

Computer Operator Responsibilities

Weekday duties:

Listen to the worship songs during the week. Take note of the feel of the song, the pace, and the space between the words. When running lyrics, you want to change slides a word or two before the end of the lyric. At Perrysburg, review the backup taping to learn Ben's interaction and pacing with his slides.

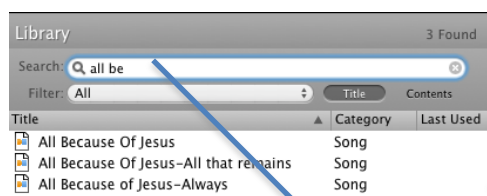
Arrival:

There will be a sticky note that you can reference to double check if files have been sync'd that day. If it has not, please doubleclick the app and wait for the process to complete. A prompt will let you know when the process is complete. This process loads ProPresenter with all the files you'll need for the weekend.

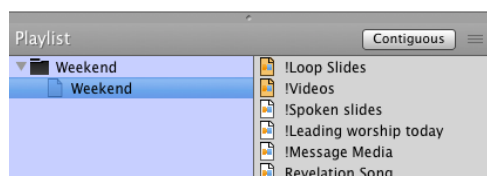
- Turn on your production radio.

Set up Pro 1:

- 1) Inside ProPresenter, Select the !Campus Host document. If your Campus Pastor is giving announcements, you can use the animated lower third found in that playlist. If it is someone else, click the + icon at the bottom of the screen, then right click and choose "edit slide" to type up their name and title.
- 2) Delete old worship songs from the weekend playlist bin (not the library). Click them and press the delete key on the keyboard. This will not permanently delete them from the library, which is located above the playlist window. Then, pull the current week's worship songs from the library down to the playlist bin.



← This is the library



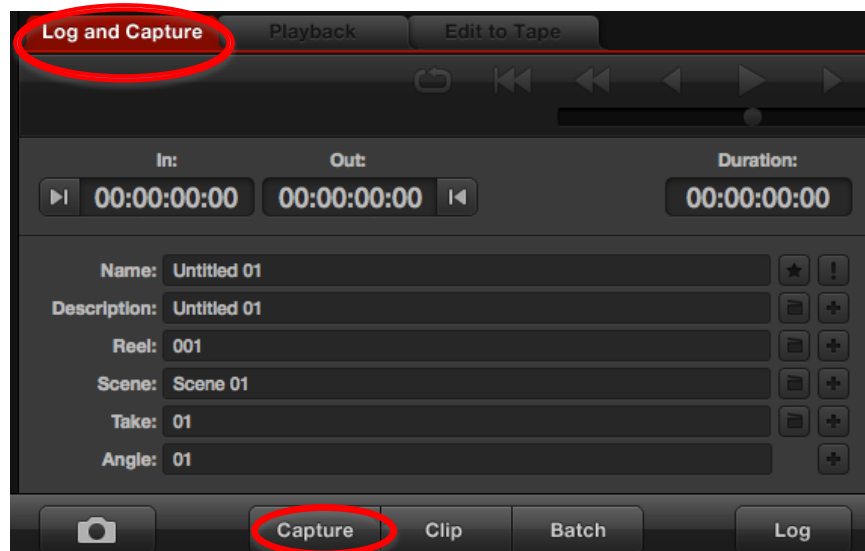
← This is the playlist bin

Set up Pro2

1. Note: Start preservice slides after run-throughs and start the post service slides after services. The computer is set to changeover to preservice slides 20 minutes before each service.
- 2) Find the confidence lyrics for the weekend in the library. Drag them to the playlist bin. These will be run for the band during song that have lyric videos running off pro1.

Record Services

- 1) Use the “Blackmagic Media Express” application on the recording computer to record every service. Click the “Log and capture” tab, and then select the exclamation point button. This will require you to name each file you record.



- 2) Press the “Capture” button. It will ask you to name the file.
- 3) Name it by date and service time. Ex: 11-26-15_1230.
- 4) Press “OK” to begin recording.
- 5) Press “Capture” again to stop the recording

!After the weekend, please open the “Service Recordings” folder on the desktop. You’ll see folders for the different months and weekends, so organize the recordings by date.

Time Cues

One of the most important jobs of the computer person is to provide time cues for the rest of the production team. Usually cues are based on the time remaining in a video. A cue every few minutes is great for longer videos. Always end with a :30, :15 and :5 second cue. Teams may request other time cues as well.

It is extremely important to give message cues to the satellite campuses via the Slack chat application. At minimum, you need to notify campuses of the following:

1. Speaking pastor is live
2. Speaking pastor is about halfway through slides
3. Speaking pastor has three slides left.
4. Slides done
5. Speaking pastor praying
6. Last word are "_____"

Message and backup Protocols

Following these protocols ensure that we always have a backup option if the stream were to fail. Deadroll is a term we use to describe when we simultaneously play a backup message with the stream. This allows for a seamless switchover in the case of a stream disruption. During the 515, deadroll the backup taping from Pro1. For the other services, deadroll the previous service from P2 of the turbo. When switching to deadroll video, your sound person will need to be in position and you will need to communicate when you are switching over so they will switch audio to the backup.

Communication with the switcher

The switcher leads the video team on the weekend. The computer person must communicate with the switcher before and throughout service. It is important to over-communicate.

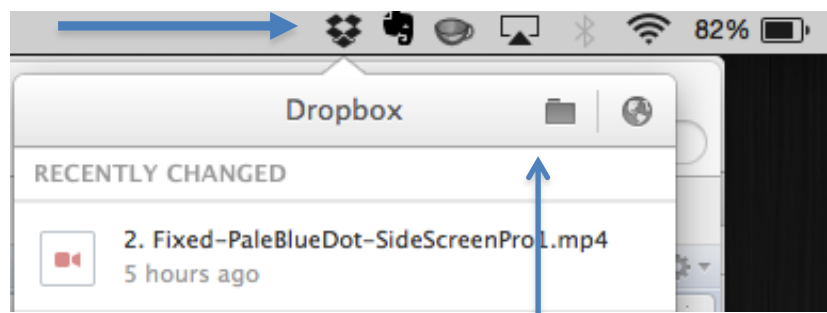
Chat

The Slack application on Pro2 is how you can communicate with other campuses. The broadcast site will provide cues and other important information.

Copying updated media from Dropbox

Every now and then a video will need to be updated, or a slide will need to be fixed mid-weekend. Your arts director will usually deliver this message along with the name of the file to look for.

1) Click the Dropbox icon in the top toolbar. It will show you the most



recently edited files. Click the file you need. It will take you to its location.

You can also navigate to the file manually, by clicking the folder icon.

4) Select the new file, press command c to copy it, open the “Weekend Media” folder on the desktop, and press command V to install it.

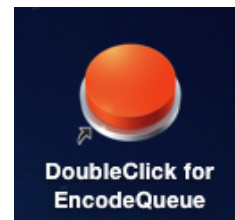
5) Open ProPresenter. Right click the now outdated video or slide and select delete. You may now drag in your new file from “Weekend Media”.

Podcast (PB every week, satellite campuses when there is a local message)

1) Unless specified otherwise by your speaking pastor, use the 10:45 service for the podcast.

2) If there is no “EncodeQueue” drive on the desktop, double click the red button on the desktop. If it brings up a window. Choose “EncodeQueue” and press “Okay”.

3) Trim this message. Go to the toolbar and choose File:Export:1080p. Save it to the EncodeQueue drive located in the left toolbar of the save window.



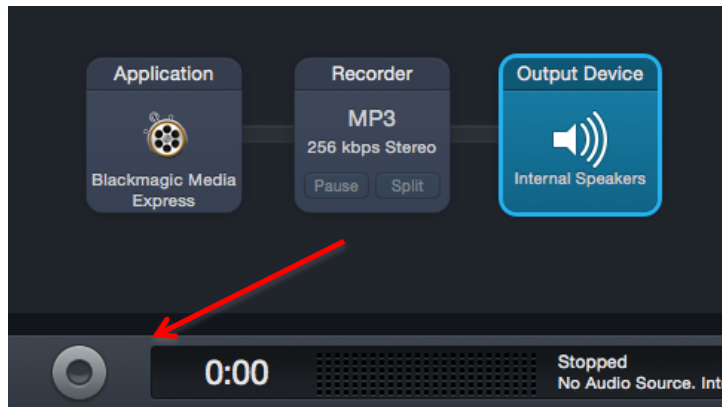
Pro 2 Video/Audio Playback

Pro2 is able to playback videos or clicks for service in special circumstances. There are a few steps that must be taken for this to work properly.

1) You will need to ensure that “AudioHijack Pro” is running on Pro2. You can select it in the dock at the bottom of the computer screen. You can see the dock by hovering your mouse at the bottom of the screen.



2) When it opens, you should see a similar configuration. All you have to do is click the button noted below. This will mute the audio from the recording program since you do not want to send this to the soundboard. You can then hide this program by pressing command H, or pressing the yellow circle in the toolbar. This gets it out of the way without quitting the program.



Thank you!!

Thank you for taking time out of your busy lives to volunteer here at CedarCreek. We could not function without people like you. This is a very important position and we want to express our sincere gratitude for your role in the weekend service. If you ever have any struggles, frustrations or problems, please contact your campus director of the arts.