

SOUND SYSTEM Quick Set Up Guide

1. **POWER BAR:** Turn on the power amplifiers in the banner closet (located at the front right of the sanctuary). Use the power bar switch to turn the power on and off. **DO NOT ADJUST THE AMPLIFIER CONTROLS!**



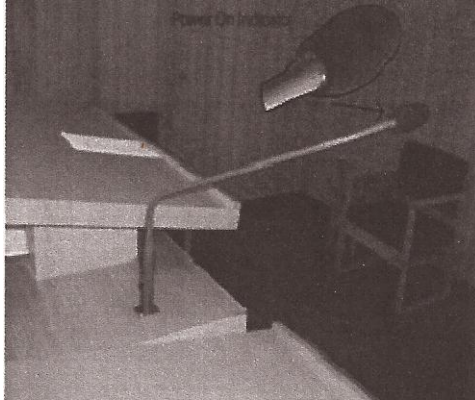
2. **WIRELESS RECEIVERS (loft):** Turn on the Shure wireless receivers and the hard-of-hearing transmitter. These are located in the right side of the sound cabinet.



3. **LEARN SOUND NEEDS** for the day's service from the Music Director. Check for a note of instructions left at the mixer. If microphones need to be set up, please help with this. If microphones with cables are to be used, make a note which channel serves which microphone.

4. **CHECK THE POWER AND LEVELS** on all needed microphones.

➡ **PULPIT MIC:** The pulpit microphone power indicator at the edge of the foam cover will glow red if it is receiving power.



⇒ **DEFAULT MIXER LEVELS:**

- a. Ensure that the phantom power switch on the main mixer in the balcony is on. (Normally this switch is left in the “on” position, but may have been inadvertently turned “off”.)
- b. Set the master faders on the mixer to the “5” mark.
- c. Set the needed channel faders to the 0 mark.



- ⇒ **FIND MICS, TURN ON MICS:** The Shure wireless mics use one button for on/mute/off.
-The handheld and lapel microphones are kept in the upper closet by the sound booth.

- Pastor Rick keeps his earmount in his office.
- microphones that require cables are found in the banner closet with microphone stands. The cables are on hooks outside that closet near the floor channel panel.
- *Please ensure that all microphones, cables and stands are returned to their "homes" after the service.**

⇒ HALL SPEAKER LEVELS (near Men's Washroom) should be set to 10.

5. CHECK BATTERY LEVELS on the Shure wireless mics. These mics use rechargeable batteries which are located in the choir closet. Be sure to place the discharged batteries in the "Recharge" side of the labeled box and recharge them as soon as possible.
 6. TAKE DOWN:
 - Return all mixer levels to the bottom position.
 - Turn off wireless receivers.
 - Turn off all microphones and put them away. (Rick manages his own)
 - Put away any microphone stands and cables that were used.
 - Turn off power bar in the banner closet.
- If the carillon **bells** begin to chime while the sound system is on, it will sound through all of the church speakers!
To interrupt the carillon system press the red CANCEL button on the EZ Bells unit found below the wireless receivers OR on the carillon large remote.
(It may need to be stopped a few times as the system is programmed to play several songs in a row.)

Trouble Shooting Guide

Refer to the Quick Set Up Guide (above) for more detailed sound system set-up instructions.

1. Ensure that the power amplifiers are on.
2. Ensure that the 48V microphone power switch on the mixer is on.
3. Ensure that the main faders on the mixer are set to the 5 mark.
4. Ensure that the fader on each channel in use is set to the 0 mark.
5. Ensure that the keyboards, guitar and wired microphones are actually plugged into the correct channel.
6. Ensure that the Shure wireless microphone receiver units are on.
7. Ensure that the MIX button on each channel in use is pressed (button down).
8. Ensure that the MUTE button on each channel in use is NOT pressed (button up).
9. Ensure that the SENS (channel gain) control on each channel in use is set to an appropriate level—only the microphone SENS controls require adjusting to accommodate different speaking voice levels.
10. Ensure that the Shure wireless microphone receiver units are on.
11. Ensure that the Shure wireless microphones are turned on, the battery indicator shows full strength, the unit is not muted (LED is green, not yellow) are set to the correct channels. (These normally retain the correct settings between uses but may have been unintentionally changed.)
12. The head mount (pastor's) mic should be set to channel 19.
13. The hand held mic should be set to channel 15.
14. The lapel mic should be set to channel 11.
15. Microphones that use cables need to be turned "on" and occasionally need fresh batteries.
16. The "Solo" button is occasionally accidentally pressed (on any channel) and causes the system to not work. Check this.