How to Broadcast Sacrament Meeting
(Using the Microphone)

Introduction

The purpose of this document is to provide instructions regarding how to set up the communications cart for broadcasting Sacrament meeting.

There are 2 different sets of instructions:

- **Use this set of instructions if you are using the microphone.**
- **Use the other set of instructions if you are using the auxiliary audio input with a cable or wireless receiver.**

Guidelines

Please contact the Stake President for complete details. Generally speaking, the following applies:

- Sacrament meeting is not to be broadcast without proper authorization.
- The Sacrament ordinance should not be broadcast by either audio or video.

Receiving the Broadcast

The software supplied by the church supports a broadcast to Windows computers only. No special software is required. Windows Media Player (built into Windows) can receive the transmission.

VLC may be able to be used to receive the transmission on a Mac. However, support is not provided.

Technical Support

Please contact either Nicholas Crosby or Kim Carlson for technical support.

Set up the Communications Cart

1. Locate the computer at the back of the chapel.

2. Mount the camera as shown. Be careful not to damage the monitor screen. Turn the cart and aim the camera towards the pulpit.

3. Place the microphone on the cart as shown. The cord should be facing the back of the chapel.

4. Plug in the cart. Turn on the monitor and computer (in that order).

Start the Software
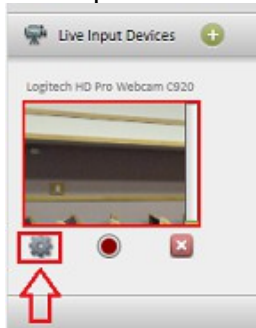
5. Start **LDS Meetinghouse Webcast.**

6. Sign in with an authorized LDS account.

Note: Bishops, Branch Presidents and Executive Secretaries should be authorized. The Stake President can recommend to LDS Global Services that additional members be authorized to initiate webcasts.

Configure the Audio and Video Hardware

7. We now need to configure the camera and microphone. Click on the **Settings** gear by the camera preview.

8. Ensure that the following devices are selected. Click on the **Configure** button in the window.
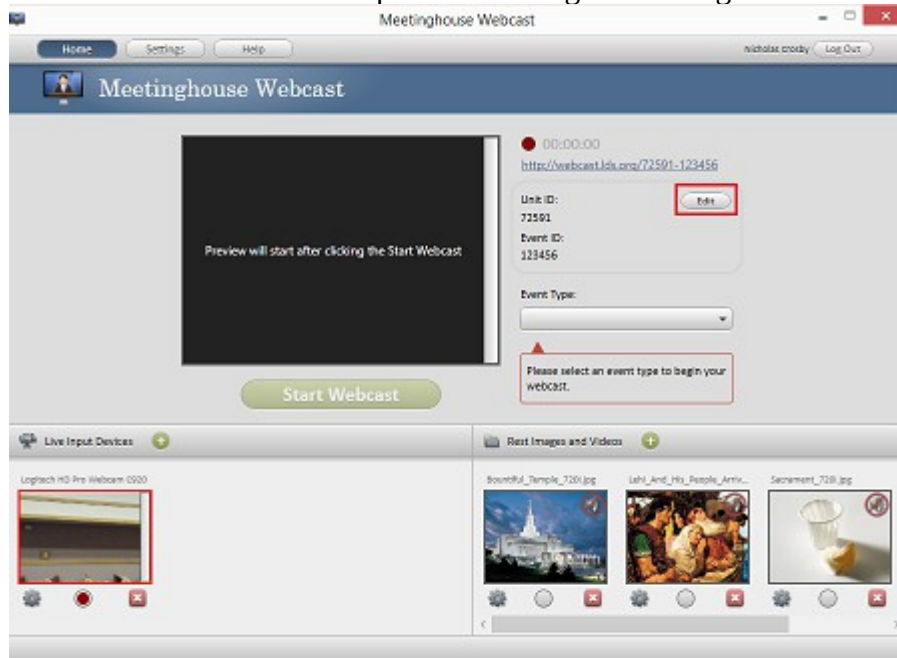

9. Select **Video Capture Dialog**.

10. Slide the slider up to zoom in the camera.

11. Click on **Save** at the bottom to close the window.

12. Click on **OK** or **Cancel** at the bottom to close the next window.

Set up the WebCast Parameters (link, event type, quality)

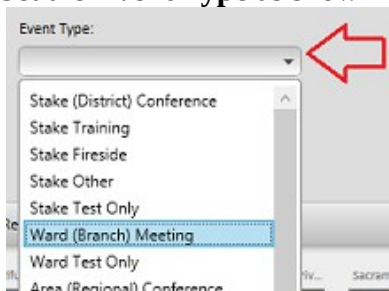13. Click on the **Edit** button to open the meeting link settings.

14. Next, we need to set up the web link to the meeting. Put your unit number in the **Unit ID** field. In the example below, Prince Albert's setup is shown. Click the **OK** button.
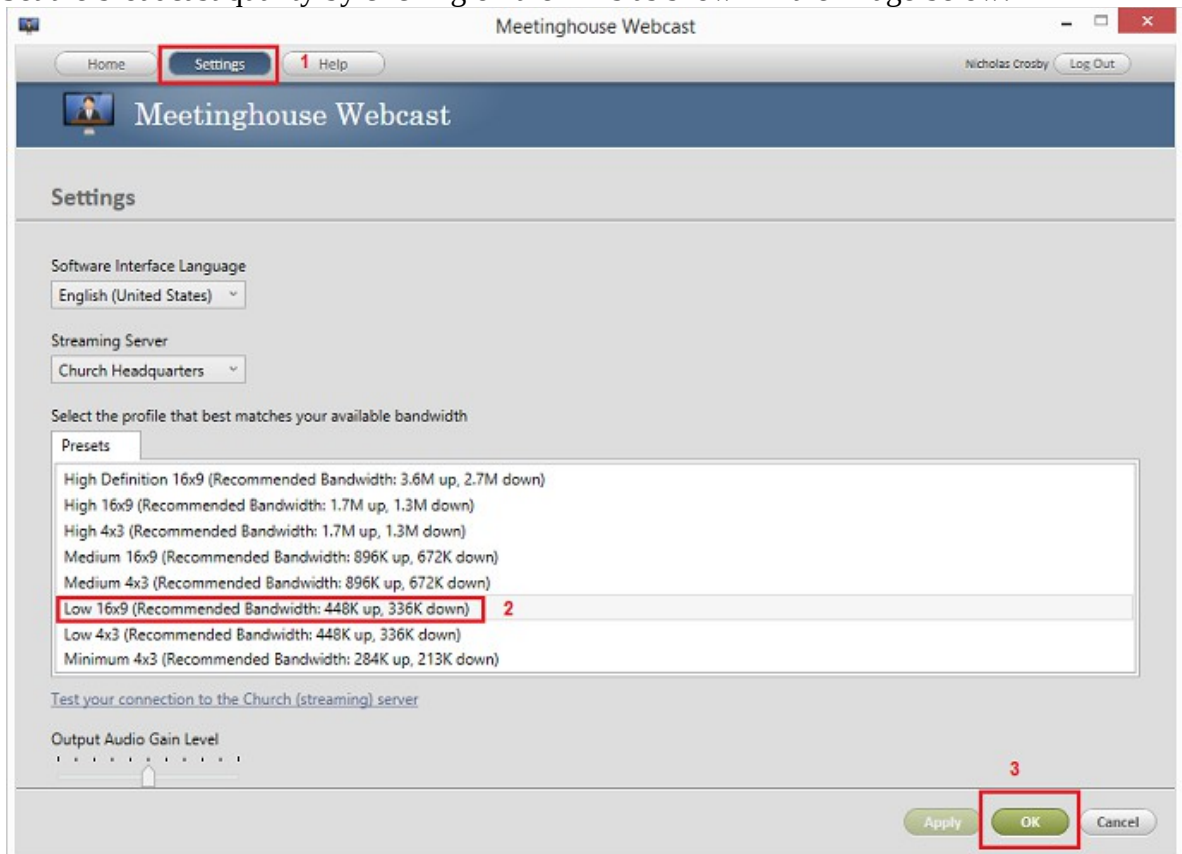

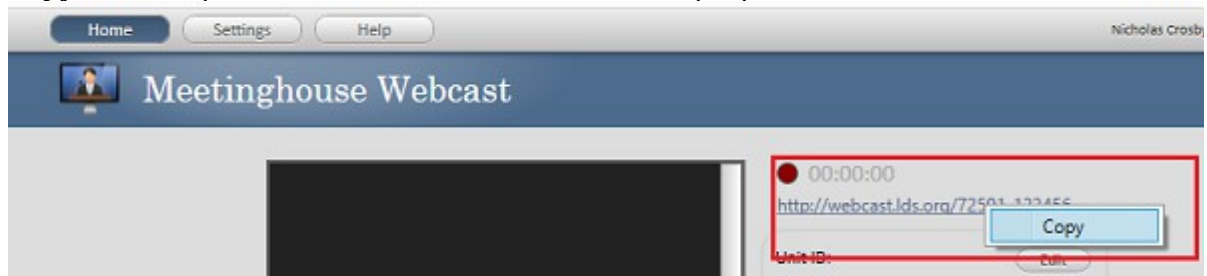15. Set the **Event Type** as shown in the image below.

16. Set the broadcast quality by clicking on the links as shown in the image below:
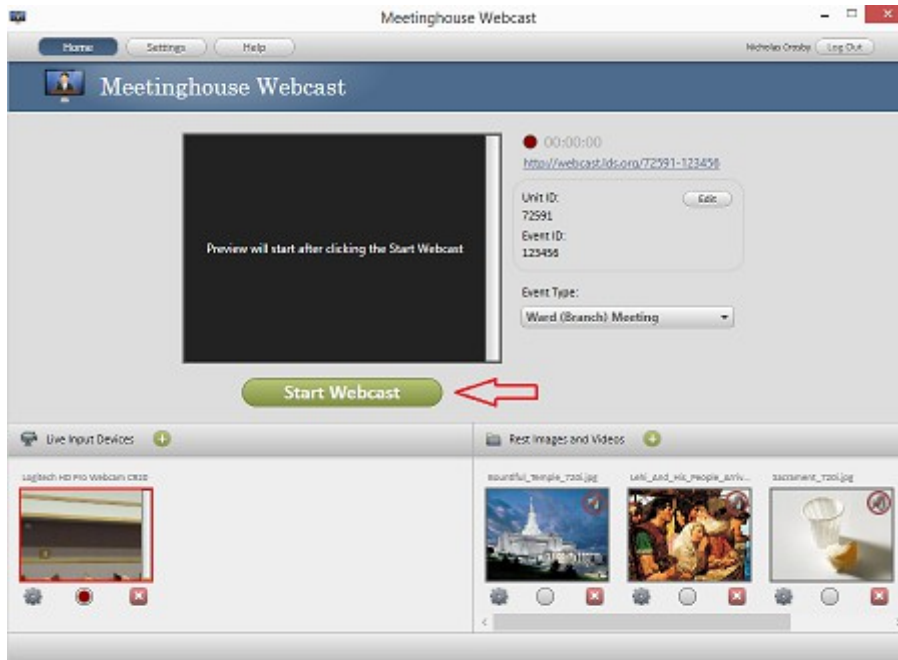
Distribute the Webcast Link

17. Now, we need to send people the link to the webcast. Right click on the weblink and select **Copy.** You can paste this link into an email to send to people.
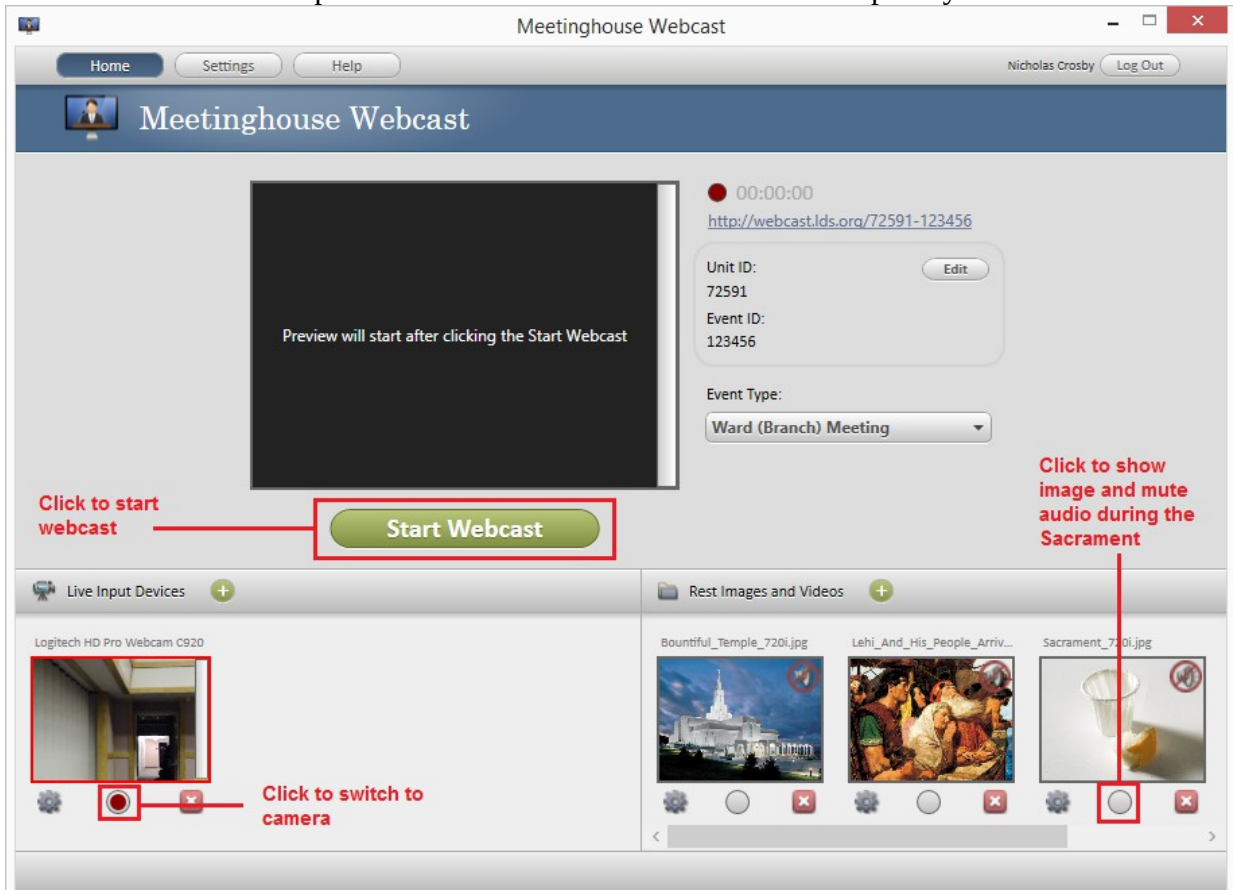
Start the WebCast

18. Start the webcast by clicking on the green **Start Webcast** button. The preview window should show the webcast within about 30 seconds.

Control What Is Broadcast

19. The Sacrament ordinance should not be broadcast. Please switch to the sacrament graphic and mute the audio by clicking on the radio button below the image of the sacrament. When the Sacrament ordinance is over, click on the radio button below the camera preview to go back to the camera. It will take up to 10 seconds for the video to switch completely.

Receiving the Webcast

The software supplied by the church supports a broadcast to Windows computers only. No special software is required. Windows Media Player (built into Windows) can receive the transmission.

VLC may be able to be used to receive the transmission on a Mac. However, support is not provided.

View the webcast by:

1. Open the email containing the link to the broadcast.

2. Click on the link.

3. Windows Media Player should open and begin playing the Webcast. It may take up to a minute for enough data to be received in order to play the video.

Frequently Asked Questions

Q: Windows Media Player did not open. Help!

A: Check in your browser's **Downloads** folder. There should be a file named XXXXX-123456.asx in there (Where XXXXX is your unit number). Opening that file by clicking or double clicking on it should open Windows Media Player and start receiving the webcast. The link to Prince Albert's webcast is show as an example below.