



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.



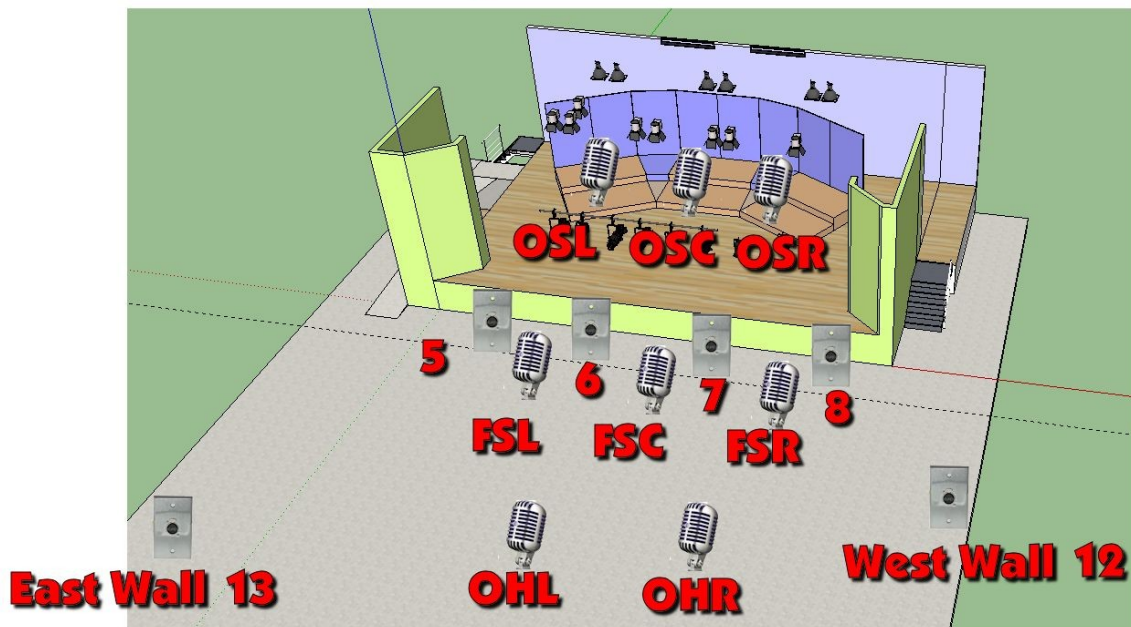
- ✓ Turn on power for any required **wireless microphones** receivers. (Note power strip above receivers.)
- ✓ Check the program request form for the number and placement of microphones.

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 connector 13 is located on the east wall, and mic connector 23 is 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.