

Pre-Broadcast Setup

Rev Apr 2006

1. Power up-
 - a. Computers (2)
 - b. DVD recorder
 - c. TV Monitor
 - d. Camera Monitors (2)
 - e. Video Mixer
 - f. Audio Mixing Board- Adjust volume to normal level. (Green lights should be visible)
2. Insert blank DVD into DVD recorder
3. Log onto computer as “A Great Team”
4. Insure camera 1 and 2 are set up.
5. Check all headsets for battery power and proper operation.
6. Start Windows Media Encoder (located on desktop as an icon) “300-56Kbps KJF Encoder” **Login should be automatic.** If not, login is **kjf**, password is **sda425A**
7. Check to see that the encoder is configured properly.
 - a. Check to see if the correct trailer is listed. Calendar should have this information
 - b. Click the “Live” feed and see if you have a picture.
8. To start encoder press “Start Encoding” button. Use Windows Media Player by clicking on the live broadcast on the website and check for picture and sound. Ensure audio level is proper.
9. Stop Encoder.
10. On the graphics computer, open email and save weekly announcements and song files.
11. Start Power Point and open all the files for today. With any file open, press F5 and check for output to the system by pressing the “computer” button on the video mixer. You should see the same slide on both screens.
12. Be ready to start the audio intro file (top one) when ready to start.
13. Start DVD recorder at the beginning of the announcements.