

Media Team Videographer Volunteer Training Document

Role:

- The role of the Videographer is to provide an engaging and distraction free service for our online church family.

Task Breakdown:

- Prep the equipment for service.
- Run the equipment during service.

Processes:

Prep the equipment for service.

- The equipment should come on when the two light switches behind the sound board are turned on. (You may need to turn the power on the screen on if it gets turned off manually by using the power switch on the front.)
- Turn the Panasonic camera on by pressing down and twisting the black ring around the red button on the right side of the camera. (At the other end of the sound booth.) [This is Camera 3 – Also your emergency camera if the two PTZ {pan,tilt,zoom} cameras quite working or lose connection.]
- Turn on the live stream audio – Click the 'ON' button on the top right corner of the 'ATEM MINI PRO' under the 'MIC 1' section. The 'ON' button will turn red once pressed and the 'MIC 1' line in the bottom right corner of the monitor screen will go from faded out to brightly lit. (The sound for the livestream comes into the switcher on 'MIC 1' via aux.)

Run the equipment during service.

How To:

Camera Controller

- The controller is on the right that says Honey Optics (the same brand as the PTZ cameras). The cameras are connected to the controller via ethernet through the ethernet switch sitting by the wall. Both the cameras and controller are plugged into this switch for control but also it is how they get their power to run.
- There are two ways you will use the controller: Manual Control and Presets. Presets will be the most important during worship and the Manual Control will be more important if you are needing to follow a speaker around the stage/sanctuary.

- Camera Selection – There are 2 PTZ cameras (one in the back of the room and one on the far side about halfway to the back. The camera you have selected on the controller is the camera you will be controlling for either manual control or presets. You select the camera you want to control by hitting either the 'CAM 1'(camera in the back of the room) or 'CAM 2' (Camera on the far side) buttons. The small screen on the controller will tell you on the second line from the top which camera you are currently controlling.
- The monitor will show you the picture of each camera. [top left = Cam 1, bottom left = Cam 2, top right = Cam 3, bottom right = currently displaying to livestream (more on this later)]
- Manual Control – The control stick to the right of the controller can be used to move the cameras from side to side and up and down. (You can also use it to zoom in and out by twisting the stick left and right.) There is also a zoon control on the opposite side of the controller (W=wide [zoom out]) (T=tight [zoom in]).
- Preset Control – There is a preset list in the sound booth that will tell you which part of room or instrument each preset will focus in on. The presets are the same for each camera (they will just have different angles/zooms due to their different locations). To make the camera move to one of the presets: first click the 'RECALL' button (at the top corner of the number pad), then type in the number preset you want to move the camera to (example: 3, 15, 22, etc.), finally click the 'ENTER' button (at the bottom right of the number pad).
- NOTE: Please do not click the 'SET' button that is just below the 'RECALL' button. This will override the preset and save whatever position the camera is in as the new preset for whatever number you type in.

Switcher

- The switcher is on the left side that says ATEM Mini Pro. The cameras are plugged into the back of the monitor via HDMI, then HDMI runs out of the monitor and into the switcher (the switcher also has 1 HDMI running to the monitor as an operator view. [That's what the box in the bottom right corner of the monitor is.]).
- The USB-c cable that runs from the Switcher to the computer is the output of the livestream (both sound and video).
- The purpose of the switcher is to determine which camera is going to be the output ('feed') for the online stream. [1= PTZ Camera 1(back of sanctuary), 2=PTZ Camera 2, (far side of sanctuary), 3=Panasonic Camera 3 (in sound booth)]
- You 'switch' between the 3 camera feeds by clicking the 1, 2, and 3 buttons on the switcher. Once you press the button the feed will automatically be sent to display on the livestream.
- The monitor will show you in the bottom right corner which camera you are currently displaying on the livestream.

Worship

- During worship, do your best to make use of all the cameras and various presets. Allow the speed of the music to dictate how often you will change the cameras. (Example: For fast

songs you may switch from one camera to another every 10 seconds, but on slower songs you may only switch the camera every 20 seconds.)

- Think about the subject of your camera placement. (Examples: 1 - If it is the beginning of a fast song and no one is singing yet – don't point the camera just on a singer that isn't singing but point the camera on musicians. 2 – If it is a slow song and just the person leading the song is singing – don't point the camera on a musician that isn't playing or someone who isn't singing. 3 – If you know who the song leaders is – try to get a little bit more of them in the video than any other singer. [This helps eliminate distractions online of a woman singing a song but the only singer getting shown in the video is a man.] 4 – If you notice the congregation is really engaged in worship you can include some clips of them as well. [This helps our online family feel like they are present in the room with us.]
- IMPORTANT – DO NOT change the preset of a camera of a camera that is currently the 'feed' camera for the livestream. (Example: If you have 'CAM 1' selected on the switcher (that means it is playing on the livestream) don't use the controller to move 'CAM 1' to a new preset. [The reason for this is the preset changes are very fast and jerky and it will be very distracting (if not nauseating) to our online family if you change the preset of the current 'feed' camera.]) INSTEAD – while you have 'CAM 1' playing set 'CAM 2' with a preset, then change 'feed' to 'CAM 2' (via the switcher), then change the preset on 'CAM 1', then change the 'feed' back to 'CAM 1' (via the switcher again).
- Camera 3 – The Panasonic camera is Camera 3. It doesn't have as good of quality as the 2 PTZ cameras (cameras 1 and 2). You are still welcome to incorporate it into the mix during worship (just probably less so than the others). This camera is only moveable manually. However, this camera is like an emergency camera – if one or more of the PTZ camera quit working or the controller quits controlling them you can always switch over to Camera 3 while you work on a fix for the others.

Speaking

- The presets are as useful during the speaking aspects of the service unless you are using it to get some audience shots.
- Most of the speaking video will need to be done manually so that you can follow the speakers around the stage. You can still use multiple camera angles and zooms to mix up the video but much slower than during worship. (every 5 minutes) It is best to use Camera 1 as the primary camera during speaking parts since it is in the center of the room, and just use cameras 2 and 3 to mix up the video periodically.
- Make sure the regular camera angle is zoomed into to a least a full body shot. (Zooming in to just upper half is okay too if there isn't too much movement by the speaker.) We have made an investment into this equipment so we need to utilize it as best we can. Leaving the camera zoomed way out for the whole service makes it look like we haven't invested into the equipment and doesn't give our online family an engaging experience.
- Zooming the camera out for altar time is okay. (Especially if you would like to come participate in prayer! That's why we are here!!)
- If there is a special part to the service other than worship/speaking utilize the cameras to show whatever is happening. (Example: BGMC Sunday – turn Cam 2 around to show the

kids coming into the sanctuary, focus back to the front for the speaker talking about the offering, then move the cameras around showing all the kids getting offerings from the adults in the room. (Do your best to help the online family feel like they are present and looking around the room seeing all that is happening.)

Troubleshooting Guide:

- We have a sensitive missionary that is speaking for only a window during the service.
 - o If the missionary is speaking for the whole service, we will just cut the stream, and you can be done with your responsibilities for the day.
 - o If the missionary is just sharing a window and there will be other aspects to the service – On the Switcher click the 'OFF' button on the 'MIC 1' line. (this will cut the audio to the livestream) AND click the 'FTB' button at the bottom right of the switcher. (This will 'fade to black' the screen so our online audience won't be able to see the missionary.)
 - o Once the missionary is finished and you have the all clear to resume the livestream – click the 'ON' button on 'MIC 1' and the 'FTB' button again to resume the audio and video of the livestream.
- A camera is not responding to controls.
 - o This is usually a glitch with the ethernet switch – fixable by unplugging the grey ethernet cable on the back on the controller, waiting 10 seconds and plugging it back in.
 - o If the issue persists – you can unplug the power cable from the back of the ethernet switch (little box by the wall), wait 10 seconds and plug it back in. NOTE: This will cut power to the 2 PTZ cameras – you will need to switch the video feed over to Camera 3 before you do this to retain the livestream feed.
- There is no livestream sound.
 - o Check that the 'MIC 1' line is 'ON' (lit up red) on the switcher.
 - o Check that the AUX chord on the back left of the switcher is plugged in completely.
 - o If the issue persists – ask the Computer Tech if they have turned down 'MIC 1 – R' line on the ATEM software on the computer. [They will know what this means.]
- Camera 3s screen is black.
 - o The Panasonic Camera on the other end of the livestream needs turned on.
- You feel like the color of the video is off (too red, too green, etc.).
 - o With the appropriate camera selected on the Controller click the 'AUTO WHITE BALANCE' button at the top right of the controller. (This can sometimes get messed up depending on the color stage lights that are used on any given Sunday.)
- The camera is not focusing correctly on the subject.
 - o With the appropriate camera selected on the Controller click the 'AUTO FOCUS' button at the bottom center of the controller. (This can sometimes get messed up if one of the manual zoom buttons gets hit on accident.)

Communication Expectations:

- If you have questions about any part of your responsibilities – please ask for help or clarification. You can ask Pastor Austin, Pastor Conner, or anyone else on the media team that is familiar with the Videographer responsibilities.
- Let us know ASAP if you aren't going to be able to volunteer on a week you're scheduled to serve.