

SOUND ROOM DUTIES

WHEN YOU ARRIVE

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

- Unlock the sound room, unlatch either side of the metal “curtain” in front of the soundboard, and raise the “curtain.”
- Switch on the overhead lights for the sanctuary stage. Do this by pressing the button labelled “ON” on the **Light Switch Panel**¹ just above the left side of the soundboard. The panel has other buttons numbered 1-8.
- Set up appropriate microphones for the service. Do this before turning on the “POWER” button², so you don’t have to worry about handling noise while you plug in the mics. The mics should be in various kinds of boxes just under the light switch to your left.
 - **Joys & Concerns mic** (*this is in a hard case with AKG embossed on it*)
 - **Pulpit Mic** (*this is cradles in foam in a long, thin box*)
 - **1 or 2 “Red End” mics for Special Music** (*These are in cardboard boxes*)
 - **1 or 2 Wireless Handheld mics, if necessary** (*in different cardboard boxes*)
- Toggle the “POWER” button² in the rack to the right of the soundboard to “ON,” which turns on the soundboard. It will take a minute for the board to become fully functional.

AFTER THE SYSTEM POWERS ON

- On the upper right of the mixer is the section marked “**Show Control**³.” Hit the ‘**View**³’ button.
- Now, just below the screen on the right are **four arrow keys**⁴. Push the right arrow (→) key to select the tab at the top of the screen labeled “**Scenes**⁵” A list of scenes should appear.
- Turn the left-most knob to select #2, labelled “**Sunday Master**⁵,” 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**⁶. Push the second button, labelled “**Bus 1-8**⁶.”

*All of this should bring up the configuration you need to get going with the **Pulpit Mic**, the **Joys & Concerns mic**, one or two **Red End soloists mics**, and, if needed the **#1 and #2 Handheld Wireless mics**. The channel for the second **Handheld Wireless mic** is labeled “**HH2**.”*

- Check to see the status of “**MUTE**” buttons. Red means muted, blue means active. When everything is plugged in the ready to go, you should un-mute the “**MAIN**” fader button and the “**Bus 1**” and “**Bus 2**” monitor fader buttons.
- Make sure the silver **TOA amplifier box**⁷ to the left of the sound board is on (the green light should be lit). This sends the sound to the Commons and Straley Room speakers.
- Also switch on the “**EASY LISTENER**”⁸ box on top of the piled plastic drawers just to the right of the **TOA amplifier box**⁷.

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

- The 4th button in the row of buttons to the right of the LED screen is labelled “**SETUP**”⁹. When you are finished using the soundboard, push the “**SETUP**” button. “**Shutdown**” should be highlighted in orange on the screen.
- Push the rotary knob to the far left under the screen. To complete the shutdown of the system toggle the “**POWER**” Button in the rack to the right of the soundboard to “**OFF**.” The system will not power off right away, but after about 20-30 seconds. This is a safety measure.
- Switch off the overhead lights for the sanctuary stage. Do this by pressing the button labelled “**OFF**” on the **light switch panel**.
- Turn off the silver **TOA amplifier** and the **Easy Listener** box.
- 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.

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 red ‘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!