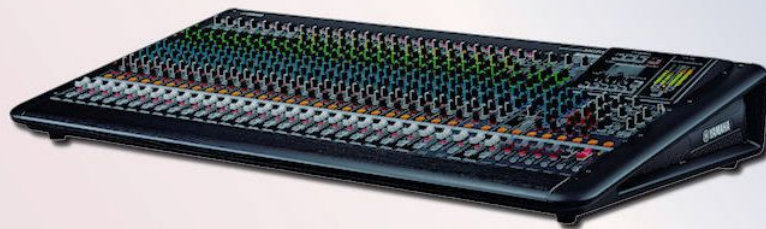# Bristol Village
Sight and Sound

Operating Manual

Bristol Village
Sight and Sound

Operating Manual

This document was created by Len Nasman, October 11, 2018
A PDF file for this document can be found at:
http://bvres.org/sands.html

Table of Contents

Basic Microphone Setup

Follow these instructions for sending microphone output to the ceiling speakers. (Do all steps shown in green!)

✔ Turn on **Main Amplifier** power.

The Main Amplifier power switch is located under the TV monitor on the rack on the sound booth west wall.

✔ Turn on **sound board** power

Use the power strip switch below the counter top near the light board.
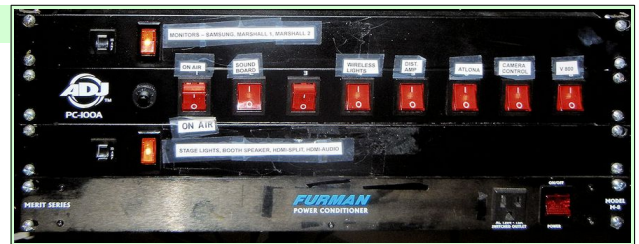
✔ Turn on power for any required wireless microphones receivers. (Note power strip above receivers.)

✔ Check the program request form for the number and placement of microphones.

WARNING: *DO NOT* connect or disconnect microphones or cords if the microphone line is ON. The loud pop that is heard when a live mic is connected (or disconnected) is from an electrical surge that may damage equipment.

Microphone Locations
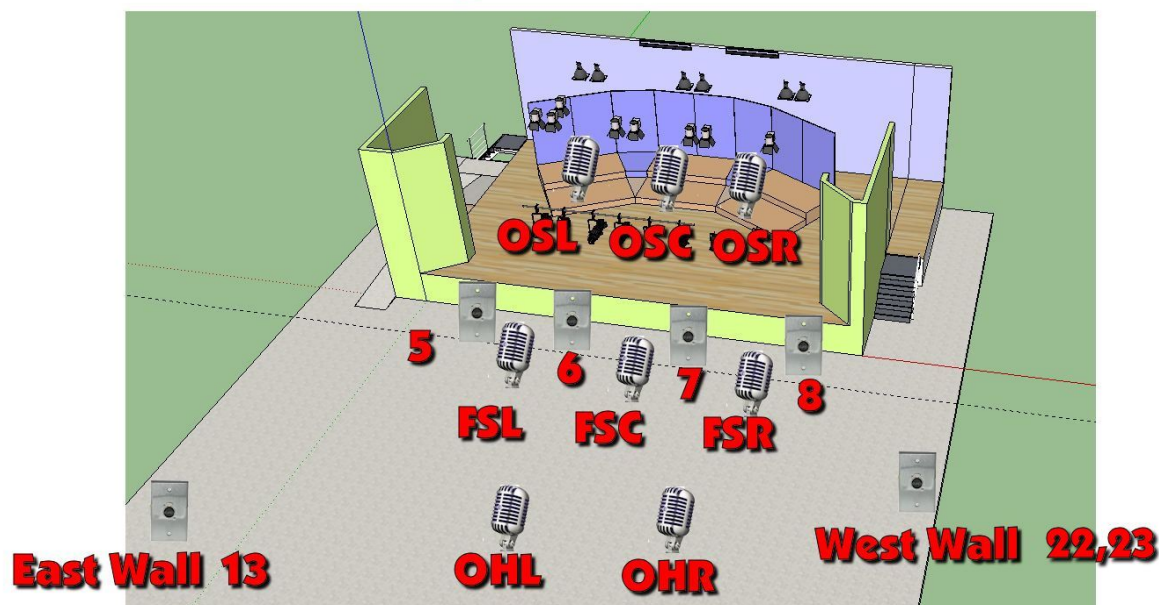
✔ Place microphones.

Note location of ceiling microphones.

➢ OSL, OSC, and OSR are above the stage and are typically used for groups on the risers.
➢ FSL, FSC, and FSR are located on the ceiling beam in front of the stage. These are omni directional shotgun mics that are directed toward the area in front of the stage and are used for groups that are positioned in front of the stage.
➢ OHL, and OHR are located on the audience side of the ceiling beam in front of the stage. These are used for audience responses and audience hymn singing.
➢ Mic connectors 5, 6, 7, and 8 are located on the short wall in front of the stage. They are used for microphone placement with reach of microphone cables.
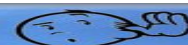
NOTE: The *stage floor* is like a big drum that can transmit sounds up the microphone stand to the mike and cause unwanted sounds. When using a microphone stand on the stage, always place a piece of carpeting or other soft material under the microphone stand.

➢ Mic connector13 is located on the east wall, and mic connectors 22, 23 are located on the wall just below the outside of the sound booth window.

✔ Make a note of the microphone connector number that corresponds with each sound board volume fader number.

• • • REMINDER• • • Cover all exposed microphone cables with the rubber floor mats stored on the shelves found in the Sound Booth entry way to prevent tripping accidents.

✔ Adjust ceiling speaker volume.

NOTE: Speaker volume in the booth will sound louder than speakers in the auditorium. (If the sound in the booth is not too loud, it is not loud enough in the audience. Check speaker volume outside of the booth. Set ceiling speaker volume fader at level 0 (the thick horizontal line) as a starting position. Use the **Gain** Control Knob and adjust until one green light blinks on average volume.

✔ Do a volume check on all microphones.

NOTE: There is an **ON** button for each microphone volume fader. The ON button will be lighted when the fader line is active. All microphone lines should be OFF except the ones in use.
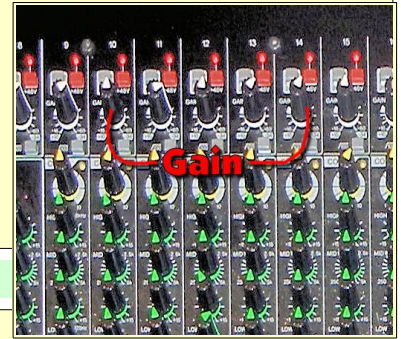
Near the bottom of the fader for each of the 32 channels, there are 3 ASSIGN buttons. For normal use, all three buttons should be pressed down *except for the 1-2 buttons for the over the audience mics OHL & OHR,* and the Ceiling Front of Stage Mics FSL, FSC, FSR. The assignment buttons send the output of each line as follows:

➤ Group 1-2, Front Speakers and Ceiling Speakers
➤ Group 3-4, Village, Booth Speakers
➤ ST, Recorder
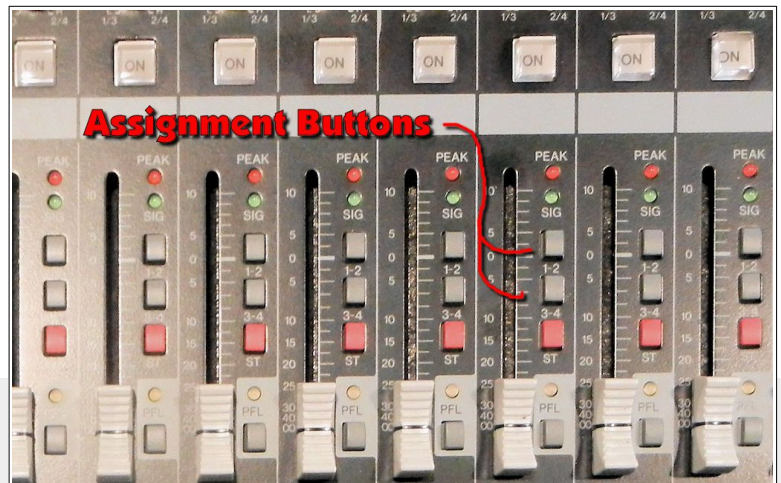
Shut Down

NOTE: microphones and cords should not be disconnected unless the power is off or unless that mic fader is OFF. The loud pop that is heard when a live mic is disconnected (or connected) is from a surge that may damage equipment.

✔ Turn off main power amplifier.
✔ Turn off wireless microphones and receivers.
✔ Turn off Sound Board power.
✔ Disconnect and store microphones, cables, and cord covers.
✔ Check one more time to see that all equipment is off, then cover equipment with dust covers.

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Basic Program Setup

✔ Turn on power

To turn on main amplifier power, use power strip switch at upper right corner of the amplifier rack.

NOTE: If cameras or other video is being used, turn on the **V-800HD** first and wait until all lights stop flashing before turning on other video equipment.

➢ Turn on **V-0800HD**, wait until all lights stop flashing.
➢ Turn on monitors (includes Samsung and Marshall).
➢ Turn on camera control.
➢ Turn on Atlona.
➢ Turn on Dist Amp.
➢ Turn on Stage Lights (includes Booth Speaker, HDMI Splitter, and HDMI Audio).
➢ Turn on Sound Board power.
➢ Turn on Cameras (The Camera power switch is the wall.
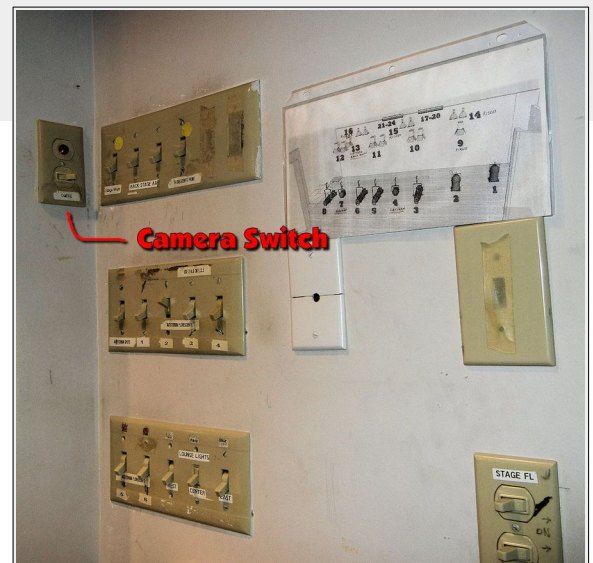
If the speakers in the lounge area of the Auditorium are needed, turn them on using the switch found under the CD and DVD players. (These speakers are used when people will be seated in the lounge area.)

Lounge Speaker Switch

✔ Place microphones as needed.

Microphone Locations
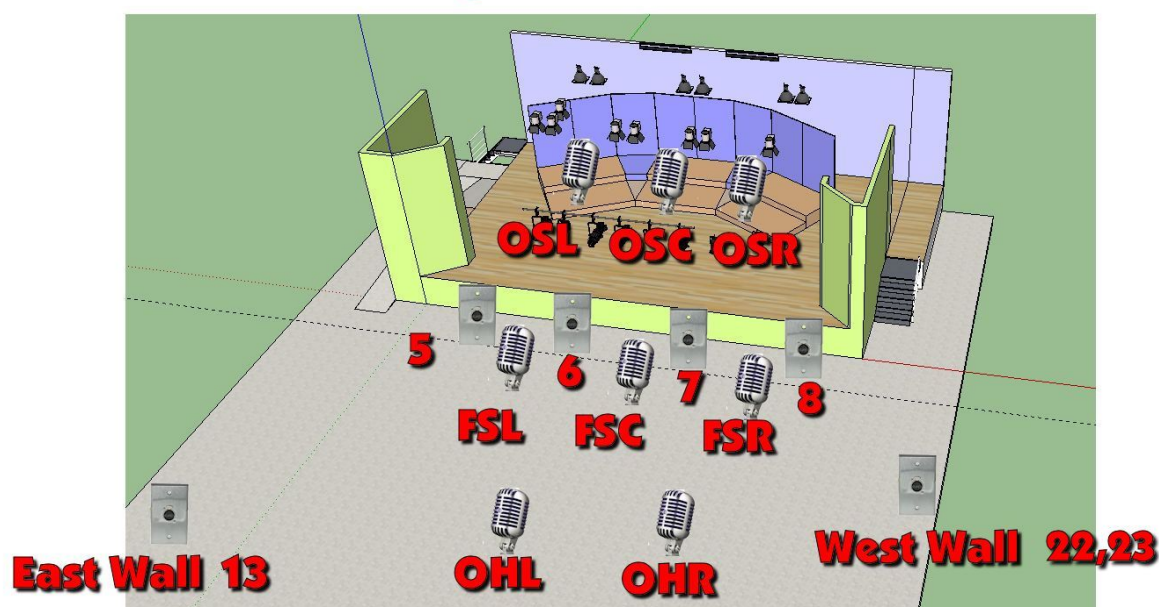
➢ Check the Program Request form for locations of required microphones.
➢ Make a note of the number of the microphone jack for each microphone in use. These numbers correspond to the sound board channel numbers.
➢ Cover exposed microphone cords with the rubber floor mats stored in the shelf found in the Sound Booth entry way.
➢ Do a volume check on each microphone.

NOTE: There is a red light at the top of each microphone channel that indicates if phantom power is on. All red lights should be on at all times.

✔ Use the following procedure during each microphone setup test:
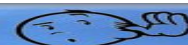
➤ Set the fader level to 0.
➤ Have someone talk into the microphone using a normal voice.
➤ Adjust the Gain Knob until a green light on the fader starts to flicker. (If the gain is set too high the color of the light will change to red.)

✔ Adjust overall volume using sound board Front, **Ceiling, Village,** and **Booth** speaker faders. To prevent feedback only use the Front speakers when there are no microphones in the area in front of these speakers.

✔ After the volume levels have been set, keep all microphone channels **OFF** except the microphones currently in use.

✔ Adjust room lighting as required.

Normal room lighting for Vespers is to turn room fluorescents 1,3 and 5, and Audience spots ON.

Labeled light switches are on the wall to the left of the sound booth door.

If stage spot lights are needed, consult the Stage Lighting section of this manual.

Use the Sony Camera Control to Adjust Cameras

✔ Adjust cameras and set camera presets

The camera controller has two rows of buttons. Buttons 1, 2 and 3 on the lower row are used to select a camera. Buttons 1 through 6 on the upper row will cause the selected camera to pan and zoom to a preset position. (Other camera and preset buttons are only available when different camera models are used with this controller.)

Move the joystick left and right to pan the selected camera, move the joystick forward and back to tilt the camera, and twist the joystick handle to zoom in and out.

In most situations the camera presets for each camera should be set as follows:

➤ Preset 1, Lectern
➤ Preset 2, Wide view
➤ Preset 3, Piano
➤ Preset 4, Audience

To move a camera to a preset position, press the Camera Select button, and then press the desired Preset button.

Example for changing a preset: To adjust the preset for camera 3 for a wide view of the stage, select the Camera Select button 3, adjust pan and zoom for the wide view, hold the **preset** button down, and then press the Preset Select button 2.

The camera monitor will briefly show a message that the preset has been accepted.
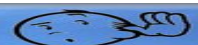
Use the V-800HD video mixer to switch between cameras

See the **Using the V-800HD Video Mixer** section of this manual to learn how to use the Roland V-800HD to switch between cameras and video sources.

✔ If the program is to be recorded, review the **Recording Programs** section of this manual.

✔ At the appointed program start time, switch the master video source switch to **VIDEO FROM S&S**. Then switch the **On Air light** switch (found on the power strip below the counter) **ON**.

Shut Down

If the program was recorded, follow the instructions for finalizing a DVD (found in the recording instruction section), then remove and label DVD or tape from recorder.

✔ Turn off On Air light

✔ Turn off V-800HD.

✔ Turn off monitor(s)

✔ Turn off Sound Board

✔ Turn off Switcher

✔ Turn off main power amplifier

✔ Turn off DVD/VCR recorder

✔ Turn off cameras.

✔ Disconnect and store all microphone cables and cord covers.

✔ Check one more time to see that all equipment is off, then cover equipment with dust covers.

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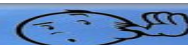
Recording Programs

- ✔ Turn on Video cameras and sound equipment following instructions found in the **Basic Program Setup** section of this manual.
- ✔ Turn on the Panasonic DVD Recorder.
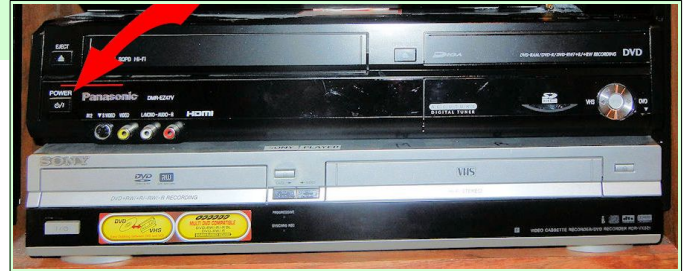
The lower left Marshall monitor shows the video output from the Panasonic Recorder. This is what will be recorded. If the picture shown is not the same as the large monitor, try the following:

- ✔ Use the Panasonic Remote Control AUX button to set the input to L1.
- ✔ Make sure that the small monitor for the Panasonic shows the same picture as the main program monitor.
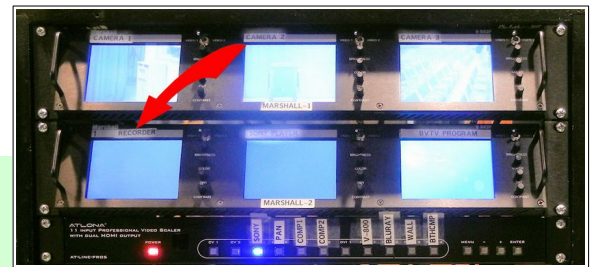
Recording on DVD

NOTE: We have had more consistent results with good quality DVD-R disks (as opposed to DVD+R, DVD-RW, or DVD+RW disks).

- ✔ Insert DVD-R disk in Panasonic recorder.
- ✔ Wait for the disc to load. (Watch the display.)
- ✔ Approximately 2 minutes before the program starts, press the record button on the Panasonic recorder. (Or, press the REC button on the remote control.)

NOTE: if the record button is pressed twice, the recorder will stop recording after the number of minutes shown on the display. Continue to press the record button until the number of minutes shown is greater than the expected program length.

- ✔ At the end of the program, press the **Stop** button on the Panasonic recorder. (Or press the stop button on the remote control.)
- ✔ On the *Atlona*, select the **PAN** button. Then select **CH 6** on the V-800 to observe the Panasonic display on the V-800 monitor.
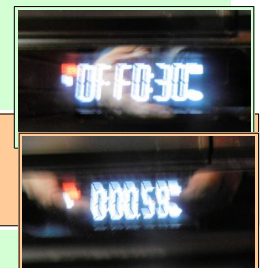
After the recording has been stopped, the DVD must be finalized. Failure to finalize a disk will result in the disk not working on any player other than the Sound Booth Recorder.

- ✔ Follow the instruction found in the **Finalizing a DVD** section in this manual.

NOTES

Finalizing a Panasonic DVD

✔ On the **Atlona**, select the **PAN** button. Then select **CH 6** on the **V-800** to observe the Panasonic display on the V-800 monitor.

✔ Use the Panasonic **remote control** to select the **Function Menu** button.
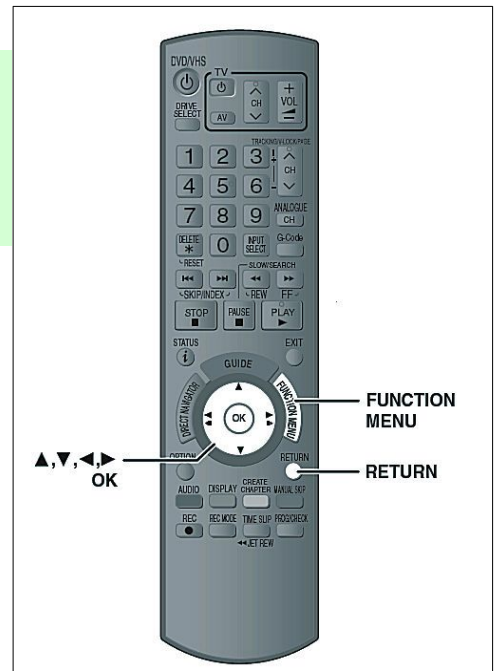
✔ Select **Other Functions** on the **Function Menu**.
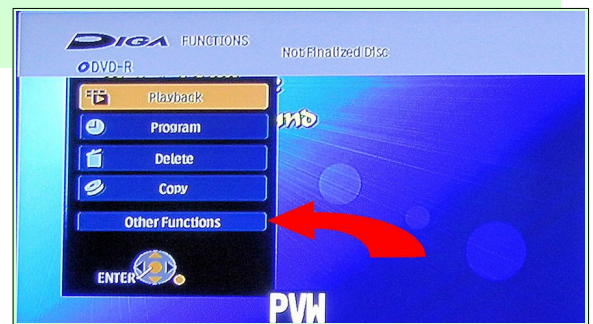
✔ Select the **DVD Management** option.
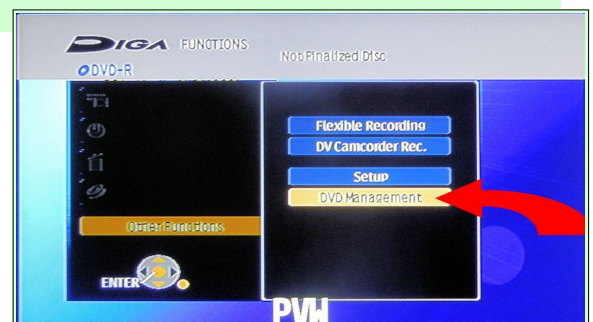
✔ Select the **Finalize** option.
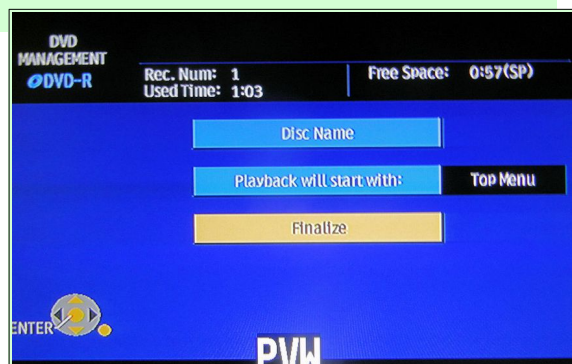
✔ Select the **Yes** option.
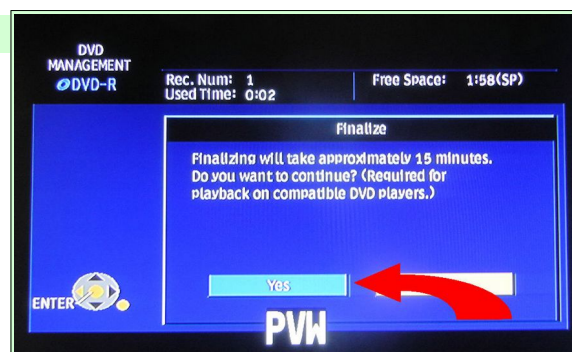
✔ Select the **Start** option.

The display will show the finalize progress.
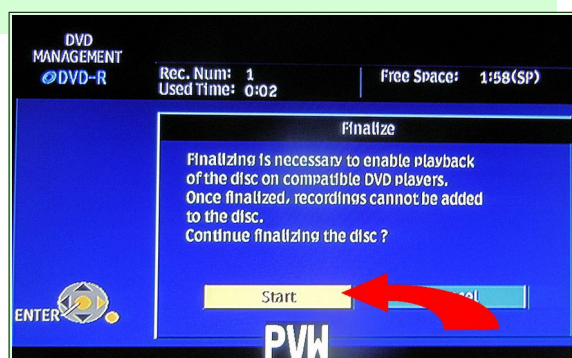
When the disk has been finalized this message will appear.

✔ Select the **Enter** button on the remote control to exit the menu.
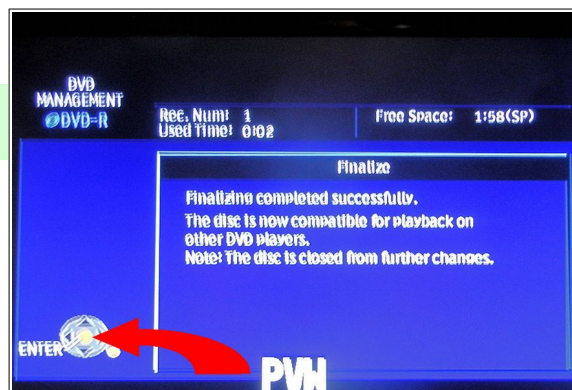
The display will now show the chapters available on the disk. (A chapter is created each time the recorder is stopped and then started again.)

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NOTES
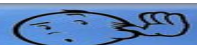
Showing Videos on the Big Screen

Set Up

✔ Lower Screen

➢ Check stage for obstructions.

➢ Press down switch on wall. (Move switch back to neutral after screen is down.)

✔ Turn on projector

➢ Use remote control, point at projector from on or near the stage, look for light in projector lens. The projector takes time to warm up.
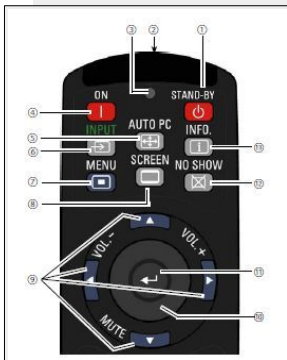
NOTE: If the projector is turned off, it cannot be turned back on until it has gone through a cooling cycle. It is possible to lock up the projector by attempting to turn it on before it has properly cycled. If this happens, refer to the Troubleshooting section of this manual.

✔ Turn on power.

➢ Turn on main amplifier power. (Use power strip switch at upper right corner of the amplifier rack.)

✔ Turn on device power using the power strip.

➢ Turn on Monitor power.

➢ If the video is to be sent to the Village, turn on the V-800 and wait for the lights to stop flashing.)

➢ Turn on Atlona, Dist Amp, and Sound Board power.

➢ Turn on Sony DVD/VCR Player. (be sure the power switch on the strip above the Sony is on.)

➢ Select the Sony button on the Atlona Switcher.

➢ Insert DVD or video tape into player

➢ Use the player remote control Drive Select button to select DVD or cassette.

✔ Play DVD or Tape (with some DVD's the remote control Menu button or the chapter jump >>| button can be used to bypass previews).

✔ Adjust room lighting as required.

NOTE: When the Atlona Switcher is in use, sound volume is controlled by the channel labeled *Switcher* on the sound board. Be sure the mute function is off on this channel. Also, be sure the Switcher is assigned to the Ceiling Speakers

✔ Adjust volume using sound board Ceiling and Front speaker faders.

NOTE: Either the Sony or the BluRay player can also be used to show DVD programs on the big screen, however, the Sony seems to be more forgiving of poor quality disks. To use the BluRay, follow the instructions above, only substitute BluRay for Sony.

WARNING: Loud feedback may occur when the player is stopped unless the Switcher volume control is on Mute.

✔ Sending Videos to the Village

Bristol Village has a license to send movies through our closed circuit cable system. After Pot Luck movies are typically shown to the Village.

✔ At the appointed program start time, switch the master video source switch to **VIDEO FROM S&S**. Then switch the On Air light switch (found on the power strip below the counter) ON.

If a video is being sent to the Village, be sure to switch video back to the Office after the video is over.
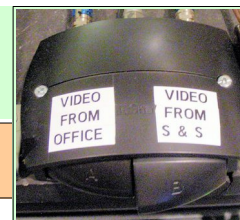
Shut Down

✔ Turn off projector

➢ Point the projector remote control at the projector and press the **STAND-BY** switch *twice*.(There will be a message on the projection screen when you press the STAND-BY switch once. Watch for this message and then press the switch again.)

✔ Raise Screen.

➢ Return screen switch to neutral position after screen is all the way up.

✔ Turn off monitor(s)

✔ Remove DVD or tape from player

✔ Turn off all power.

✔ Check one more time to see that all equipment is off, then cover equipment with dust covers.

This version was created October 11, 2018
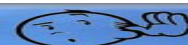
Projecting Computer Displays

Setup

NOTE: Mackintosh computers must have an HDMI video adapter to work with our system. We do not supply this adapter.

✔ Lower screen
➢ Check for obstructions on stage.
➢ Press down switch on wall. (Move switch back to neutral after screen is down.)

✔ Turn on projector
➢ Use remote control, point at projector from near the stage, press ON button on remote, look for light in projector lens. The projector takes some time to warm the light, so wait for it.

✔ Follow **Basic Program Setup** instructions for turning on power.

✔ Turn on **Atlona** Switcher

✔ Wait until all lights on the switcher have stopped flashing before selecting any switcher buttons.

✔ Connect computer **HDMI** cable to the wall panel below the sound booth window.
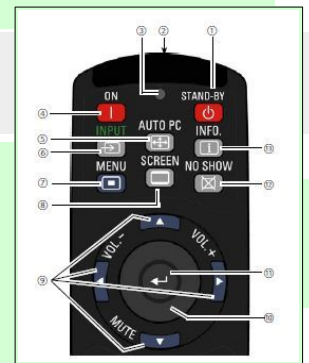
The computer connection cable should be found on a hook or in a bag on the wall behind the Sound Booth door.

NOTE: Connections should be made to the computer, and the appropriate button selected on the Atlona Switcher *before* the computer is turned on.

The wall plate below the Sound Booth window has two HDMI connectors. The connector labeled **WALL** connects to the projector. The connector labeled **CH 8** connects a computer directly to the V-800 video channel 8.
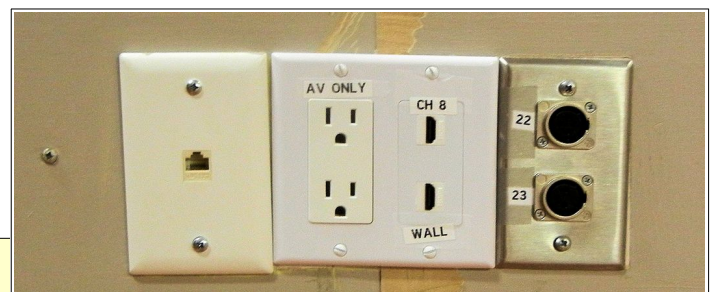
When a computer is connected to the WALL connection, and the WALL button on the Atlona is selected, the sound is controlled through the Switcher fader on the sound board. If the computer is connected to the CH 8 connector, the sound is controlled by the CH 8 fader on the sound board.

Most laptop computers have a function key option to switch between; computer LCD only, video out only, or both LCD and video out. This is typically a toggle. Each time the function key is pressed, the output display option is changed. Note that on some computers there is a several second delay for the display change to take effect after each toggle option is pressed. It may be necessary with some Windows laptop computers to go to the Control Panel Display options to set the computer to duplicate (or extend) the laptop screen display on the video output.

✔ Adjust room lighting as required.
✔ If computer audio is required, use the sound board Switcher fader to set the volume.

Addendum - Sending a computer display to BVTV

The computer display (also the output from the DVD Player) is sent to BVTV using the Roland V-800HD Video Mixer.

✔ Set switcher to the appropriate computer input.
✔ Use the Channel 6 input on the V-800HD video mixer to send the current Atlona selection to BVTV.

Shut Down

✔ Turn off projector
✔ Point the projector remote control at the projector and press the STAND-BY switch twice.(A message will appear on the projection screen when you press the STAND-BY switch once.)

NOTE: Pressing the STAND-BY switch once turns off the projector light, but keeps the fan running constantly. Be sure to watch for the message on the screen while turning off the projector.

✔ Raise Screen
✔ Return switch to neutral position after screen is all the way up.
✔ Turn off power strip switches.
✔ Turn off main power amplifier.
✔ Disconnect and store all microphone cables and cord covers.
✔ Check one more time to see that all equipment is off, then cover equipment with dust covers.

This version was created October 11, 2018
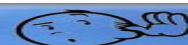
Using Stage Speakers

The stage speakers are used to provide audio to performers on stage who would otherwise not be able to hear other performers, CD audio, or themselves. The sound board provides a way to route specific microphones to the stage speakers.

The volume for the stage speakers is controlled by knobs on each speaker and from a sound board volume control. This control knob is found on the right side of the sound board.

Each microphone channel has a knob labeled Aux 1. The Aux 1 knob controls the sending of each microphone output to the **Aux 1 Send Master** (in our installation, the Aux 1 send master controls the volume of the stage speakers.)

Stage Speaker Example 1

Here is an example of stage speaker use. Suppose that members of the chorus seated on the stage need to hear the speaker at the lectern. The stage speakers are positioned on the floor in front of the chorus and the control knobs on both speakers are set to level 8 The lectern microphone is connected to microphone input 5. The sound board line 5 Aux 1 knob is rotated to about half way as a starting point.

With this setup, the volume from the lectern microphone to the stage speakers can be controlled by adjusting the Aux 1 knob on sound board line 5 and the Aux 1 stage speaker volume knob.

> **NOTE**: To prevent feedback in the above example, do not position the stage speakers where they can send sound to the lectern microphone.

Stage Speaker Example 2

Another example of using the stage speakers is when a vocalist is accompanied by the piano. In this example, one stage speaker is placed in front of the vocalist and a second stage speaker is placed near the pianist.

Set each stage speaker volume control to level 8.

Let's connect the vocal microphone to front of stage input 6 and the piano microphone to input 7. (The vocal mic must NOT be an omni style mic. Omni mics will cause feedback from the stage speakers.)

On the sound board, all Aux 1 control knobs are all set to 0 except for faders 6 and 7 (which are rotated about half way as starting points). The stage speaker volume knob is set to 8 as a starting point. The sound board Aux 1 knobs are then used to adjust the desired stage speaker volume for each microphone. The Aux 1 volume should be adjusted during a live mic check. The vocalist should provide info about the volume from the speaker.

Stage speaker connections

Stage speakers are connected to each other via cables with 1/4 inch phone jacks. Connect the out port of the first speaker to the in port of the second speaker. Connect the in port of the first speaker to a connector jack located on the lower right front side wall behind the stage curtain (as viewed from the audience).

> **NOTE**: There is a coat hook on the wall above the stage speaker connector jack that should be used for storing the stage speaker cables.
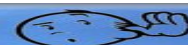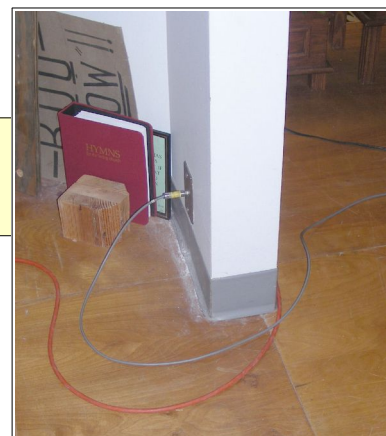
Quick review

Set the on-speaker volume controls to 8. Use the sound board **Aux 1** control knobs to set volumes for the microphones to send to the stage speakers. Use the sound board **Aux 1** send master knob to control the stage speaker volume.

> **REMINDER**: The stage speakers are typically used in conjunction with stand microphones that are placed on the stage floor. The floor is like a big drum that can transmit sounds up the microphone stand to the mike and cause unwanted sounds. When using a microphone stand on the stage, always place a piece of carpeting or other soft material under the microphone stand.

This version was created October 11, 2018

NOTES

Playing CD's

NOTE: Although both the Panasonic and Sony DVD Recorder/Players will play most CD disks, the **Numark** CD player is the best choice for playing CD's

The Numark CD player will also play mp3 files from a USB flash drive.

✔ Turn on **power**

➢ Turn on **main amplifier power**. (Use power strip switch at upper right corner of the amplifier rack.)

➢ Turn on **Sound Board power**. (The sound board power switch is below the stage lighting fader controls.)

➢ Turn on **Numark CD player power**. The CD power switch is on the strip of switches above the CD player.

The power strip switch for the CD player is normally used to turn the player on and off. If the player does not come on when this switch is on, use the power switch on the player itself.

➢ Press the *Open/Eject* button to open the CD drawer.

NOTE: Do not push on the CD drawer to close it. This can cause damage. Only use the *Eject* button to open and close the drawer.

➢ Insert CD into the Numark CD player, then press the Eject button to close the drawer.

If a USB flash drive is used, check to see that the USB source light is on.

➢ Turn the **Track** knob to select a music track.

WARNING: The slider on the right side of the Numark CD player controls the sound pitch if one or more Pitch LEDs are lit. Avoid moving the pitch slider unless you have a specific request from a performer.

The current selected track appears on the LCD display.

Before playing the CD, you should decide how it is to be used. Two possible options are: playing a single track and stopping, or continuous play of the entire CD.

➢ Press the **Single** button to switch between single track play or continuous play.
➢ Press the **Time** button to select the desired time display option; *time elapsed for the track, time remaining for the disc*, or *time remaining for the track*.

➢ Press the **Play-Pause** button and adjust the sound levels (see Setting sound levels section below).
➢ When the desired sound levels have been set, press the **Cue** button to reset the CD to the beginning of the track.
➢ Press the **Cue** button to start playing at the desired track.

NOTE: Pressing the **Cue** button during playing returns the player to the start of the selected track and pauses until the Cue button is pressed again.

The **Play** button is also a **Pause** button. Press it once to play, press it again to pause at the current location, press it again to play.

NOTE: If the **Single** option is ON (see above), the player will stop at the end of the selected track.

To play a complete CD:

➢ Select track 1.
➢ Press the **Single** button until the word Single disappears from the LCD display.
➢ Press the **Time** button to select the desired time display option; *time elapsed for the track, time remaining for the disc*, or *time remaining for the track*.
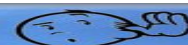
> ➤ Press the **Play** button and adjust the sound levels (see below).
> ➤ When the desired sound levels are set, press the **Cue** button to pause the CD at the beginning of the track.
> ➤ Play CD by pressing the **Cue** button.

Shut Down

> ➤ Turn off monitor(s)
> ➤ Turn off Sound Board
> ➤ Remove CD from player
> ➤ Turn off CD player
> ➤ Turn off main power amplifier
> ➤ Check one more time to see that all equipment is off, then cover equipment with dust covers.

This version was created October 11, 2018

NOTES

Wireless Microphones

There are 8 wireless microphones available. They are labeled A through H on the soundboard. The microphones are of two types; Audio Technica 3000 Series and the GTD Audio G-787HL UHF system.

The GTD Audio G-787HL UHF system (A through D) includes two hand held mics and two body packs that can be used with either a head set or lavalier mic.

GTD Audio G-787HL

The Audio Technica system (E through H) includes four receivers, four hand held mics and four body packs. Either a hand held or body pack can be used for each input, but both a body pack and hand held cannot be used with the same channel at the same time.

Before using a wireless microphone, check the battery charge indicator (horizontal dashes) in the receiver display. If the battery shows 1 or 2 bars, replace the batteries before using the microphone.

The audio-technica wireless hand held microphone has a power/mute switch on the end of the microphone. This switch must be held on for a couple of seconds to turn on the microphone power.

When the microphone power is on, a red or green light will appear near the microphone LCD display and the receiver display will show a line of bars representing the battery charge state. A green light will appear when the mic is on and not muted. A red light will appear when the mic is on and muted.

If an audio-technica hand held mic or body pack is *off* or *muted*, a red alert light will appear on the receiver.

Wait a couple of minutes after turning on the mic before checking the battery charge. It takes a while for the system to recover from the initial surge reading.

A note about feedback.

Feedback usually occurs when a microphone is picking up sound from a speaker. When the wireless microphones are in use they can be moved near one of the ceiling speakers. If the gain or volume is set too high, feedback may occur. If a wireless microphone is being used for audience questions, the sound board operator should closely monitor volume and mute the mic when it is not in use. It will be noticed that when a wireless mic is near the ceiling speakers, some echoing may be detected.

WARNING: Putting your hand over a microphone will not stop feedback. In fact it will cause feedback.

Wireless Receivers

A power strip in the rack above the wireless receivers has a labeled switch for each receiver. Unless someone has turned off the switch on an individual receiver, only the power strip switch need be used.

The receiver and microphone must be both set to the same frequency. Unless someone has messed with the frequency setting, the numbers displayed in both the microphone and receiver displays will be the same.

NOTE: Always inform the user that they should *NOT* turn the microphone on or off. Tell them that the microphone volume will be adjusted in the control booth so that when the microphone is not in use it will not transmit stray sounds.

Audio-technica Lavaliere and Head Set

The audio-technica microphone system has a remote transmitter pack that can have either a lavaliere or a head set microphone attached.

> ➢ To attach either the lavaliere or head-set, grasp the cord by the *black section* near the end of the cord. Insert the cord into the transmitter connector and rotate it until the cord snaps in place. To remove the cord, grasp the silver ring near the end of the cord and pull gently.

➢ The audio-technica remote transmitter has a power/mute switch that is behind a sliding cover on the unit. The switch must be held down until the power comes on.

When the power on the remote transmitter is on, the receiver display will show a line of bars representing the battery charge state.
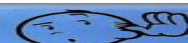
> The receiver and transmitter must be both set to the same frequency. Unless someone has messed with the frequency setting, the numbers displayed in both the microphone and receiver displays will be the same.

Once the microphone is on, each time the power/mute switch is pressed, the transmitter status will be toggled between on and mute. If you have really good eyes, it is possible to see the word MUTE on the transmitter LCD display when it has been toggled to mute.

➢ After the transmitter has been turned on, the sliding cover should be moved to protect the power/mute switch from accidental pressing.

If the transmitter is either off or on mute, a red ALERT light will appear on the receiver. (This light takes a few seconds to appear after the microphone status has changed.)

➢ The wireless microphone volume should be tested by having the user speak normally.

✔ Always inform the user that they should NOT turn the microphone on or off. Tell them that the microphone volume will be adjusted in the control booth so that when the microphone is not in use it will not transmit stray sounds.

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NOTES

Vespers Pre-Post Programs

When the big button is pressed to send Vespers to BVTV, there is typically no transition between whatever CD is being played from the information display in the Administration Building and Vespers. This means that the audience goes from random music, perhaps a jazz or big band vocal arrangement, directly to Vespers. The same is true at the end of Vespers. The viewer may be faced with jumping directly from the benediction to loud raucous music.

In order to provide a smoother transition between Vespers and the CD of the day, several DVD volumes of pre and post Vespers programs have been prepared. Each DVD volume contains one pre and one post Vespers video program. The following section describes how to use these programs.

Pre-Vespers Show

✔ Set up the audio visual equipment for a normal Vespers program.

✔ Turn on the **Sony** player and insert a Vespers pre/post DVD.

✔

✔ Make a note of the program length. Programs on the different DVD volumes have different lengths.

✔ On the **Atlona Switcher**, select the **Sony** player button.

Observe that the device selected on the Atlona switcher (Panasonic recorder, Sony player, or Computer) will be available as Channel 6 on the V-800HD video mixer.

NOTE: When the Sony player is put on **Pause**, it will automatically start playing in 5 minutes. Therefore, do the next step less than 5 minutes before the pre-show is to start.

✔ Use the **Sony** remote control to select the pre-Vespers program.

✔ Press the **Play** button on the **Sony** remote control .

✔ Set the volume control for the **Switcher** to a nominal level.

✔ **Reset** the **Sony** player back to the beginning of the program and press the **Stop** button on the remote control.

NOTE: Normal Vespers operation is to only send the DVD pre Vespers program audio to BVTV.

✔ To send audio from the DVD only to BVTV, toggle the sound board Switcher audio channel Assign 1-2 OFF (It is off when it is UP).

✔ When the BVTV switch is pressed for the pre show, do NOT turn the On Air light.

✔ When it is less than 5 minutes before starting Vespers, set the Roland Mixer preview to Channel 6.

✔ Press **Play** followed by **Pause** on the Sony remote control.

✔ Switch the BVTV button (Video from S&S) on, and press **Play** on the Sony remote control.

✔ When the program is finished, mute the **Switcher** audio, use the Mixer to select the desired camera, then turn on the **On Air light**.

Post-Vespers Show

✔ Use the Sony remote control to select the post-Vespers program.

NOTE: When the Sony player is put on **Pause**, it will automatically start playing in 5 minutes. Therefore, do the next step less than 5 minutes before the post-video is to start.

✔ Press the **Play** button the Sony remote control and as soon as the program starts to play, press the **Pause** button on the remote control.

✔ When the Vespers service is over, use the Mixer to switch to Channel 6.

✔ Turn the **Switcher** audio line **ON**.

✔ Press **Play** on the Sony remote control.

Computer Playback Alternative

Video mp4 program files can be shown using the **Booth Computer** as an alternative to playing DVD's

✔ Locate the computer folder containing the desired mp4 files.

At the time of this writing, there were 10 video hymns available. These hymns have the hymn text superimposed over the video.

The hymn files are labeled with **1a, 1b, 2a**, etc. The number refers to the **week** the hymn is to be shown, the **a** and **b** refers to start and end videos.
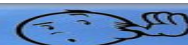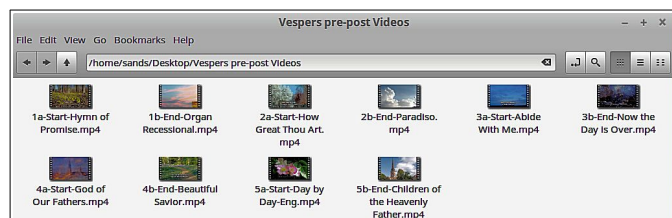
✔ ***Double click*** on the ***Vespers Video Folder***.

✔ ***Double click*** on the desired desired ***mp4 file***.

This will open the VLC player program.

✔ Select ***View, Fullscreen*** on the VLC player.

✔ Use the ***Play*** button in the VLC player to switch between play and pause.

✔ You can also press the spacebar on the computer keyboard to switch between play and pause.

✔ You can use the horizontal scrollbar on the VLC player to drag to a new point in the video.

✔ Set the ***Atlona switcher*** to the Booth Computer.

✔ Turn the ***Switcher*** sound board line **ON**.

✔ When the VLC media player has been properly adjusted, set the V-800HD preview to Channel 6.

✔ When it is time to show the program, press the CUT or AUTO button on the V-800HD.

✔ Switch the BVTV button (Video from S&S) on, and then press the spacebar on the computer to start playback.

✔ When the program is finished, mute the Switcher audio, use the V-800HD Mixer to select the desired camera, then turn on the ***On Air light***.

This version was created October 11, 2018

NOTES
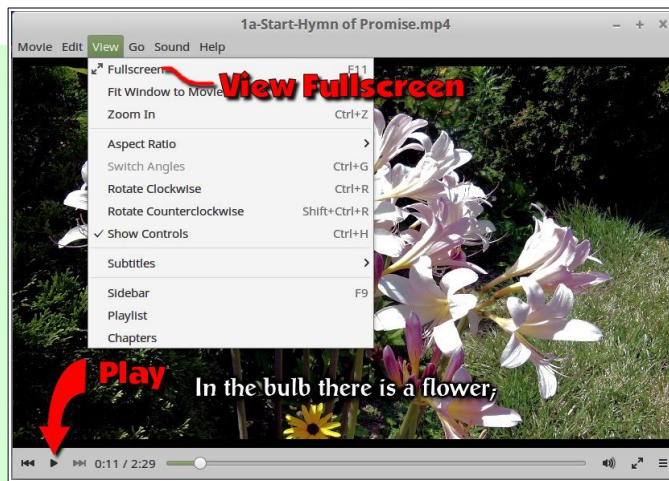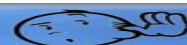
Audio Assignment Buttons and Sound Booth Speaker

Assign button background information
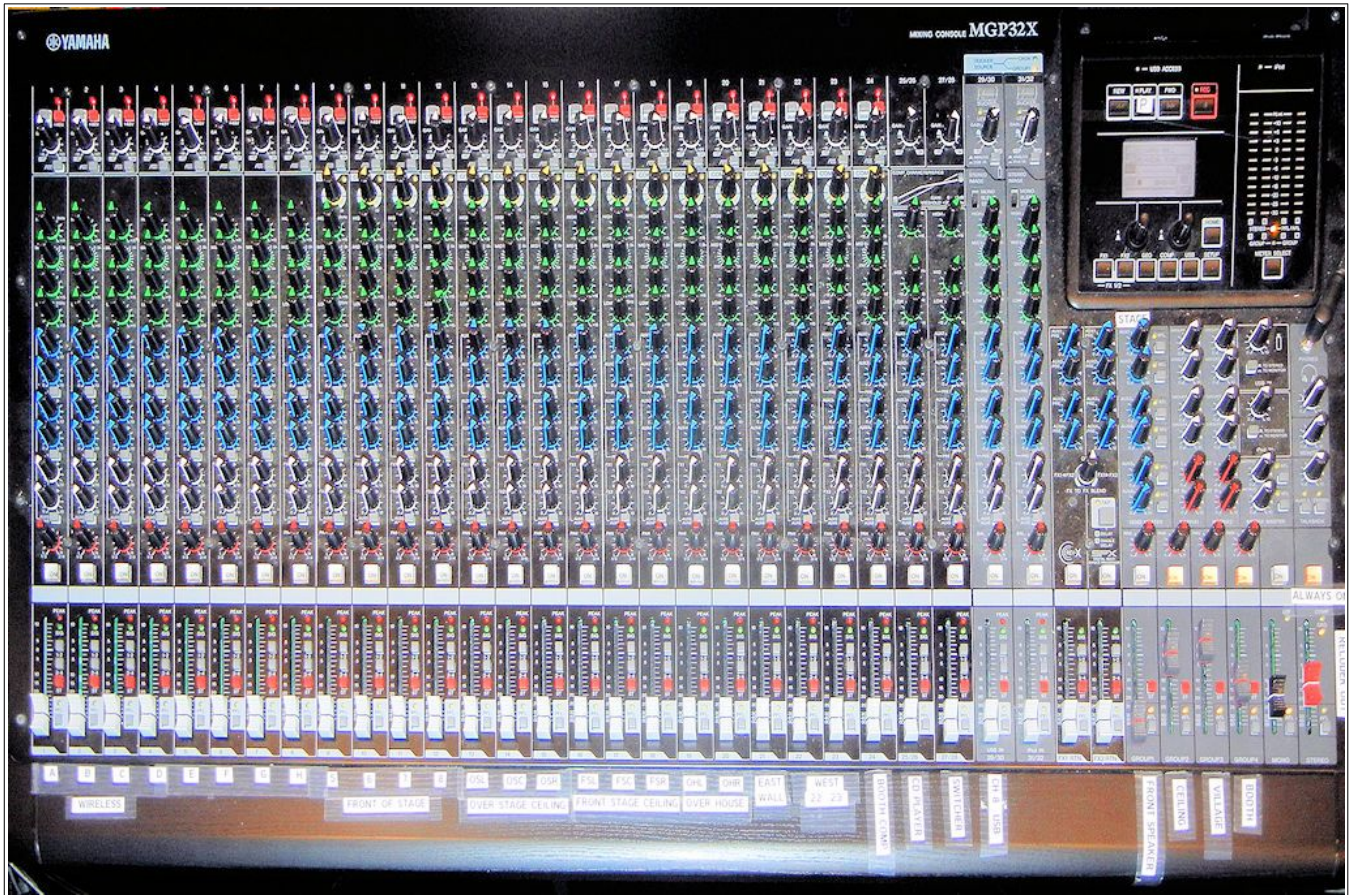
Every column of inputs on the sound board is identical. If you know how to adjust one microphone input you know how adjust all inputs.

There are a number of knobs on the sound board that control the level of treble or bass sound, and that control the special effects available on the sound board. In most cases, these are left in the 12 o'clock position.

Near the bottom of each input column are 3 assignment switches. These are toggle switches, one push locks them in, another push locks them out. The top assignment switch is labeled 1-2, the middle is labeled 3-4, and the bottom is labeled Main Mix.
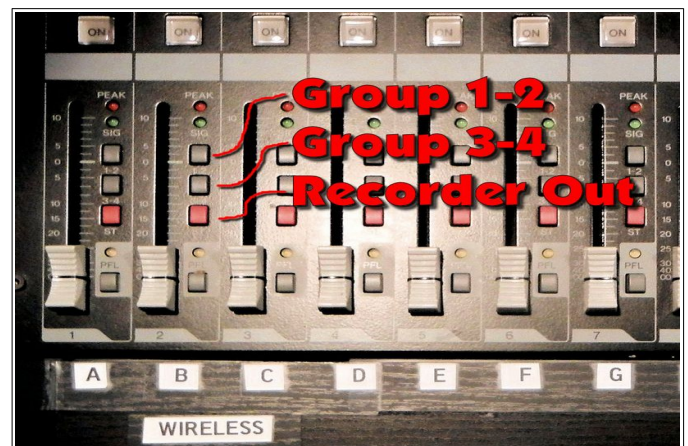
In the speaker volume control area on the right side of the sound board, the sliders are labeled GROUP1, GROUP2, GROUP3, GROUP4, MONO and STEREO.

When an assignment button is down, the sound from that microphone WILL be sent to the speakers in the assigned group. When an assignment button is up, the sound from that microphone will NOT go to that group.

In normal situations, all assignment buttons should be down EXCEPT the group 1-2 buttons for the over the audience microphones (OHL, OHR) and the front of stage ceiling microphones (FSL, FSC, and FSR). This means that the sound from the over the audience microphones will not be sent to either the front or ceiling speakers (which are connected to outputs 1 and 2). **If the assignment buttons for the ceiling microphones are down there will be loud feedback.**

When a Vespers pre or post video is being played on BVTV, the Vespers Committee has requested that the sound from the program not be heard in the room. In this case, the Group 1-2 assignment button for the **Switcher** should be toggled to the up position to prevent the audio from the DVD Player to being heard on the ceiling speakers. The Switcher assignment button must be down when DVD movies are being played.

Sound Booth Speaker Volume

In July of 2009 a new speaker was added to the sound booth. This speaker reproduces the exact mix of sound that is going to the Village on BVTV, and that is being recorded on the DVD recorder. This speaker was added to address the issue of the ceiling speaker in the sound booth not adequately monitoring program sounds.

The sound booth speaker is connected to the GROUP4 volume control slider. This means that this speaker carries the sound from all inputs that have their Assignment 3-4 buttons in the down position. This should include the over the audience microphones. This allows the operator to monitor the sound level for hymn singing or applause.

NOTE: Sound from the over the audience microphones is not heard on the ceiling speaker in the sound booth because their Assignment 1-2 buttons are in the up position. Without the
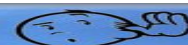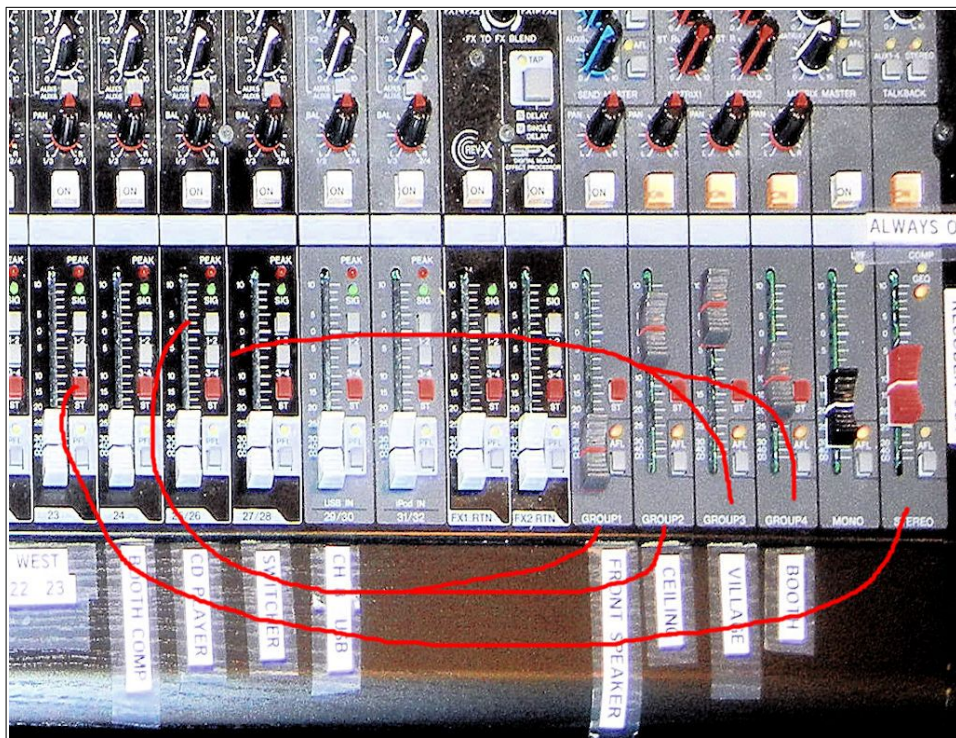
booth speaker, some operators have set the audience microphones too loud because they could not hear the audience from the booth ceiling speaker.

Because the ceiling speakers in the Sound Booth are closer to the listeners than the ceiling speakers over the audience, the situation is such that unless the sound level in the Booth is too loud, it will not be loud enough for the audience.

Proper volume of the ceiling speakers in the auditorium can only be judged from outside the sound booth.

This version was created October 11, 2018

NOTES

Stage Lighting

The Smartfade is connected to a switch on the power strip under the counter. The Smart fade power should come on when this switch is pressed.

✔ To turn on the **Smartfade** power, press the *Power* button. Wait for the lights on the control board to stop flashing then, if stage lights are not on, press the *Blackout* button.

If the Smartfade does not start in *Two Scene Mode*, the power must be turned off and the Smartfade must be restarted. When the power is turned back on the power switch must be held down for more than 5 seconds. The wheel is then used to select Two Scene Mode.

✔ To turn off the Smartfade power, *first press the black out button to turn off all lights*, press the on/off button, and then press the P button to confirm.
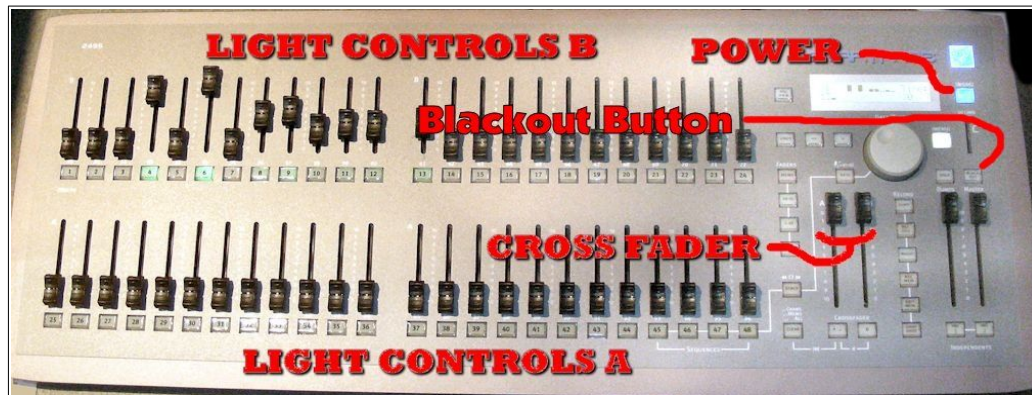
Using the Smartfade control system

Light controls on the Smartfade board are assigned to 16 lights as shown in the illustration.

Stage lights

A light bar containing 6 spot lights (3 through 8) is mounted in front of the stage.
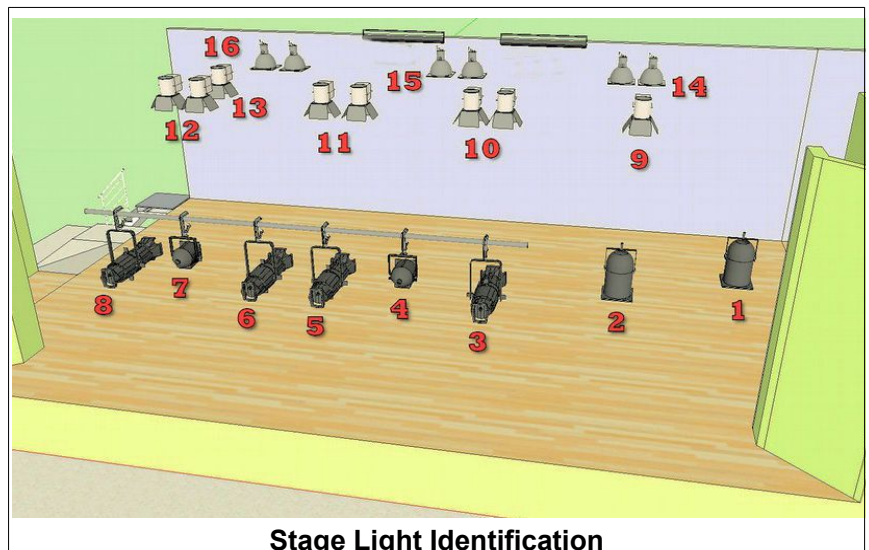
Stage Light Identification

Two spot lights (1-2) are mounted on the ceiling near the sound booth.

Eight spot lights (9 through 16) are mounted above the stage. The Smartfade control board on the counter near the sound booth door controls these 16 lights.

There is a set of 6 work lights mounted over the stage. These are controlled either by wall switches in the sound booth or by wall switches near the stairs that lead to the rear of the stage.

There are 3 fluorescent lights over the rear area of the stage. These are controlled by a wall switch in the sound booth.

- ➢ Lights 1 and 2 are for lighting a presenter located in front of the stage during power point or other presentations that use the projection screen.
- ➢ Lights 3 through 7 are located on a light bar in front of the stage. These are used to light typical stage programs.
- ➢ Lights 4 and 7, together with the back light 13, are used to illuminate the lectern when it is placed on the marks on the left side of the stage. This is a typical Vespers arrangement.
- ➢ Lights 3, 5, 6, and 8 are used to illuminate different parts of the stage.
- ➢ Light 13 is used to back light on-stage presenters who are using the lectern when it is located to the left front side of the stage (for Vespers and other similar programs).
- ➢ Lights 9 through 16 are located over the stage.
- ➢ Light 9 is used for the piano when it is on the right side of the stage (as viewed from the audience).
- ➢ Lights 10, 11, and 12 illuminate the front portions of the stage.
- ➢ Lights 14, 15, and 16, illuminate the area behind the blue curtains and are used to light groups on the risers.

Using the Smartfade in two scene mode

The most direct and simple application of the Smartfade control board is when it is set in two scene mode. Actually, to make things even simpler, when the Smartfade is in two scene mode, only one scene needs to be used.
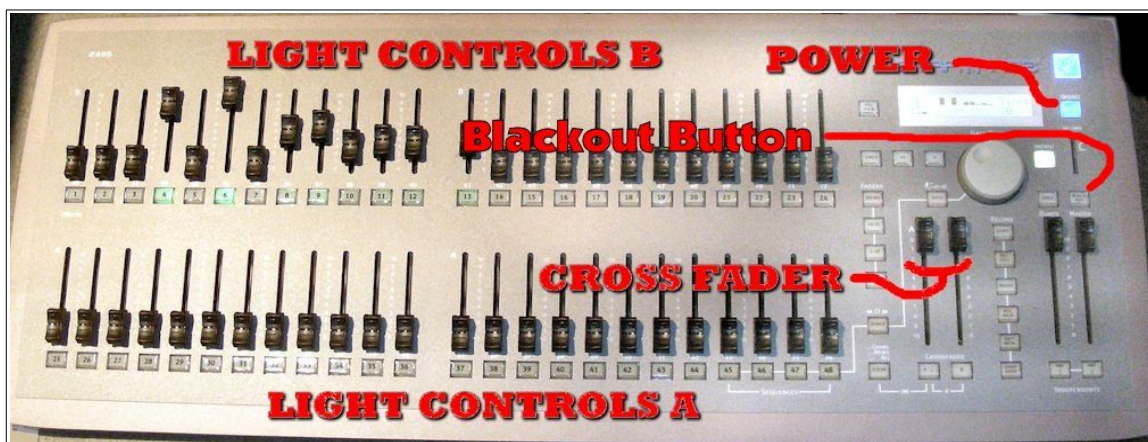
The Smartfade control board has 2 sections of 24 sliders (but only 16 are currently in use) each labeled A and B. The light control board can be set to operate in a fashion similar to the camera mixer. The camera mixer has an A side and a B side along with a T-bar that is used to change the active camera from the A setting to the B setting.

Similarly, light settings can be changed from the A settings to the B settings by moving the A-B cross fader controls together. The trick is to set the B sliders to the first desired light setting and the A sliders to the second desired setting. When the A-B cross fader sliders are moved together, the lighting will change between the A settings to the B settings.

In the illustration to the right, the A and B crossfaders have been moved to the upper position. Close examination of the number scale along the cross fader slider paths will show that in this position A is at 0 and B is at 10.
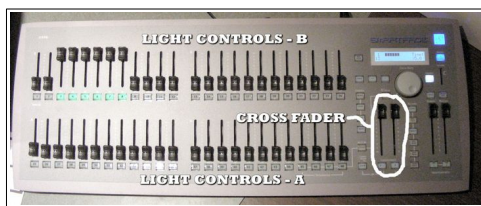
The illustration to the left shows the B light controls have the sliders for front spots 3 through 8 turned on full, and the A sliders off. In this situation, moving both cross fader sliders together downward from the position shown will dim lights 3 through 8 from full to off.
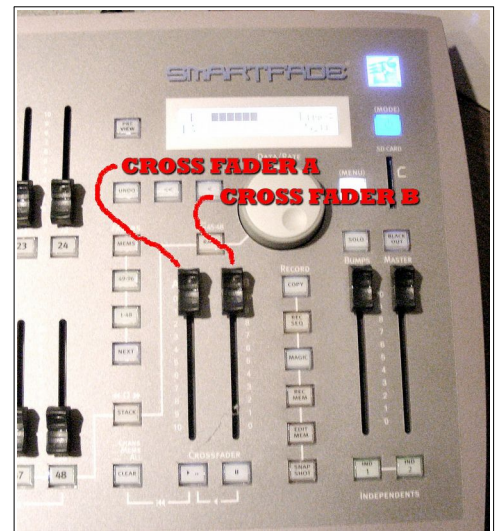
NOTE: There is a time delay setting (shown in the LCD panel) that controls how fast the lighting change takes place after the cross faders have been moved.

Example Practice Set up
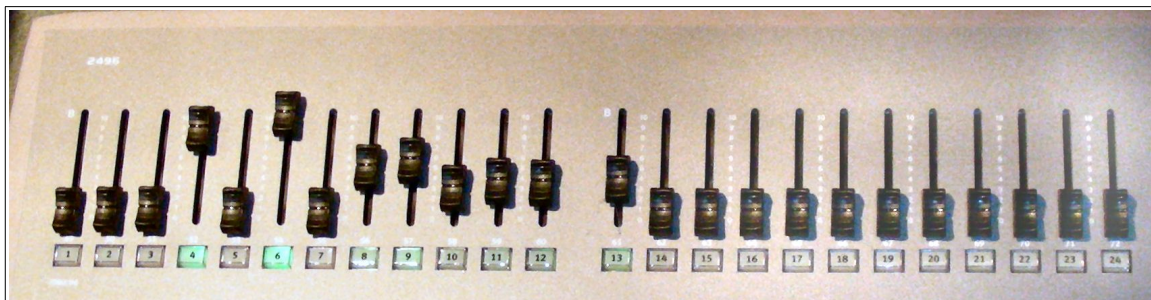
✔ Turn off stage and room lighting.
✔ Set the crossfader pair to the top position, then set the B faders similar to the illustration above and observe the lighting effects.
✔ Set the A faders all to 0.
✔ Move the A-B crossfader pair up and down to switch between spots on and off and observe the effect.

Use the Lighting Worksheet

The Lighting Worksheet makes it easy to set and record program lighting. Worksheets can be saved for reference for future programs.

Bristol Village Sight and Sound
Lighting Worksheet
NOTE: Left-Right refers to view from in front of stage.
Values are in the range of 0 to 100

Program _____

Light	Function	Value	Light	Function	Value
	Scene #2 (Smartfader B)			Scene #1 (Smartfader A)	
1	Presentation Station		1	Presentation Station	
2	Presentation Station		2	Presentation Station	
3	Front Spot Right		3	Front Spot Right	
4	Right Fresnel (short spot) Lectern		4	Right Fresnel (short spot) Lectern	
5	Front Spot Center Right		5	Front Spot Center Right	
6	Front Spot Center Left		6	Front Spot Center Left	
7	Left Fresnel (short spot) Lectern		7	Left Fresnel (short spot) Lectern	
8	Front Spot Left		8	Front Spot Left	
9	Over Stage Front Right		9	Over Stage Front Right	
10	Over Stage Front Center Right		10	Over Stage Front Center Right	
11	Over Stage Front Center Left		11	Over Stage Front Center Left	
12	Over Stage Front Center Left		12	Over Stage Front Center Left	
13	Lectern Rear Highlight		13	Lectern Rear Highlight	
14	Over Stage Rear Right		14	Over Stage Rear Right	
15	Over Stage Rear Center		15	Over Stage Rear Center	
16	Over Stage Rear Left		16	Over Stage Rear Left	
17					
18					
19					
20					
21					
22					
23					
24					

Power Off

The Smartfade is connected to a switch on the power strip under the counter. *The following step must be completed before turning off the power strip switch*. Otherwise you will find that after you think everything has been turned off, the stage lights will still be on.

✔ To turn off the Smartfade power, first press the **blackout** button, press the Smartfader power button, and then press the **P** button to *confirm*.

If you do not press the **Blackout** button before turning the power off, the stage lights will stay on.

Using the Obey Wireless Lighting Controller

The Obey controller is used to adjust the four colored light strips that wash the back sound wall of the stage, and also the slim par 12 light.

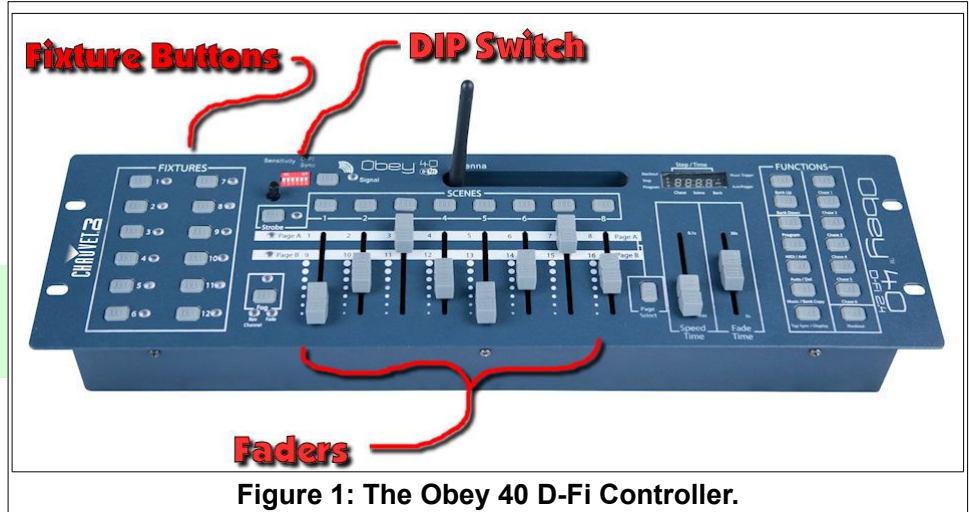✔ Turn on power to colored light strips.

Figure 1: The Obey 40 D-Fi Controller.

The colored light strip power switch is located on the back wall of the stage between the two circuit breaker panels.

✔ Turn on power to the **Obey** controller.

If the controller is transmitting properly, a small green signal light will be flashing rapidly (not blinking).

✔ Slide all faders to their *bottom* positions.
✔ Select a **Scene** switch.

The scenes have been programmed as shown in Figure 2.

Once a scene has been selected, the light display can be modified. For example:

✔ Select **Scene 4**.
✔ Turn on the **Fixture 2** and **3** buttons.
✔ Move the **DIM** fader up to adjust fixture brightness.
✔ Move a **RED, GREEN**, or **BLUE** fader up to mix colors.

Scene	Fixture 1	Fixture 2	Fixture 3	Fixture 4	Fixture 5
1	Red	Red	Red	Red	
2	Green	Green	Green	Green	
3	Blue	Blue	Blue	Blue	
4	Red			Red	
5	Green	Red	Red	Green	
6	Red	Green	Blue	Yellow	
7	Orange	Purple	Light Blue	Green	Red
8					White

Figure 2: Scene Table.

Settings – For reference only, or use if settings have been messed with.

The **DIP** switches for the **Obey** Controller must be set as shown in the setup illustration. The BV system is set to **channel 1**.
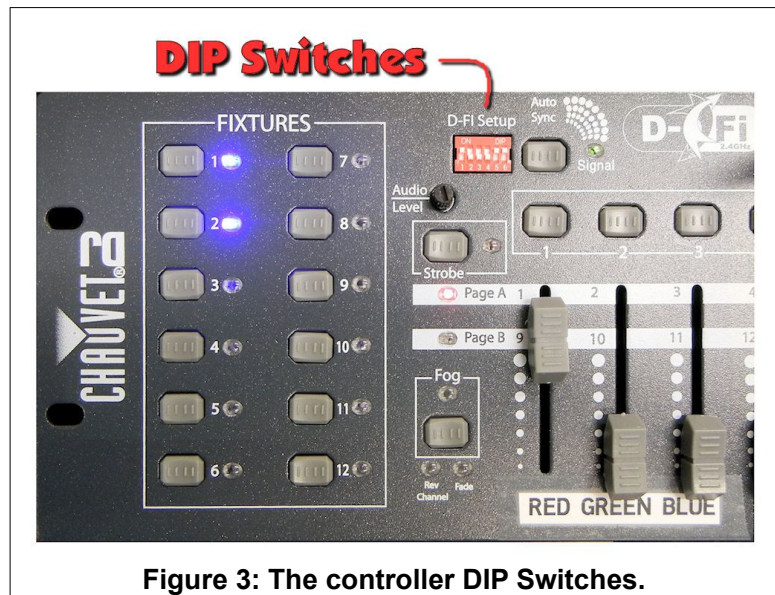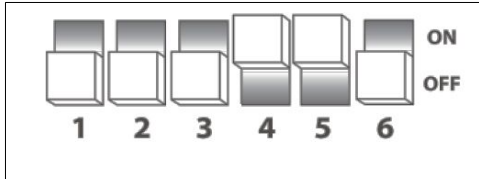
Figure 3: The controller DIP Switches.

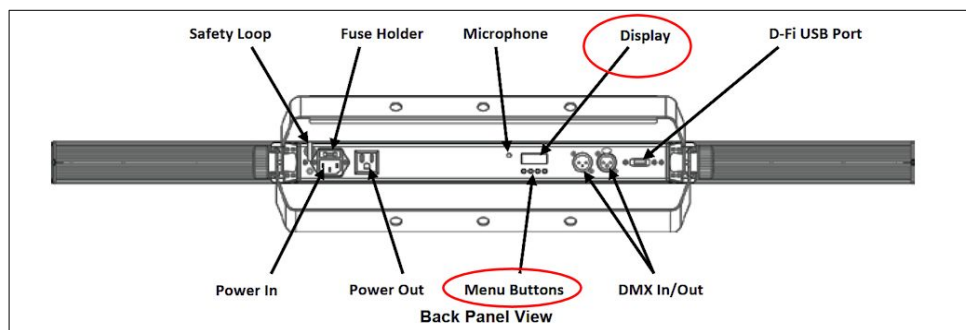The USB Adapters are inserted into the lighting fixtures, and fixture settings are controlled through buttons on the back of the fixture.

> **USB Adapter** DIP switches should all be set to **channel 1**.

Figure 4: The USB adapter.

Pressing the fixture **Menu** button cycles through the various options. Here are the settings for the BV system.

Back Panel View

> All fixtures must be set to 8 channel mode.

➤ Each **fixture** must have an address according to the fixture number table.

✔ To set the fixture address, do the following:
➤ Press the fixture **Menu** button until **8-CH** appears, then press **Enter**.
➤ Press the **UP** or **Down** button until the desired fixture address appears.
➤ Press **Enter**.
➤ Repeat these steps for each fixture.

Fixture	Address
1	1
2	17
3	33
4	49
5	65
6	81
7	97
8	11

Figure 5: Fixture Addresses.
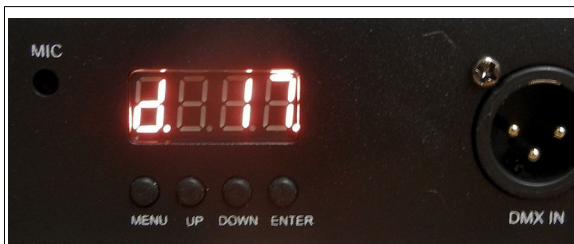
Figure 6: Setting address for Fixture 2.

Notes: The *USB adapters* have an indicator light. When they are ready to receive signals from the Obey controller, they should show a blinking light. This light will have a fast blink when the fixture is receiving a signal.

The *Obey controller* has a signal indicator light. This light will have a fast blink when the controller is ready to transmit signals.

Controlling fixture light colors.

✔ Move the 8 fader sliders all to the *bottom* position.
✔ Press the desired *Fixture* selection buttons.
✔ Move the **DIM** fader up, then move the **RED, GREEN**. and/or **BLUE** faders up to adjust the light color.

Programming Scenes

Scenes are combina-tions of lighting set-tings from the fixtures that are stored in the Obey con-troller by program-ming each scene.
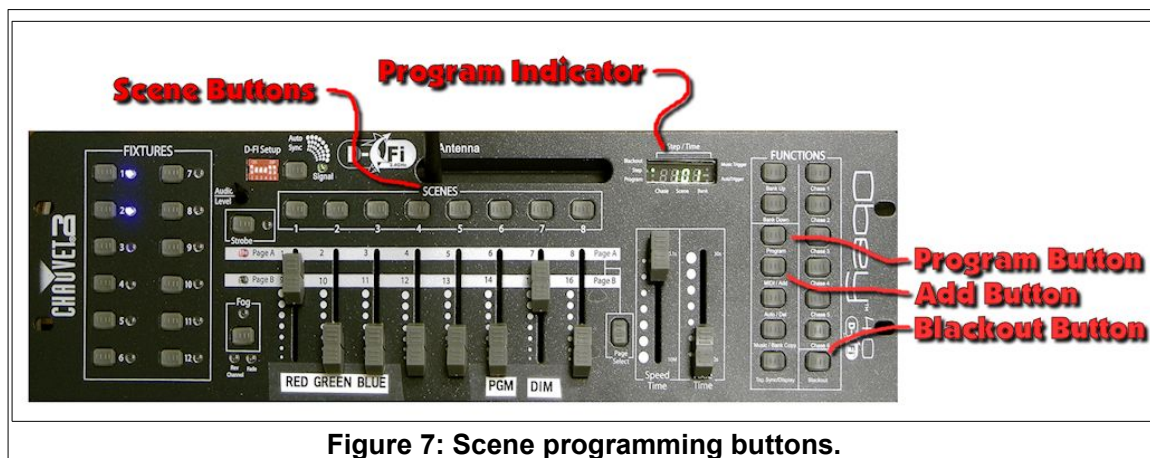

Figure 7: Scene programming buttons.

✔ *Activate* Program mode by holding the **Program** button down for *3 seconds*. The indicator light should be on after this step.
✔ *Select* one or more fixtures and adjust the lights. Press the **Add** button followed by the desired **Scene** button. The controller will flash lights to show the scene has been stored.
✔ Repeat this process for each desired scene.
✔ *Exit* Program mode by pressing the **Program** button for *3 seconds*.

Note: When you Exit Program mode the system will automatically enter Blackout mode.

Creating a multi colored display.

Here is a trick for using a Scene to create a display of red-blue-red with 4 fixtures.

✔ *Activate* Program mode by holding the **Program** button down for *3 seconds*.
✔ Create a *Scene* with **fixture 1** and **4** set to **red**.
✔ *Exit* Program mode by pressing the **Program** button for *3 seconds*.
✔ Press the new scene button.
✔ Turn on **fixture 2** and **3** and adjust the color to **blue**.

Using the SlimPAR T12 BT

The SlimPAR T12 BT is a round shaped wireless light identified as **Fixture 5** in the ***Obey controller***.

The channel for this fixture should be set to CH8 and the fixture address to d65.

✔ Turn on the Wireless light controller (Obey 40).

When the Obey controller is transmitting and receiving wireless signals, the indicator light will show a fast blink.

✔ Turn on (or plug in) the **SlimPAR T12 BT**.
✔ On the Obey controller, move ***all faders*** to the ***down*** position.
✔ On the Obey controller, select the f**ixture 5** button.
✔ On the Obey controller, move the **DIM** fader up.
✔ On the Obey controller, move the **RED**, **GREEN**, and/or **BLUE** faders up.

To create a white light, move the **RED**, **GREEN**, and **BLUE** faders all the way to the top.

Use the **DIM** fader to control brightness.

This version was created October 11, 2018

NOTES

Camera Controls

This section describes how to Pan, Tilt, and Zoom the cameras and how to adjust the various camera settings using the Sony RM-BR300 controller.

Using the Sony Camera Control

The camera controller has two rows of buttons. Buttons 1, 2 and 3 on the lower row are used to select a camera. Buttons 1 through 6 on the upper row will cause the selected camera to pan and zoom to a preset position. (Other camera and preset buttons are only available when different camera models are used with this controller.)

Observe the 3 camera picture monitors labeled CH 1, 2, and 3 as you perform the following steps.

You can select a camera on the **Preview** row of buttons on the **V-800HD** to see a larger camera view.

- ✔ Select the Camera 2 button on the lower row of Camera Select buttons.
- ✔ Select CH 2 Preview on the V-800HD.
- ✔ Move the joystick left and right to pan the camera.
- ✔ Move the joystick forward and backward to tilt the camera

✔ Twist the joystick clockwise and counter clockwise to zoom in and out.

✔ Practice pan, tilt and zoom until you can easily move the camera to a target.

✔ Repeat the above steps for each of the three cameras.

There are 6 preset camera positions available. Do the following steps to save a camera preset.

Adjusting Presets

✔ Select the Camera 1 button on the lower row of Camera Select buttons.

✔ Adjust the camera to focus on the Lectern.

✔ Locate the Camera Control button labeled **Preset** and while holding it down press the #1 Preset select button.

NOTE: When the preset is successful, the monitor will briefly display the message **PRESET 1 OK**.

✔ Adjust the camera to focus on a new location.

✔ Press the Preset 1 button to have the camera automatically return to the preset shot of the lectern.

✔ Repeat the above steps for Cameras 2 and 3.

NOTE: A **Camera Preset Worksheet** is available for recording the preset locations.

In most situations the camera presets for each camera should be set as follows:

➤ Preset 1, Lectern
➤ Preset 2, Wide view
➤ Preset 3, Piano
➤ Preset 4, Audience (not available for camera 2)

By standardizing the presets for all cameras, you will have fewer things to remember during a program.

During program setup, press the Camera Select button, adjust a camera to a preset position, and then set the desired **Preset**.

Example for changing a preset: To adjust the preset for camera 3 for a wide view of the stage, select the Camera Select button 3, adjust pan and zoom for the wide view, hold the Preset button down, and then press the Preset Select button 2. The camera monitor will briefly show a message that the preset has been accepted.

The above process describes how to adjust and save the camera position and zoom settings. The camera presets also can save other camera settings.

Using Camera Control Menus

The Camera Control Menu system provides access to a large number of control settings. Most of these are not commonly used, however there are two areas that affect the quality of video for BVTV broadcasts.
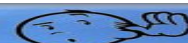
✔ Select a Camera using the Camera Control.

✔ Focus on the lectern, and then press the Preset #1 button.

✔ To access the Camera Control Menu, press the *Menu* button on the Camera Control. You may have to hold the button down for a second for the menu to appear.

Menu Button

This places the Menu on the monitor display. The illustration shows 6 menu options. The two options to be discussed are WHITE BALANCE and EXPOSURE.

A **>** character appears on the left side of the current selected menu option. The illustration shows the **>** character at the EXPOSURE option. To move the menu selection character, move the joystick forward and backward.
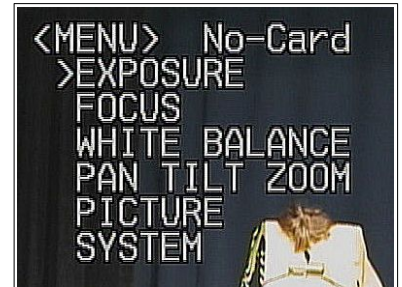
Setting WHITE BALANCE Options

✔ Use the joystick to move the selection character to the WHITE BALANCE option.

✔ With the selection character at the WHITE BALANCE option, press the button on the end of the joystick to open the WHITE BALANCE sub menu.

Observe that Preset #1 has been set to OUTDOOR for Camera 1 and IN-DOOR for Camera 2 in the illustrations.

To switch between the WHITE BALANCE MODE options, move the joystick left and right.

✔ Move the joystick left or right until the WHITE BALANCE **INDOOR** option is selected.

Note the slight color difference between the two settings

NOTE: the settings are stored with each preset. The WHITE BALANCE will have to be set separately for every camera preset.

✔ Locate the Camera Control button labeled Preset and while holding it down press the **#1 Preset** select button.

NOTE: Pressing the MENU button on the Camera Controller will back up one menu level.

You should check to insure that the WHITE BALANCE is set to **INDOOR** for all camera presets.

Using Manual EXPOSURE Options

When the camera is focused on a scene that is generally uniform in lighting, for example panning the audience, the full automatic exposure option will yield acceptable results.

However, when the stage spotlights are in use, and the lighting contrast varies across the scene, the automatic exposure feature of the cameras will probably not provide the best video picture. For example, if the camera is focused on a speaker at the lectern surrounded by dark curtains. In these cases, manual exposure controls will dramatically improve the picture.

NOTE: Pressing the MENU button on the Camera Controller will back up one menu level.

- ✔ Select a Camera using the Camera Control.
- ✔ Press the Preset #1 button to focus on the lectern.
- ✔ To access the Camera Control Menu, press the Menu button on the Camera Control. You may have to hold the button down for a second for the menu to appear.
- ✔ Use the joystick to move the selection character to the EXPOSURE option.
- ✔ With the selection character at the EXPOSURE option, press the button on the end of the joystick to open the EXPOSURE sub menu.
- ✔ To switch between the EXPOSURE options, move the joystick forward and backward.
- ✔ With the EXPOSURE MODE option selected, move the joystick left and right until the FULL AUTO mode is selected.
- ✔ Move the joystick forward and backward until the EX COMP (EXposure COMPensation) option is selected.
- ✔ Move the joystick left and right until EX COMP is ON.
- ✔ Move the joystick forward and backward until the LEVEL option is selected.
- ✔ Move the joystick left and right to change the LEVEL. (Observe the picture on the monitor to determine when the exposure compensation is acceptable.)

NOTE: Unless the POS options are changed, the camera sensors take readings from the *center of the view*. If the exposure compensation is set when a bright area is in the center of the view and the camera is then moved to a place where a dark area is in the center of the view, the exposure compensation will be incorrect.

- ✔ When the monitor shows a properly exposed picture, hold the Preset button down and, while holding the preset button down, press the current preset selection button.

The current MENU settings, EXPOSURE, WHITE BALANCE, and others will be stored with the current camera preset. This means that if manual exposure settings are to be used, they will have to be adjusted and memorized for every camera preset for each camera.
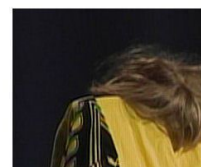
- ✔ To turn off the MENU, press the MENU button.

Backlighting the Speaker

When a speaker is at the lectern, and when the lectern is positioned at the marked location to the left of the stage (as viewed from the audience), the video picture of the speaker will be improved by adding back light-

Light 13 Off   Light 13 On

ing. This is done for the standard lectern position through the use of light #13. The illustration shows the difference adding 50% of light #13 makes to the picture.

Adding back lighting causes a person to stand out from the background and adds a bit of professionalism to broadcast images.

This version was created October 11, 2018

NOTES

Using the V-800HD Video Mixer

The Roland V-800HD Video Mixer provides for sending video to the Sight and Sound program. There are up to 8 different video inputs. Each of these can be previewed on one part of the monitor, and at the desired time, the preview video can be sent to the program video output.

Although there are a lot of different options available on the V-800HD, it can be used to simply switch between the current video input to a second video input. This is pretty much the same as the operation of the previous Edirol video mixer.

IMPORTANT: Use the following procedure for turning the V-800HD on and off.

V-800HD Powering ON

✔ Turn ON the **V-800HD**.

✔ Wait for the lights to stop flashing... it takes a while. (The Memory #1 light should be green when the V-800HD is through booting up.)

✔ Turn **ON** the video sources (Cameras, Video Players/Recorders, Computers, Atlona).

✔ Turn **ON** output devices (Projector) if required.

V-800HD Power OFF

✔ Turn off output devices (projector).

✔ Turn OFF V-800HD.

✔ Turn OFF the video sources (Cameras, Video Players/Recorders, Computers, Atlona).

NOTE: When the V800HD is turned on, and after the lights stop flashing it will start with the default (memory 1) memory settings. These settings should have the current program input set to camera 3 and the current preview input set to camera 2 (if no one has changed the memory settings).

Additional memory options are available that change the program, preview, additional video input options, and frame store contents.

Basic Operation

The V-800HD video display is divided into 10 sections. The upper half shows the current program on the right side of the screen and the left side of the screen shows a preview of the next display.

The lower half of the display shows the currently available video sources.


The V-800HD has two rows of buttons for selecting video sources.

The **CUT** button is used to make an instant switch between preview and program video sources. The **AUTO** button will fade between sources using a pre-set amount of time for the *TRANSITION*. The default of 1.0 seconds is typically used.

There is a **FADER T-bar** that is used to switch from the video input selected on one row of buttons to the video input selected on the second row of buttons. The FADER T-bar is typically used together with one of the *Wipe* options discussed later.
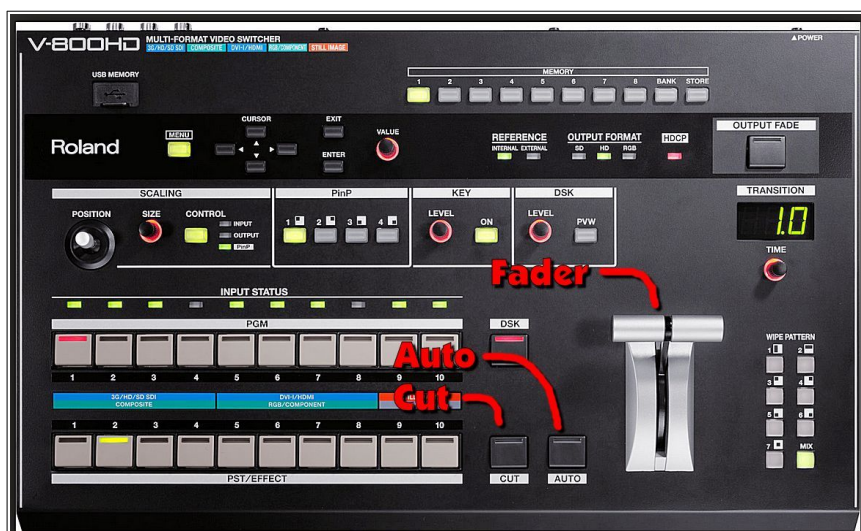
The first of two rows of 10 buttons control the current program output. Available video inputs have a **green** input status light. The current selected program input button has a
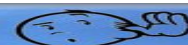
red light. The bottom row of 10 buttons control the preview. The currently selected preview input has a green light.

Example

Let's assume that Camera 1 has been selected in **PGM** (the top row of buttons). Camera 1 video will be shown in the program section (the right side) of the monitor. If Camera 2 is selected in **PST/EFFECT** (the second row of buttons), its video will be shown on the left side of the monitor. When the CUT or AUTO button is pushed, the program video will change from Camera 1 to Camera 2.

> For basic video mixing, the **CUT** or **AUTO** button is used to switch between video sources selected on the two rows of buttons. The **FADER T-bar** control is typically used to control *Wipe* positions.

Auto Transition Time

To change the length of time for an **Auto** transition, adjust the amount of time shown in the **TRANSITION** time display by turning the **TIME** knob found just below the time display.

Wipe Patterns

There are 8 different wipe patterns available. These are selected by pressing buttons near the lower right corner of the V-800HD.
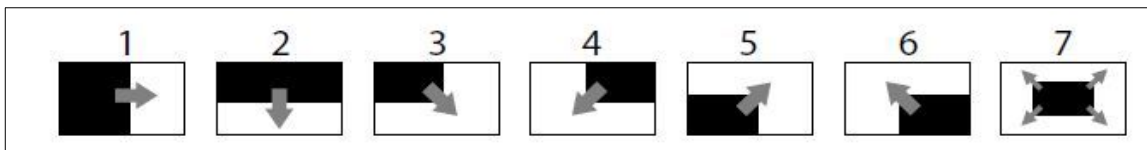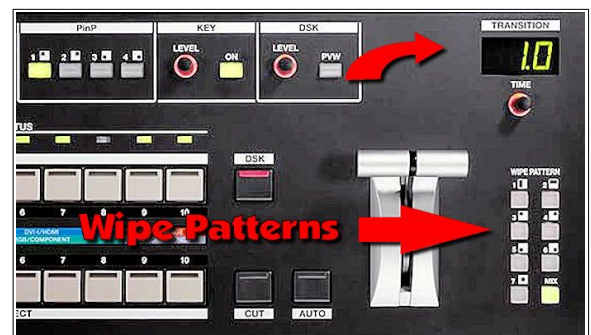
In most cases, the basic **MIX** option should be selected. In special cases, it may be desirable to use one of the geometric wipe patterns.

Fade to Black

At the end of a program, and before switching BVTV from the Sound Booth to the Administration Building, you should *fade to black*. This is done by pressing the **OUTPUT FADE** button near the upper right corner of the V-800HD.

Pressing the **OUTPUT FADE** button a second time returns to the current program video.

Picture in Picture Displays

There may be times when it is desirable to mix two images on the screen at the same time (PinP). For example, during Vespers hymn singing, some operators like to show the accompanist in one corner of the display while panning over the audience. Here is an example of how it can be done.

✔ Set the camera that shows the audience on the **PGM** selection buttons (the background).
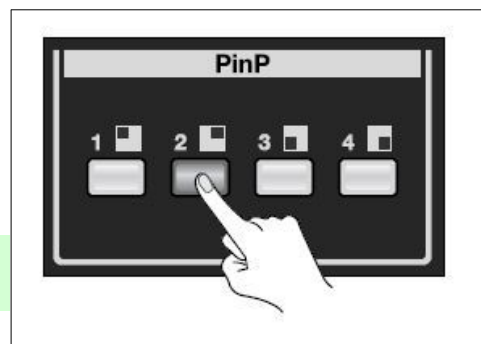
✔ Set the camera that shows the accompanist on the **PST/EFFECT** selection buttons.

✔ In the PinP section of the V-800HD, select the **PinP style,** and preview the results.

✔ In the *SCALING* section of the V-800HD, press the *CONTROL* button until the PinP option is selected.

✔ Use the **SIZE** knob to adjust the PinP image size.

✔ Use the **POSITION** joystick to move the PinP image to the desired location.

✔ Use AUTO, CUT or FADER to send the **PVW** image to the **PGM**.

✔ To turn off the PinP image, press the selected **PinP** button to make the PinP image disappear.
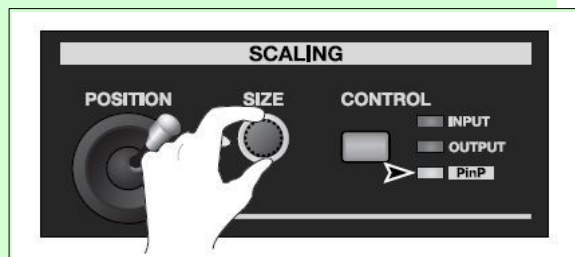
Superimposing Text

To superimpose text over a background video, a video source containing text that has a solid black background must be available. This can come from a frame store on button 9 or 10, a DVD, or the booth computer.

✔ Set the program video source on the **PGM** row of video selection buttons (the background).

✔ Set the text video source on the **PST/EFFECT** row of video selection buttons.

✔ Press the **KEY** Selection button **ON** button.

✔ If necessary, adjust the *LEVEL* knob until the preview shows the desired effect.

✔ Use AUTO, CUT or FADER to send the **PVW** image to the **PGM**.

✔ Press the **KEY** Selection button **ON** button to remove the overlay.

Enlarging the Source Picture

There may be times when you want to zoom in (enlarge) the source picture. For example, when a computer display is being used and you want to zoom in on a part of the display.

- ✔ In the **SCALING** area of the V-800HD, press the **CONTROL** button until the **INPUT** option is selected.
- ✔ Use the **SIZE** knob to change the scale.
- ✔ Use the **POSITION** joystick to *move* the scaled image.
- ✔ Use AUTO, CUT or FADER to send the **PVW** image to the **PGM**.
- ✔ When you are through using the enlarged image, use the *SIZE* and *POSITION* options to return the source image to its original size and location.
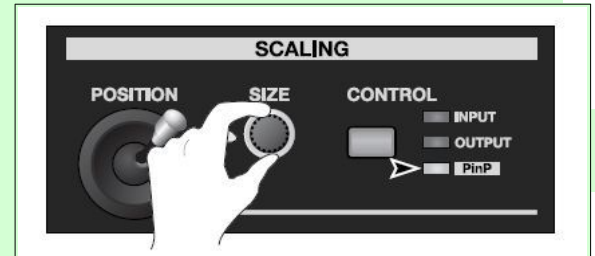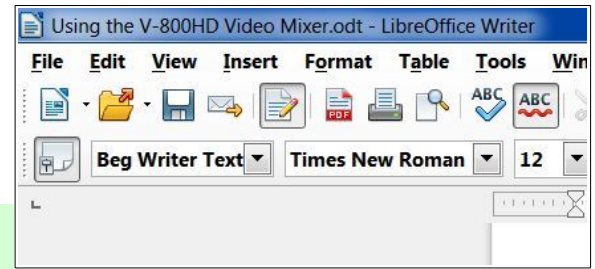
Using Frame Store Still Images

There are several still images available in the frame store of the V-800HD (unless some-one has changed or removed them). Different **MEMORY** buttons can save different image options from the frame store.
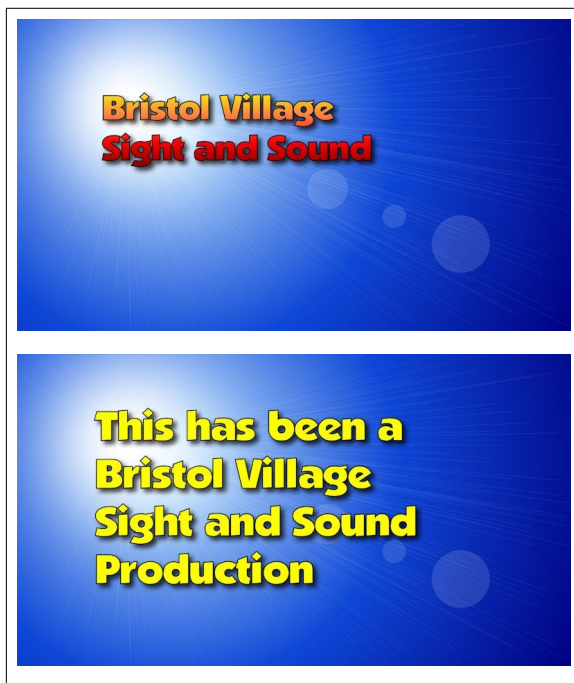
- ✔ To use the still frames, select either 9 or 10 on the **PST/EFFECT** row of buttons, then use AUTO, CUT or FADER to send the preview image to the program.
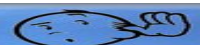
Programming Memory Buttons

The V-800HD has **8 MEMORY** buttons, a **BANK** select button, and a **STORE** button. Each time the V-800HD is started, it defaults to **MEMORY 1**.

What is stored in each memory is the configuration of Channel video inputs, including which frame store images have been assigned to Channels 9 and 10.

In the illustration shown here, the PGM (Program) has been set to Channel 9 (which has been set to the frame store image shown), the Preview has been set to Channel 3 (Camera 3), and Channel 6 is showing the output from the Atlona.

This reflects the memory settings for the currently selected **MEMORY** button. Here is how to store settings for a particular memory button.

Creating a memory setting

Memory BANKS are reserved for each S&S Team by number.

✔ Select the desired MEMORY BANK by pressing the *BANK* button.

✔ Press the *MEMORY* button that will be used for the new settings.

✔ On the V-800HD, press the **MENU** button, use the **CURSOR** to select the Input option, then press **ENTER**.

✔ Use the *CURSOR* to select a channel, then use the **VALUE** knob to select the input type. (The Camera input type must be set to Composite.)

✔ Use the *CURSOR left or right arrow* to select additional inputs.

✔ Use the *CURSOR* to select channel 6 (the Atlona input), then use the VALUE knob to select the **DVI** input type.

✔ Use the *CURSOR* to select channel 9, then use the **VALUE** knob to select the *Still Image* input type.

✔ Press the *MENU* button and select the desired still frame.

✔ Repeat the previous steps for Channel 10.

Now that the settings have been adjusted, it is time to store them.

✔ Press the **STORE** button, then press the desired **MEMORY** button. (The previously selected button will flash.)

✔ Use a *Channel List* worksheet to record the settings.

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NOTES

Copying a DVD Using Nero Computer Software

If it is required to copy from a DVD to another DVD, the Computer Club Media Station computer can be used.

- ✔ Start the Computer Club *Media Station*.
- ✔ Insert the original DVD into **Drive D**.
- ✔ Wait for the computer to recognize the disk and start playing. Close the play window by clicking on the X in the upper right corner of the play window.
- ✔ Insert a blank **DVD-R** disk into **Drive E**.
- ✔ Wait for the computer to open the auto play window, and then close the window by clicking on the X in the upper right corner of the window.
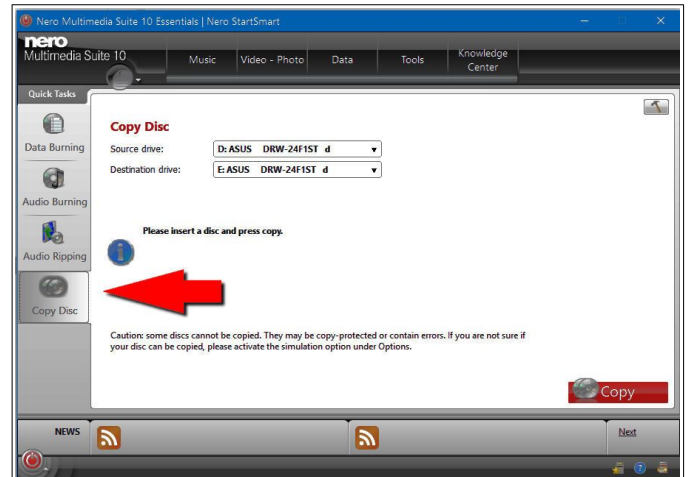- ✔ Double click on the Nero Start Smart shortcut icon found on the Desktop

  [or in the start menu].
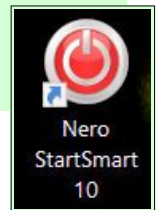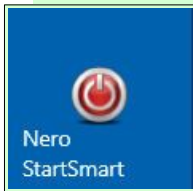
When the Nero window appears, select the Copy Disc option.

After selecting the Copy Disc option, a line will appear along the bottom of the window with an indication of the progress of the copy process.

When the copy is finished, the system will eject the two DVD's

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NOTES

Chauvet Lighting Control

Using the Obey Wireless Lighting Controller

The Obey controller is used to adjust the four colored light strips that wash the back sound wall of the stage, and also the slim par 12 light.

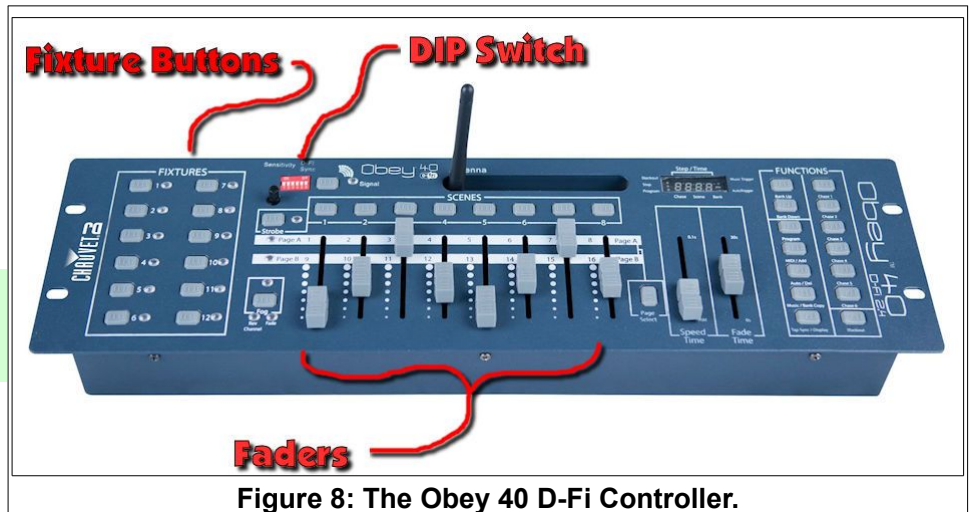✔ Turn on power to colored light strips.

Figure 8: The Obey 40 D-Fi Controller.

The colored light strip power switch is located on the back wall of the stage between the two circuit breaker panels.

✔ Turn on power to the **Obey** controller.

If the controller is transmitting properly, a small green signal light will be flashing rapidly (not blinking).

✔ Slide all faders to their ***bottom*** positions.
✔ Select a **Scene** switch.

The scenes have been programmed as shown in Figure 2.

Once a scene has been selected, the light display can be modified. For example:

✔ Select **Scene 4**.
✔ Turn on the **Fixture 2** and **3** buttons.
✔ Move the **DIM** fader up to adjust fixture brightness.
✔ Move a **RED, GREEN**, or **BLUE** fader up to mix colors.

Scene	Fixture 1	Fixture 2	Fixture 3	Fixture 4	Fixture 5
1	🟥	🟥	🟥	🟥	
2	🟩	🟩	🟩	🟩	
3	🟦	🟦	🟦	🟦	
4	🟥			🟥	
5	🟩	🟥	🟥	🟩	
6	🟥	🟩	🟦	🟨	
7	🟧	🟪	🟦	🟩	🟥
8					White

Figure 9: Scene Table.

Settings – For reference only, or use if settings have been messed with.

The **DIP** switches for the **Obey** Controller must be set as shown in the setup illustration. The BV system is set to **channel 1**.

Figure 10: The controller DIP Switches.

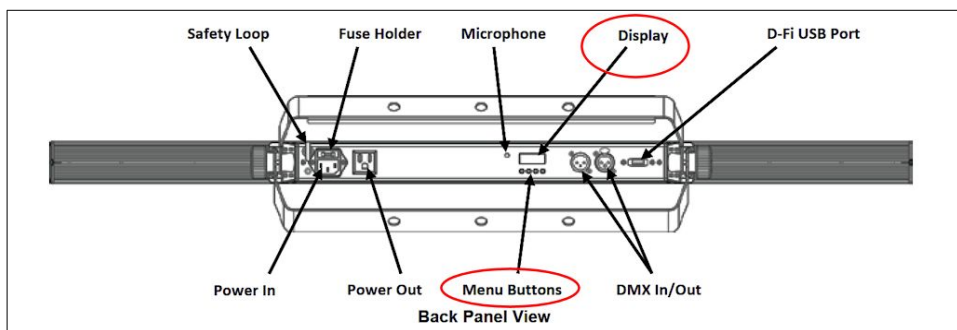The USB Adapters are inserted into the lighting fixtures, and fixture settings are controlled through buttons on the back of the fixture.

> ➤ **USB Adapter** DIP switches should all be set to **channel 1**.

Figure 11: The USB adapter.

Pressing the fixture **Menu** button cycles through the various options. Here are the settings for the BV system.

> ➤ All fixtures must be set to 8 channel mode.

➢ Each **fixture** must have an address according to the fixture number table.

✔ To set the fixture address, do the following:
➢ Press the fixture **Menu** button until **8-CH** appears, then press **Enter**.
➢ Press the **UP** or **Down** button until the desired fixture address appears.
➢ Press **Enter**.
➢ Repeat these steps for each fixture.

Fixture	Address
1	1
2	17
3	33
4	49
5	65
6	81
7	97
8	11

Figure 12: Fixture Addresses.
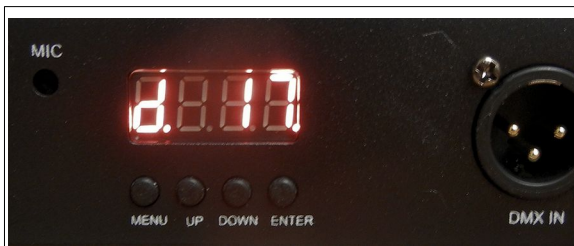
Figure 13: Setting address for Fixture 2.

Notes: The *USB adapters* have an indicator light. When they are ready to receive signals from the Obey controller, they should show a blinking light. This light will have a fast blink when the fixture is receiving a signal.

The *Obey controller* has a signal indicator light. This light will have a fast blink when the controller is ready to transmit signals.

Controlling fixture light colors.

✔ Move the 8 fader sliders all to the *bottom* position.
✔ Press the desired *Fixture* selection buttons.
✔ Move the **DIM** fader up, then move the **RED, GREEN**. and/or **BLUE** faders up to adjust the light color.

Programming Scenes

Scenes are combinations of lighting settings from the fixtures that are stored in the Obey controller by programming each scene.
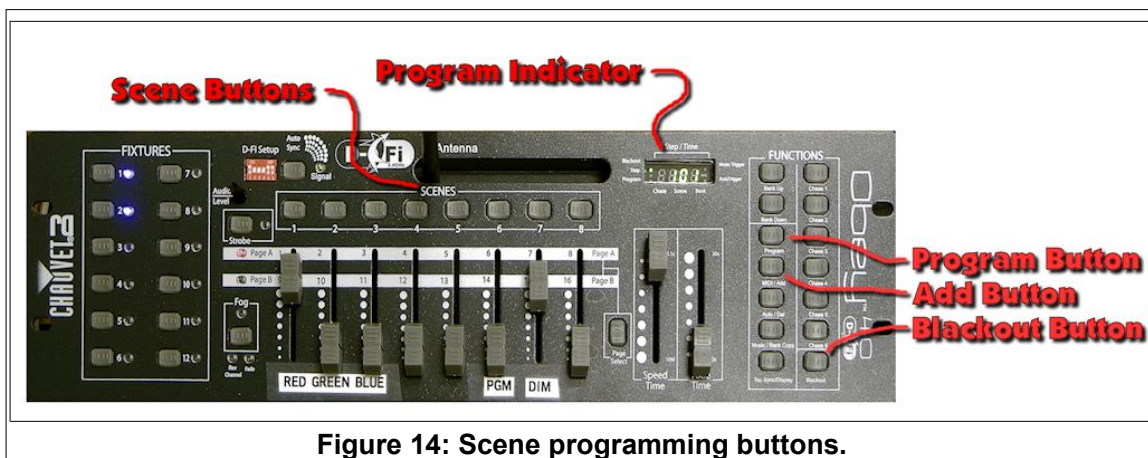

Figure 14: Scene programming buttons.

✔ *Activate* Program mode by holding the **Program** button down for *3 seconds*. The indicator light should be on after this step.

✔ *Select* one or more fixtures and adjust the lights. Press the **Add** button followed by the desired **Scene** button. The controller will flash lights to show the scene has been stored.

✔ Repeat this process for each desired scene.

✔ *Exit* Program mode by pressing the **Program** button for *3 seconds*.

Note: When you Exit Program mode the system will automatically enter Blackout mode.

Creating a multi colored display.

Here is a trick for using a Scene to create a display of red-blue-red with 4 fixtures.

✔ *Activate* Program mode by holding the **Program** button down for *3 seconds*.

✔ Create a *Scene* with **fixture 1** and **4** set to **red**.

✔ *Exit* Program mode by pressing the **Program** button for *3 seconds*.

✔ Press the new scene button.

✔ Turn on **fixture 2** and **3** and adjust the color to **blue**.

Using the SlimPAR T12 BT

The SlimPAR T12 BT is a round shaped wireless light identified as **Fixture 5** in the *Obey controller*.

The channel for this fixture should be set to CH8 and the fixture address to d65.

✔ Turn on the Wireless light controller (Obey 40).

When the Obey controller is transmitting and receiving wireless signals, the indicator light will show a fast blink.

✔ Turn on (or plug in) the **SlimPAR T12 BT**.
✔ On the Obey controller, move *all faders* to the *down* position.
✔ On the Obey controller, select the f**ixture 5** button.
✔ On the Obey controller, move the **DIM** fader up.
✔ On the Obey controller, move the **RED**, **GREEN**, and/or **BLUE** faders up.

To create a white light, move the **RED**, **GREEN**, and **BLUE** faders all the way to the top.

Use the **DIM** fader to control brightness.

NOTES

Troubleshooting

Projector

Use the remote control to turn on the projector. The remote has to be pointed directly at the projector from near the stage. The remote does not work from inside the sound booth.

> ➢ If projector does not go off.
>> ➡ Point the remote at the projector and press the **STAND-BY** button twice. The first press will display a message on the screen. The second press will turn the projector off.
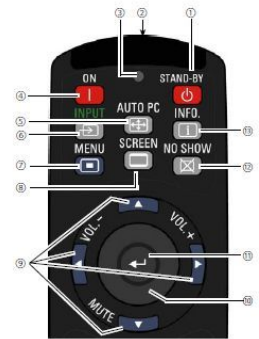
Note: Projector power is controlled by breaker #11 on Power Panel #1 (back of stage). If the projector fails to come on (a green light on the projector may be flashing on and off in a sequence of flashes), the projector may have to be reset by turning off it's power for a few minutes. When the power is restored, the projector will take a minute or so to reset before it can be turned on.

> ➢ If a video does not project.
>> ➡ Videos can be played from either the Sony or Panasonic or BluRay player. Select the proper drive (DVD, VHS). Check to make sure the picture appears on the Marshall LCD monitor for the player.
>> ➡ Check to see that the projector is ON.
>> ➡ Make sure the Atlona Switcher is on, and the proper player button is selected.

> ➢ If a computer does not project:
>> ➡ Turn on the projector and Atlona switcher before starting the computer.
>> ➡ Check where the computer is connected (HDMI WALL or CH8 wall plate below sound booth window, or in-booth connector)
>> ➡ Make sure the Atlona Switcher is on, and the appropriate button is selected.
>> ➡ On laptops, set the computer video toggle to duplicate both laptop and external displays. (This setting is unique to each computer. Most laptops have an extra function key marked Fn that has to be pressed together with a second function key, for example Fn+F5. On some Windows computers you have to open the Control Panel, Display window, and then select the duplicate display option.)

> ➢ If there is a picture on the projector, but no sound:
>> ➡ Make sure that the main power rack power is on.
>> ➡ Make sure that the Switcher Assign buttons on the sound board are set correctly.

Audio Problems

➢ No Sound:
  ↬ Check to make sure that the amplifier rack power is on. (If the amplifier rack power strip light does not come on, it is possible that the circuit breaker has been overloaded. You can check by plugging a working lamp into the wall outlet behind the amplifier rack. If there is no power, check Breaker #12 on the left panel on the rear wall of the stage.)
  ↬ Make sure that all speaker amplifiers are turned on.
  ↬ If the sound board power is on, check the speaker volume sliders, assignment buttons, and ON buttons.
  ↬ If there is no sound from a particular mic or input, check the assignment buttons.
➢ Bad Loud Feedback:
  ↬ QUICK, punch ON buttons to turn sound board lines off.
  ↬ Bad Loud Feedback. Feedback usually comes from a speaker sending sound to a microphone. If the ceiling over house microphones assignment buttons Group 1-2 are down, feedback is guaranteed.
  ↬ Reduce the Gain for the offending microphone.
➢ Bad Loud Motorboat Feedback:
  ↬ This can happen if the Sony or Panaqsonic recorder/player is stopped when the Switcher audio line is ON.
➢ If some microphones work, but others do not:
  ↬ Check ON buttons.
  ↬ Check assignment buttons All assignment buttons should be down except for the ceiling over house and ceiling front of stage microphones. The ceiling over house and front of stage Group 1-2 buttons should be up, all other assignment buttons should be down.
  ↬ Check phantom power (all green lights along the top of the sound board should be on.)
➢ For remote wireless microphones:
  ↬ Check that wireless receiver power is on.
  ↬ Check transmitter or hand microphone batteries.
  ↬ Check that the belt pack or hand microphone is not OFF or MUTED.
➢ No sound from wireless mic, but battery check is good, ON is off, and power is on:
  ↬ Check to be sure the frequency address shown in the receiver and hand held mic or belt pack are the same.
➢ The Sony player (or Panasonic Recorder) is playing strange music over the ceiling speakers:
  ↬ Turn OFF the Switcher fader on the Sound Board.
  ↬ Change the Input option so that the Sony or Panasonic is not playing a disc or tape or displaying a TV channel.
➢ If stage speakers are not working:
  ↬ Make sure stage speakers are connected to the ¼ inch jack on inside right wall of the stage (as viewed from the audience).
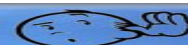
➡ Check audio level knobs on speakers. (A setting of 8 is typical.)
➡ Adjust Aux 1 knob marked Stage on sound board to control volume.
➡ Adjust Aux 1 knob for each microphone that is to be sent to the stage speakers.
➡ Make sure that the stage speaker amplifier (on the main power rack) is on.
➢ Video tape or DVD video is playing, it is visible on the big screen, but there is no sound:
  ➡ Check sound board Switcher channel for volume, gain, or ON -button..
➢ Unwanted sound in the Cafe:
  ➡ The switch for controlling the Cafe speakers is located in the maintenance office near the bank. It looks like a typical wall switch and is located near the PA system over the desk.

Video Problems

➢ No picture on Sony or Panasonic recorder LCD monitor screen:
  ➡ Check Sony or Panasonic power.
  ➡ Make sure the Converter switch on the power strip is on.

WARNING: If the sound board Stereo line is not ON, no sound will be recorded.

➢ No picture from cameras:
  ➡ Check camera power switch (high on wall to the right of the camera controller).
  ➡ Check individual LCD monitor toggle switches.

Camera Switch
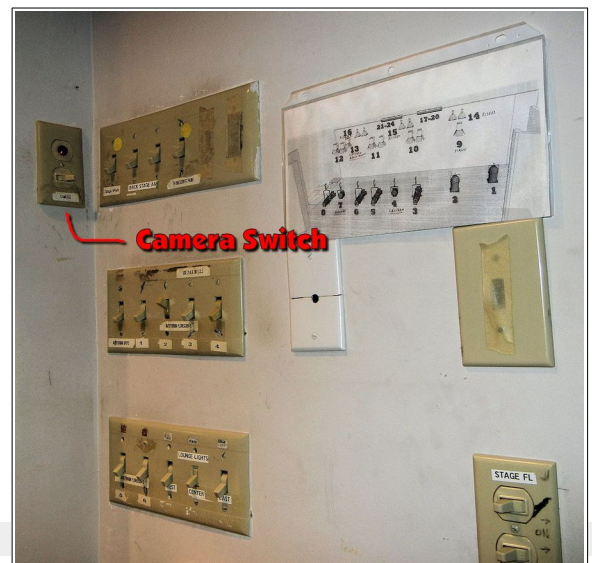
➢ Presets on the Camera Controller do not work:
  ➡ Check the Shift Light on the Camera Controller. If the lower light is ON, press the **Shift button** for 1 second to change it to the upper position.
➢ Camera Controller stops working:
  ➡ Turn off power to controller, wait 30 seconds, turn power back on. Wait for all lights to stop blinking before making a selection.

Shift Button

➢ BVTV transmission is off:
  ➡ Check the Master Video switch to see if it is set to BVTV.
➢ No sound on home BVTV sets.

Note: The TV monitor on the power amp rack shows programming after it is sent by Time Warner to Columbus and back to Bristol Village homes. There will be a 4 second delay between the live program and the TV monitor. Checking the TV monitor picture and TV

headset for sound will prevent a visit from one of the maintenance people who received a phone complaint about no sound in the village.

- ➡ Make sure the sound board Village is ON and the volume slider is high enough.
- ➡ Check to make sure that the amplifier rack power is on. (If the amplifier rack power strip light does not come on, it is possible that the circuit breaker has been overloaded. You can check by plugging a working lamp into the wall outlet behind the amplifier rack. If there is no power, check Breaker #12 on the left panel on the rear wall of the stage.)
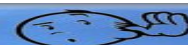
➢ CD Player Problems
- ➡ Make sure that the CD power strip button is ON.

➢ Make sure that the Numark CD power switch is ON.

➢ Stage Lighting
- ➡ If the Smartfade does not start in Two Scene Mode, the power must be turned off and the Smartfade must be restarted. When the power is turned back on the power switch must be held down for more than 5 seconds. The wheel is then used to select Two Scene Mode.
- ➡ The Smartfade controller has a timing function that determines how long it will take changes from setting A to setting B to happen. This function is controlled by the jog wheel on the Smartfade. If the system has been reset, the default time may be 5 seconds.
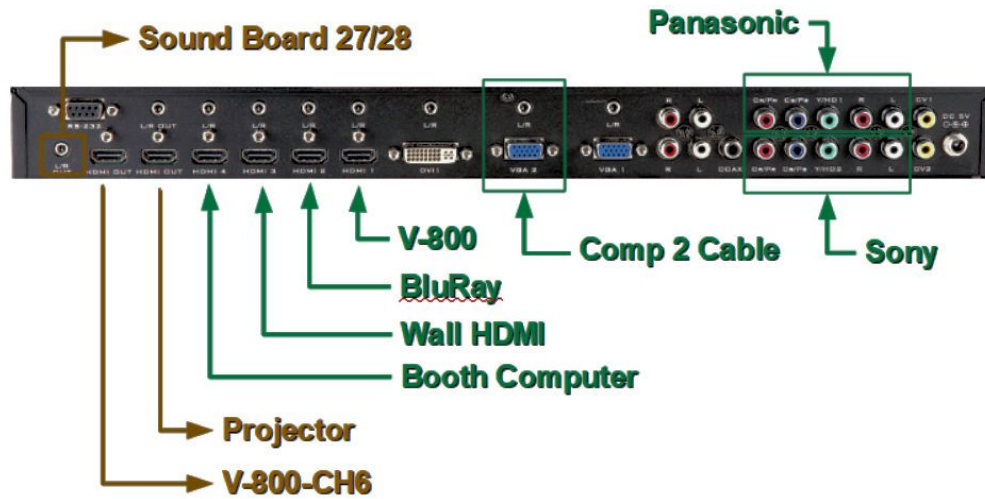
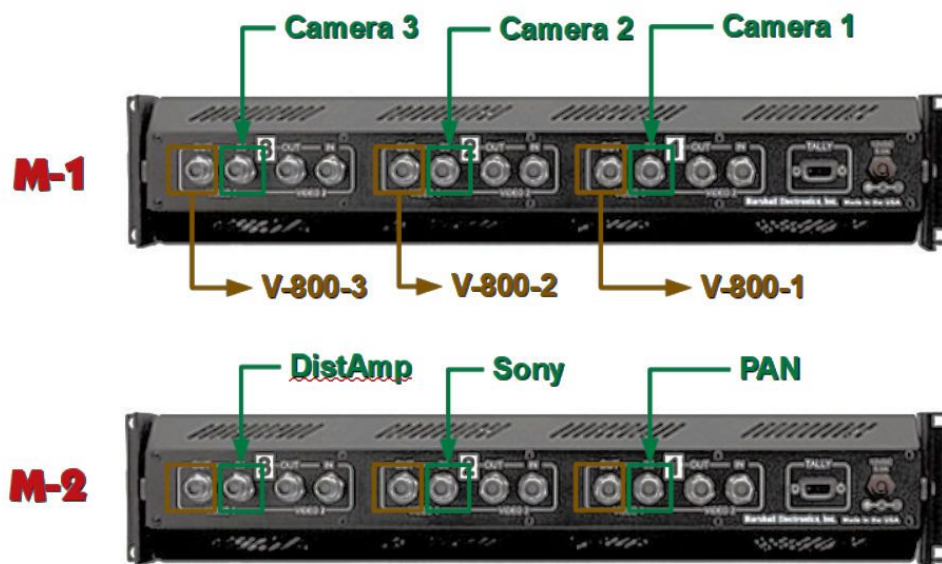This version was created October 11, 2018

Wiring Diagrams

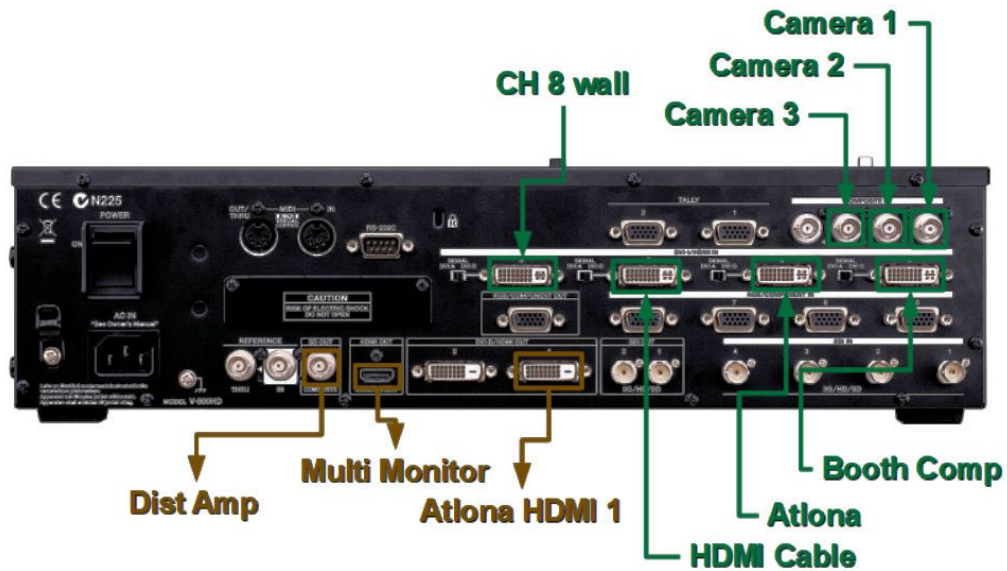### Atlona (switcher) Connections

Sound Board 27/28

Panasonic

V-800

Comp 2 Cable

Sony

BluRay

Wall HDMI

Booth Computer

Projector

V-800-CH6

Marshall Monitors

Camera 3 Camera 2 Camera 1

M-1

V-800-3 V-800-2 V-800-1

DistAmp Sony PAN

M-2

Roland V-800HD

Camera 1

Camera 2

CH 8 wall

Camera 3

Dist Amp

Multi Monitor

Atlona HDMI 1

Booth Comp

Atlona

HDMI Cable

Sony Player

Marshall 2-2

Atlona Component Video

Atlona Component Audio

Panasonic Recorder

Atlona Component Video

Marshall 2-1

Atlona Component Audio

Sound Board

Dist Amp

NOTES