiguous live stream session (one start-stop) will be saved as a new video named by default, "Community Baptist Church Live Stream." From the [Video Manager](#), go to the **LIVE** tab and click on the **LIVE REPLAY** video to be edited:

Uploads		Live	
<input type="checkbox"/>	Live stream	Visibility	Date
Upcoming			
<input type="checkbox"/>	 Community Baptist Church Live Pastor Mike Aylestock Live Streaming CCLI License:...	 Public	Sep 21, 2019 Created
Live replay			
<input type="checkbox"/>	 CBC Service 2019-09-21 SAT Pastor Mike Aylestock Live Streaming CCLI License:...	 Unlisted Copyright claim	Sep 21, 2019 Streamed

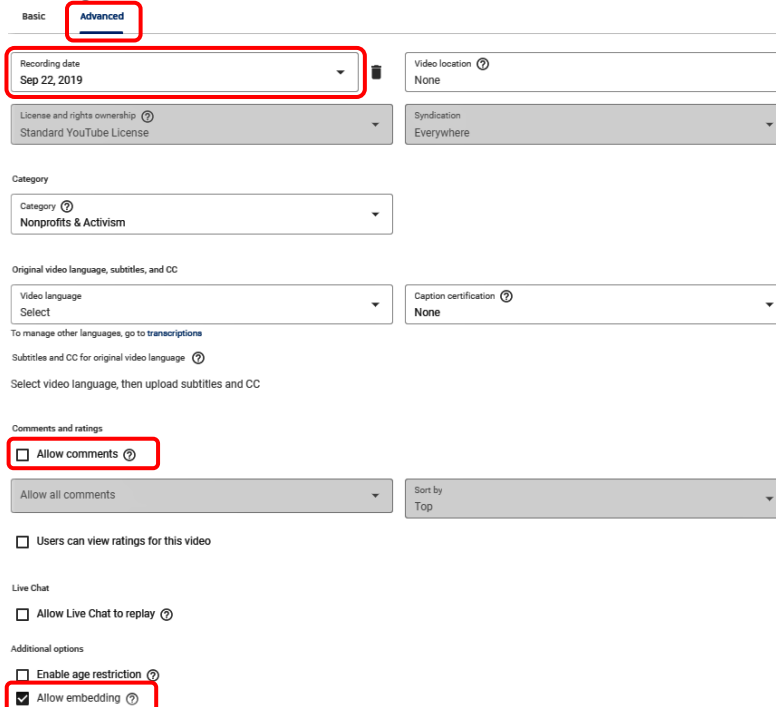
Basic Settings: Title (CBC Service YYYY-MM-DD xM), Description, Type=Unlisted, Playlist=CBC Services On-Demand



The screenshot shows the YouTube Studio interface for editing a video titled "CBC Service 2019-09-22 AM". The "Basic" tab is selected. Key settings are highlighted with red boxes:

- Title:** CBC Service 2019-09-22 AM
- Description:** Evangelist David Sommerdorf
3 Chairs
Live Streaming CCLI License: CSPL048639
- Visibility:** Unlisted (Copyright claim)
- Playlists:** CBC Services On-Demand

Advanced Settings: Recording Date, UNCHECK Allow Comments, CHECK Allow Embedding



The screenshot shows the "Advanced" tab of the YouTube Studio video settings. Key settings are highlighted with red boxes:

- Recording date:** Sep 22, 2019
- License and rights ownership:** Standard YouTube License
- Category:** Nonprofits & Activism
- Video language:** Select
- Caption certification:** None
- Comments and ratings:** Allow comments (unchecked)
- Additional options:** Allow embedding (checked)

Previously Encountered Items

- **No audio input to vMix and/or no audio output to the Foyer.**
 - **Cause:** the hardware drivers are likely in a hung state.
 - **Resolution:** If caught before the service starts, close/restart vMix. Note: this should not happen if following checklist!
- vMix opens and only the two program input sources are present; all CBC inputs are missing completely.
 - **Cause:** the default/blank vMix file was opened
 - **Resolution:** open the CBC.vmix file
- vMix opens and a single Video Source is blank
 - **Cause 1:** The camera may be powered off.
 - **Resolution 1:** Power on with the controller (Power + Cam #)
 - **Cause 2:** vMix not closed/restarted per the checklist.
 - **Resolution 2:** close Vmix and open the CBC vMix file
 - **Cause 3:** PC monitor sources = non-default settings
 - **Resolution 3:** Input Settings → Change → Video Format = RGB32
- vMix opens and all CBC Video Sources show up but are blank or out of order
 - **Cause:** an update to the drivers or software.
 - **Resolution:** Click the settings on each source, click the Change Button and reselect the hardware source:
 - DecLink Quad HDMI Recorder **(1)** x = **Left** Cam, HDMI
 - DecLink Quad HDMI Recorder **(2)** x = **Center** Cam, HDMI
 - DecLink Quad HDMI Recorder **(3)** x = **Right** Cam, HDMI
 - DecLink Quad HDMI Recorder **(4)** x = **Baptistery** Cam, HDMI
 - DecLink MiniRecorder **4K** x = **Projector**, HDMI (must be *RGB32* video format in input settings)
 - DecLink MiniRecorder **(1)** x = **Wireless 1**, HDMI
 - DecLink MiniRecorder **(2)** x = **Wireless 2**, HDMI (future)
- Camera does not respond to Camera Controller; this happens about once a month or so.
 - **Cause:** likely the controller network interface
 - **Resolution:** power cycle the controller with on/off switch next to the power input plug.
- No audio to Headphones nor Speaker but vMix is receiving audio.
 - **Cause:** The PC believes the audio device is disconnected.
 - **Resolution:** fully unplug the audio jack from the computer and plug it back in.
- M32-Edit does not automatically connect to the sound board.
 - **Resolution:** Setup → Select M32 Core Mixer (10.9.5.71) → Sync Direction = Mixer to PC → Close the Window
- HDMI Broadcast Not Showing on One Display but is on Others
 - If the Receiver device is working, it will either show the video signal or a black screen showing no input.
 - **Cause 1:** display device is on the wrong input
 - **Resolution 1:** switch to the correct HDMI input.
 - If you can't ping the device or the "no input" screen is not showing:
 - **Cause 2:** the HDMI Receiver is not working.
 - **Resolution 2:** power cycle HDMI receiver; else replace

[RETIRED or One-time Occurrence Items] Previously Encountered Items

- HDMI Broadcast is significantly delayed from real-time (normal delay is between a quarter and half a second).
 - **Cause:** vMix and the HDMI distribution network both add unavoidable processing delay.
 - **Resolution:** restart vMix (note: this is why it is good to check this prior to the service if possible as it would break the live stream to fix. Recommend just living with the delay instead if not cause early).
- HDMI Broadcast Video/Audio is stuttering or choppy.
 - **Cause:** unknown vMix External output issue (only seen once to date)
 - **Resolution:** Disable vMix External output, wait a second and then re-enable, verify it is resolved
- HDMI Broadcast Not Showing Usher PC Output
 - **Cause:** Usher Matrix Switch is on the wrong input (a power cycle will cause this).
 - **Resolution:** Configure the Usher Matrix Switch per the documentation (A-side = Input 1)
- PowerPoint on the Usher PC freezes or is unable to output to the TVs
 - **Cause:** if the HDMI matrix source is not set to UsherMatrix Source or is switched to the LiveStream Source while PowerPoint is presenting, the PC thinks the monitor disappeared and causes this behavior.
 - **Resolution:** Exit presentation mode in PowerPoint (press the ESC button). Ensure the HDMI Matrix Source is set to UsherMatrix (you should see the PC background on the TV). Restart PowerPoint the presentation.