

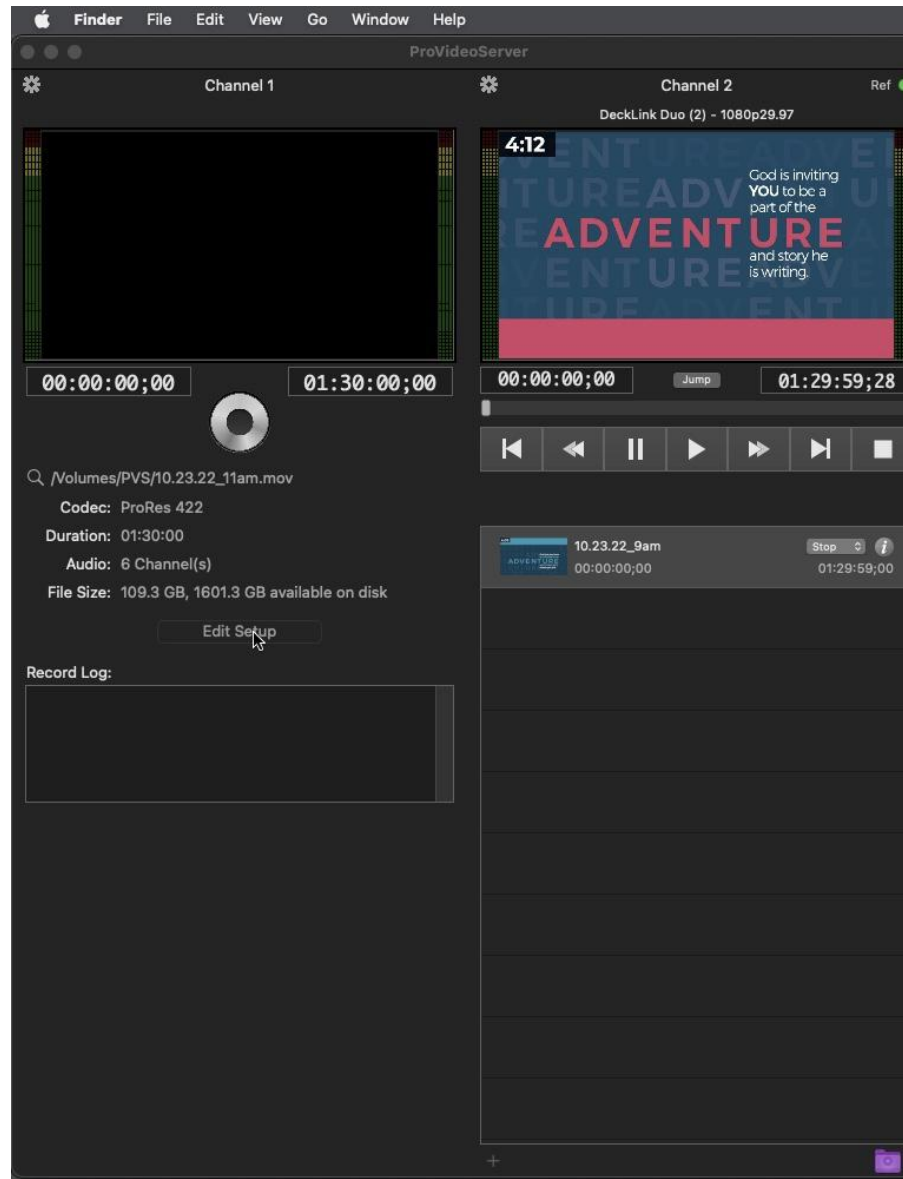
Online Switcher Training:

Operating a Service:

- Click the “PreService” button on the main Stream Deck
- Begin Blackmagic recording
 - Click bottom right “Record Hyprdk” button on the main Stream Deck
- Countdown begins automatically, one minute after Perrysburg clock starts.
- At 2:01 on the clock in here, hit the “Cntdwn Video” button on the main Stream Deck
- Wear headphones during the service
 - Listen to slide cues for the remaining time in Perrysburg.
 - Check audio levels for hosts, all videos, and all shades.
- After the countdown ends, transition to the next part of service (Opening song from Perrysburg, Welcome video, host welcome, etc.).
 - If you need to go to Perrysburg, you will have roughly 50 seconds to set your cue while your countdown video finishes.
- Shades are changed using the small stream deck. Click the appropriate shade for each part of service as noted in Planning Center.
 - Keep in mind the shade needs to be switched before you get to that section.
- After sendoff ends, click the “Post-service button on the top right of the main Stream Deck.
- Stop All Recordings.
 - Click the “Record” button again on the Perrysburg feed to end the recording
 - Hit the “Stop Hyprdk” button on the main Stream Deck

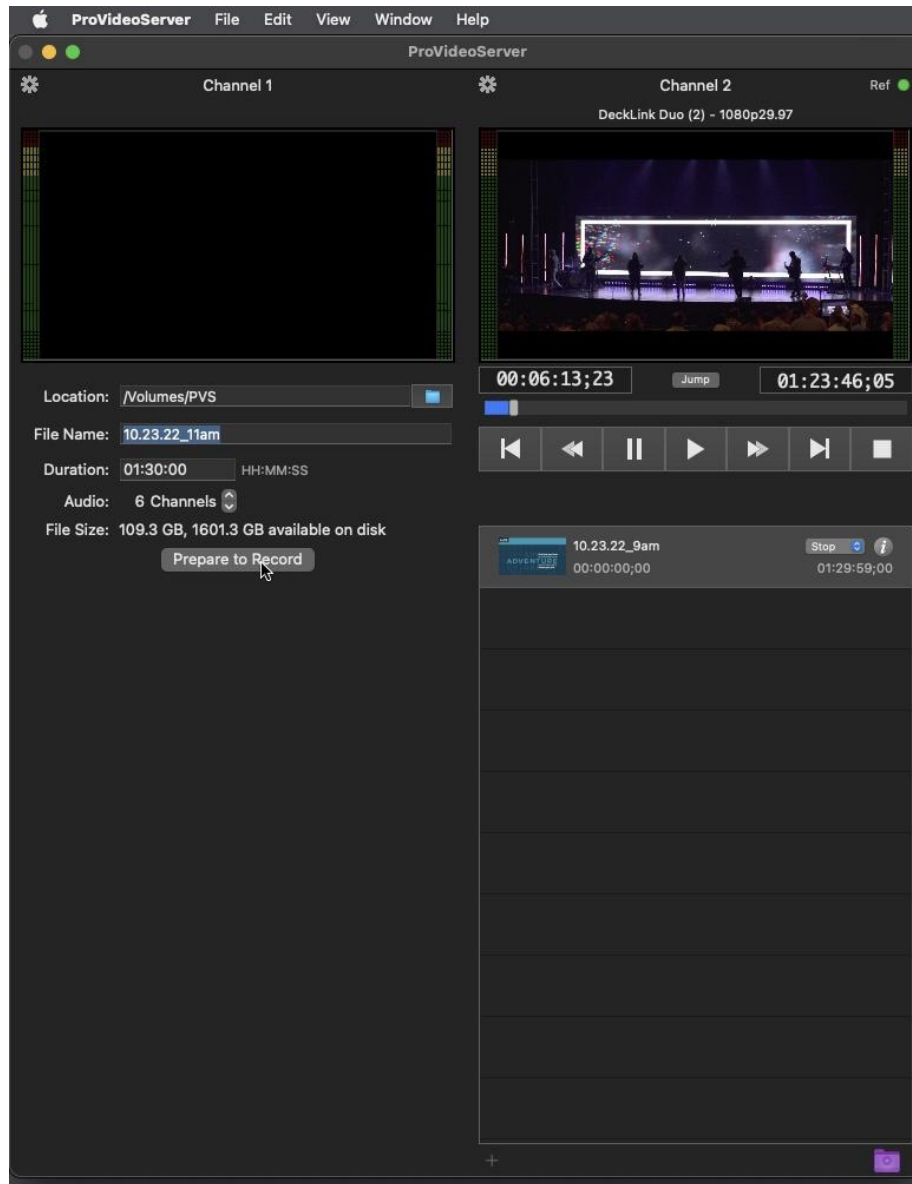
Preparing Perrysburg Feed:

- On the left side of the screen, click the “Edit Setup” button:



- Go to the “File Name” and replace the title with the proper date and service time in the same format. (ex: 10.08.22_5pm)
- Make sure the duration and audio channels match picture
 - 01:30:00 and 6 audio channels

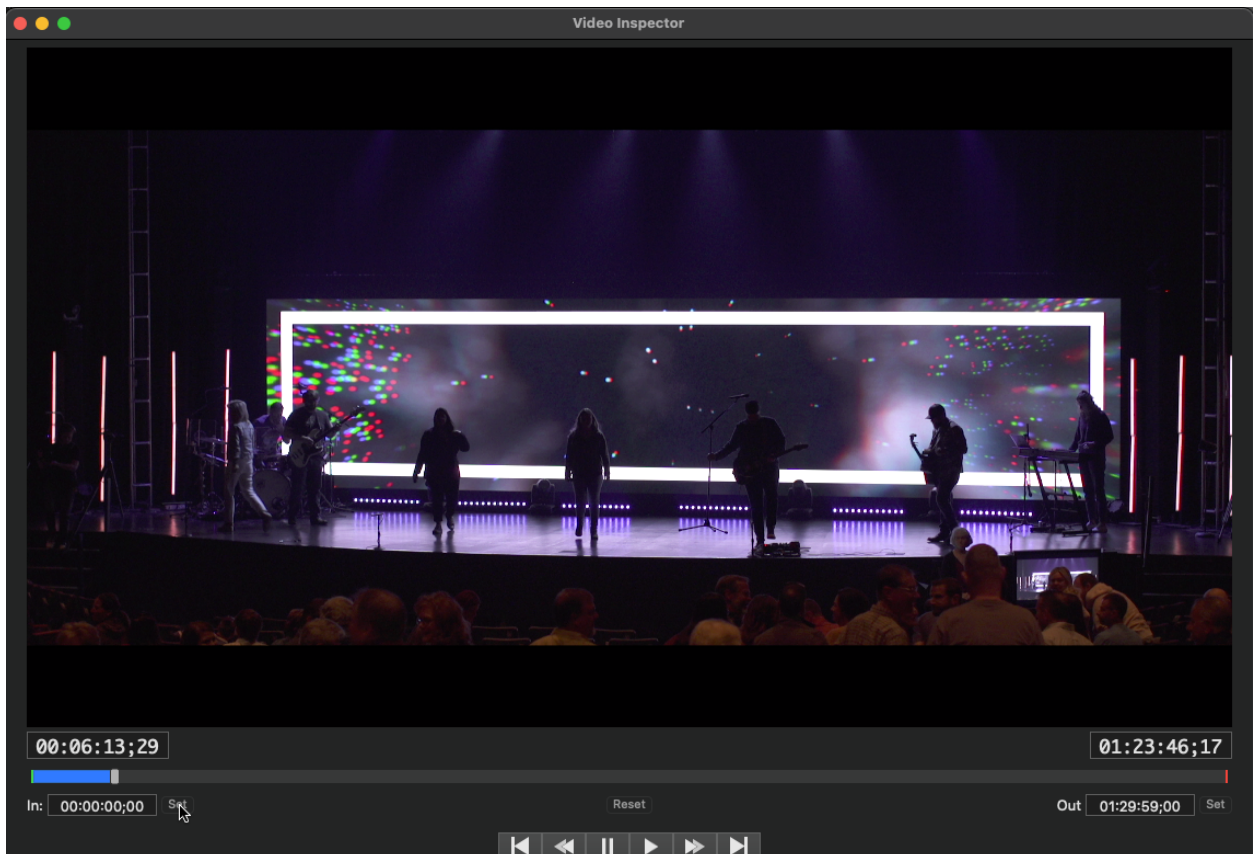
- Click the “Prepare to Record Button”:



- Click the record icon after Perrysburg's clock starts and you have prepared the recording.

Transitions to Perrysburg Feed:

- Right-click the file for the current service and click “Video Inspector”
- Click on and SLOWLY drag the bar on the timeline to find where you want the video to start.
- Go to the “In” cue below the timeline and click the “Set” button to create the starting cue for your transition:



- After the cue is set, exit the Video Inspector page and **DOUBLE CLICK THE CURRENT SERVICE FILE!!!**
 - Double clicking the file after you set the new cue “activates” the new cue you set and is REQUIRED before transitioning.