

Video Recording Ministry (Chapel)

(Revised 2016-02-22)

1. Turn on the 2 Desktop Computers and the 2 Monitors.

2. Set up “English Recording” (Record Whole Service)

- a) Turn on “English Recording” computer and monitor
- b) Double-click on <Pinnacle Studio 12>



c) Click on <Capture>



d) Click on <Videotape or Video source>



e) Click on speaker icon to monitor recording level

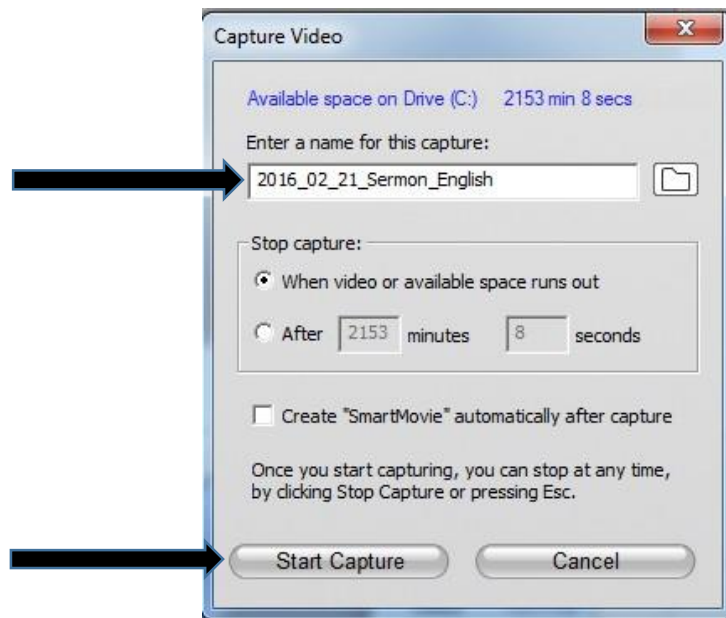


f) Click on <Start Capture>



g) In the <Capture Video> pop-up window, type in name for video, in the format <yyyy_mm_dd_name>

- i. For Worship portion of service, name should be in the form:
2016_02_14_Destiny_Worship
- ii. For Sermon portion of the service, name should be in the form:
2016_02_21_Sermon_English



h) When the service starts, push <Start Capture>

3. Set up “French Recording” (Record Translated Sermon Only)

- a) Turn on “French Recording” computer.
- b) Double-click on <Pinnacle Studio 12>
- c) Click on “Capture”
- d) Click on <Videotape or Video Source>
- e) Click on speaker icon to monitor recording level
- f) Click on <Start Capture>
- g) In the <Capture Video> pop-up window, type in name for video, in the format <yyyy_mm_dd_name>
 - i. For Sermon portion of service, name should be in the form:
2016_02_14_Sermon_French
- h) When the service starts, push <Start Capture>

4. Plug In Portable Hard Drive

- a) Make sure portable hard drive is plugged into the English recording computer under the left side of the sound board table.
- b) The Portable Hard Drive is named: <Portable Backup – DestinySermons>

5. At Start Of Service:

- a) English Computer:
 - i. Click on <Start Capture>

6. At Start Of Sermon:

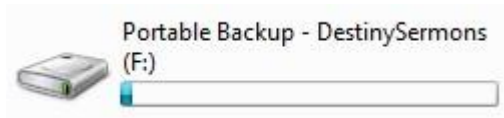
- a) English Computer:
 - i. Click on <Stop Capture> to end recording of worship part of service.
 - ii. Click on <Start Capture> to start recording of sermon part of service.
 - iii. Type in new name, in the form:
2016_02_14_Sermon_English
- b) French Computer:
 - i. Click on <Start Capture> to start recording of sermon part of service.

7. At End Of Sermon:

- a) On both computers, click on <Stop Capture>
- b) On both computers, close the software program < Pinnacle Studio 12>
- c) On the desktop screen, click on <Computer> or <My Computer>.



- d) Open the portable Hard Drive, <Portable Backup – DestinySermons>.



- e) Drag or copy the recorded files on English computer to the portable hard drive, then move recorded files to <Old Files>.
- f) Move portable hard drive to French computer.
- g) Copy recorded files on French computer to portable hard drive, then move recorded files to <Old Files>.