

SOUND SYSTEM OPERATION

1. Turn on the power strip on end of cabinet (red toggle switch).
2. Verify all components are on including CD/Tape. Turn on components as necessary.
3. Press power button on the back of amplifier; verify amp is on.
4. Raise all antennae.
5. Turn on and place microphones in stands and assign lavalieres to speakers as needed. Verify mute switches are OFF. Check for low battery indicators; batteries are in top drawer of low cabinet in office.
6. Test microphones for volume: Set sanctuary volume slide and input volume slides up to "0" line. Test hand #1 (silver) and hand #2 (black); test lavalieres, choir and pulpit microphones.

CD Recording:

7. Put new CD (package on shelf under-cabinet) into recorder.
8. Press "Record" and verify "Record Standby".
9. When service begins, to start recording press "Pause" (verify: Track 1 and time counter have started).
10. **Important:** to facilitate proper use of the recording, "tracks" must be delineated. Major portions of the service must be separated from the scripture and sermon. Add track separations by pressing the "Record" button once for each new track. Record the track numbers on the service bulletin.
11. When service is finished, press "Stop".
12. **Important:** All recording is lost unless the CD is "Finalized"! Press "Finalize" button, reader screen says "Finalize OK?"
13. Press Multi-dial once to confirm Finalize. Wait for screen to confirm completion.

14. Press “Eject” after “Finalize” is complete.
15. Label disc (using the felt pen, no ballpoint pens please) and jacket cover with date. Place disc and bulletin on Diana’s desk.
16. Turn off amplifier, then red toggle switch; turn off microphones and return them to the office.

Other Notes and Tips

17. It is difficult for the sound operator to know if the volume is loud enough for most listeners. Designate a trusted “listener” to help you monitor sound levels during the service. Watch for their signal so the level can be adjusted as needed.
18. If possible, advise speakers before the service to speak directly into the hand-held mics for best results, but maintain 8-12” from the pulpit mic. Assure pulpit speakers that YOU, not them, are responsible to make sure they are heard. The pulpit mic is extremely efficient and can be boosted to handle speakers from several feet away.
19. Using the headphones can help confirm that choir microphones and other music are being amplified adequately. Be careful not to over-amplify the piano, which normally sits very close to the right side choir microphone.
20. The assisted listening receivers use “AA” batteries. Confirm that any assisted listening receiver you hand out is sending an audible signal to the ear bud.
21. If you encounter any problems or observe any unusual settings or suspect damaged or inoperative equipment, PLEASE ADVISE BRIAN THAYER OR BRUCE WEBB PROMPTLY.

THANK YOU!

July 24, 2009