

SOUND ROOM DUTIES

WHEN YOU ARRIVE

(at least 20 minutes before the start of the service)

- Open the sound room and unlatch both sides of the the metal “curtain” and raise it.
- Go to the Stage Right sanctuary closet and switch on the **LED Stage Lights** (1).
- Make sure the “**SUNDAY**” button on the soundroom **LED LIGHTS** panel (2) is lit.
- Set up mics for the service (**Joys & Concerns mic, Pulpit mic and Red End mics**)
- Turn on the “**POWER**” button (3) on the rack to the right of the soundboard.
- On the upper right of the mixer is the section marked “**Show Control.**” Hit the ‘**View**’ button (4).
- Now, just below the screen on the right are **four arrow keys** (5). Push the right arrow (→) key to select the tab at the top of the screen labeled “**Scenes**” A list of scenes should appear. (6)
- Turn the left-most knob to select #2, labelled “**02 Sunday Master⁵**,” then *push* that same knob.
- A screen will appear asking you to confirm your selection. Use the right arrow (→) key again to say “Yes.”
- In the center section of the mixer, between the second the third groups of faders, is a line of **four buttons**. Push the second button, labelled “**Bus 1-8**” (7).
- Un-mute the “**MAIN**” fader button and the “**Bus 1**” and “**Bus 2**” monitor fader buttons.
- Make sure the silver **black amplifier box** to the far left of the sound board is on.
- The “**HEARING ASSIST**” box (8) should turn on when the soundboard powers up.

DURING SERVICE

- Listen to anyone using the mics from both inside and outside of the sound room, to make sure the volume is not too soft or too loud. You may need to make slight adjustments in the mic levels in the house. If so, just move the channel faders OR if you want EVERYTHING louder or softer, move the Master Volume.
- Pay attention to the service and MUTE any mics that are being moved around, to minimize handling noise. There should be no need to MUTE any mics otherwise.

AFTER SERVICE

- Push the “**SETUP**” button (9). “**Shutdown**” should be highlighted in orange on the screen. Push the rotary knob below “**Shutdown.**”
- Toggle the “**POWER**” Button (3) to “**OFF.**”
- Go to the Stage Right closet and switch off the **LED stage lights** (1).
- Turn off the silver **black amplifier box**. The “Hearing Assist” box should turn off when the soundboard powers down.
- Go to the front of the sanctuary and disconnect all of the mics you’ve used in the service, and put them back in their appropriate boxes in the sound room.
- Make sure to lock the sound room when you leave

OTHER ITEMS TO KNOW ABOUT

(numbers refer to the accompanying photos)

10. Default plug location on rear of soundboard: This shows which plugs go into which inputs on the back of the soundboard. These plugs should **NEVER** be touched, but sometimes a third party will use the soundboard and change their location, even though they are asked not to do so. If this happens, consult this picture to restore them to their correct locations.

11. AKG (Joys & Concerns) Mic box (1 of 2)

12. Handheld Wireless Mic box

13. “Red End” Mic box (1 of 2)

14. Battery Tester (1 of 2)

Mike, how do I...?

...change a mic level in the monitor?

- On the mike channel that you want to adjust, push the “**Select**” button.
- On the back section of the mixer, there are four knobs labeled “**Bus Sends.**” **FIRST** make sure the button labeled “**1-4**” is lit. If not, push the button.

OK... Now:

- The “**TOP KNOB**” changes that channel’s level in the Left Monitor as you face the stage.
- The 2nd changes that channel’s level in the Right Monitor.
- The 3rd increases the channel’s level in the “Hearing Assist” mix.
- The 4th changes the channel’s level in the “Commons” mix.

NOTES

- The first two “**Bus Masters**” are the **MASTER** volume for the monitors, and are labeled on the mixer. To change the level of **ALL** mics in the monitors, raise or lower these. This is not to be something you need to do very often!
- Most changes will be channel specific!

...play a song from a phone or computer?

- On the left edge of the mixer is a row of four buttons. By default “**Inputs 1-16**” should be lit.
- The 1st and 2nd channels, “**17 and 18,**” should say “**AUX IN.**”
- Move these two faders all the way down to bottom.
- Connect your devices to the “**AUX**” cable.

NOTE

It is always wisest to test the level before use. People’s devices can have a wide range of outputs!!

- Un-mute the channel (make sure the channel “**Mute**” light is off).
- Start the music on the device and slowly bring the two faders up. You should not have to go all the way to the top. If the signal is too soft, make sure the volume on the device is up. And vice versa; if the red lights above the channels are lighting up, then decrease the output from the device (if you are comfortable doing so) OR ‘select’ the channels one at a time and turn the ‘gain knob’ down until the read ‘peak’ lights above the channel no longer light up.

NOTE

If you are using a phone it is always best to keep the channels muted until just before the music is needed. Phones send their ringtone and notification sounds to the same jack as the music!! This can be a nasty surprise. Likewise, after the music, note the channels!

AND

Always mute the channels before you disconnect the device!