

# The House of Faith – United Methodist Church of Yucaipa

## Sound Technician Training

### Sound Board Startup

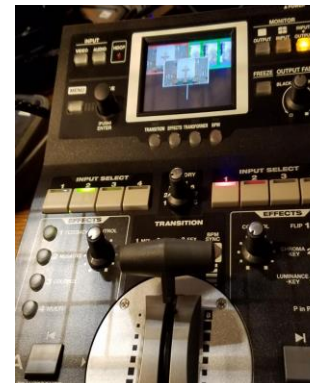
1. Turn on the **Master Power switch** on the power strip under the right side of the sound booth. This is the **ONLY** power strip that gets turned on and off down there; all other power strips are connected to the Master Power strip.



2. Start the Sony video camera by opening the side viewer on the left. **Start the camera before you start the Silver Zoom session so that it will show the video.** The tripod can also be adjusted up/down, and you can reposit the camera image as needed.



3. Turn on the **Roland video** mixer from the button on the back (see ^ POWER). If more than one camera input is used, the slider handle in the middle switches between the video inputs. We are currently using only one camera.



4. Turn the **sound board** on from the switch on the back left side of the board. It's a toggle switch; the top of the switch goes in for ON (you will see lights on the board) and the bottom goes in for OFF.



5. Turn on the **Tascam recorder** by toggling the power button. After the recorder has booted up, push the REC button on the front of the unit. The light will go red when it is recording.



6. There are **remote switches** on the right side of the soundbooth. These will remotely turn on/off the screens, speakers, spotlights, and fans. Each white switch bank can be removed and held up for better reception if necessary.

**Big Balcony Fan** connects to the big powerful fan in the balcony. Switch it off if musicians are practicing or if worship will start soon.

**L Ch Mon** connects to the left monitor behind the arch.

**R Ch Mon** connects to the right monitor behind the arch.

**B Fan** connects to the small quiet fan clipped to the balcony rail at the center. It can stay on during worship.

The switches below the counter are labeled with numbers in black marker.

1. **L Spkr** connects to the left speaker. The blue light on the speaker will show if it's on.
2. **R Spkr** connects to the right speaker. The blue light on the speaker will show if it's on.
3. **L Mon** connects to the left display monitor in front of the arch.
4. **R Mon** connects to the right display monitor in front of the arch.
5. **R Spot** connects to the right spotlight.
6. **L Spot** connects to the left spotlight.
7. **Lecturn** connects to the small monitor on the liturgist podium.
8. **Narthex** connects to the monitor in the Narthex. There is also sound coming through to this monitor so anyone that need to step out can still hear.
9. **Pastor Mic** connects to Pastor's mic send unit. Check that the power strip behind the pulpit is on if it's not working.

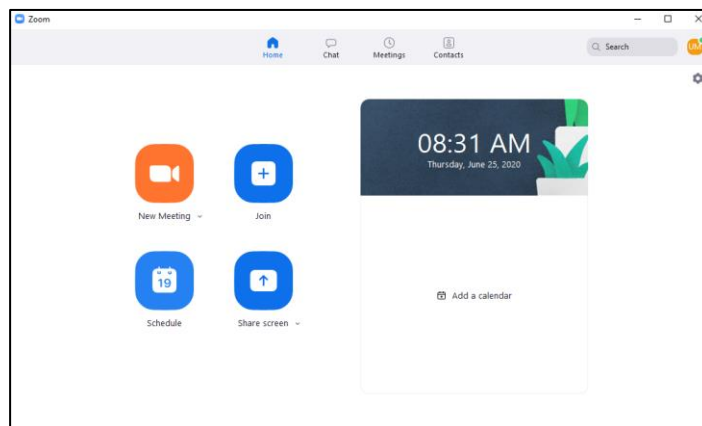


## Computer Startup

7. The two laptops should already be running, but might be asleep. Each one has a Bob login with no password that should be used for worship. **The silver laptop is used to run Zoom. The red laptop is used to run Powerpoints**, which show on the screens and are shared for Zoom worshippers.

Note: Administrator login and passwords are **UMCY** pw beech for the silver laptop, and **Deb** pw teiykou7 the red laptop. The TPLink wireless network password is teiykou7.

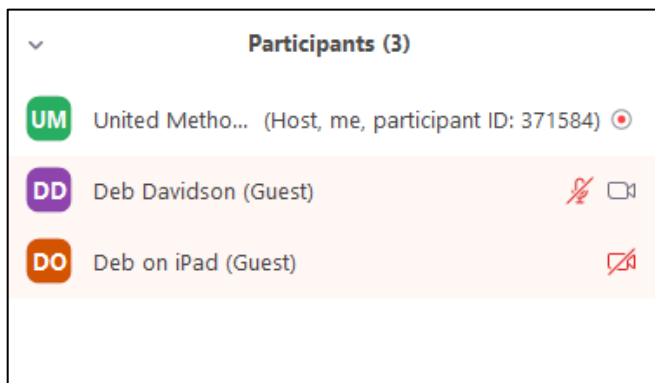
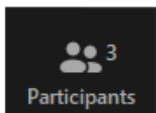
8. On the **Silver laptop, start Zoom and Sign In**, login as **sanctuary@yucaipamethodist.org** using password **Teiykou7**. The Sunday Zoom meeting should already be created (go to the Meetings tab and look for **Sunday Worship at The House of Faith**). *If it's not there, go to Home and click on Schedule Meeting. Choose the date and time (9:00 am start and 2 hours duration). Click on Advanced Options at the bottom (see below right) and make sure Mute Participants on Entry is checked. Click on **Sunday Worship at The House of Faith** and start the meeting.*



9. The Red laptop should already be running the announcement slides. Use Escape to exit from the powerpoint show, and then Start Zoom. Choose Join Meeting, and choose **Sunday Worship at The House of Faith** or the Meeting ID shown below. On Red Zoom, ALWAYS make sure **Don't connect to audio** and **Turn off my video** is checked so you don't get a sound echo.

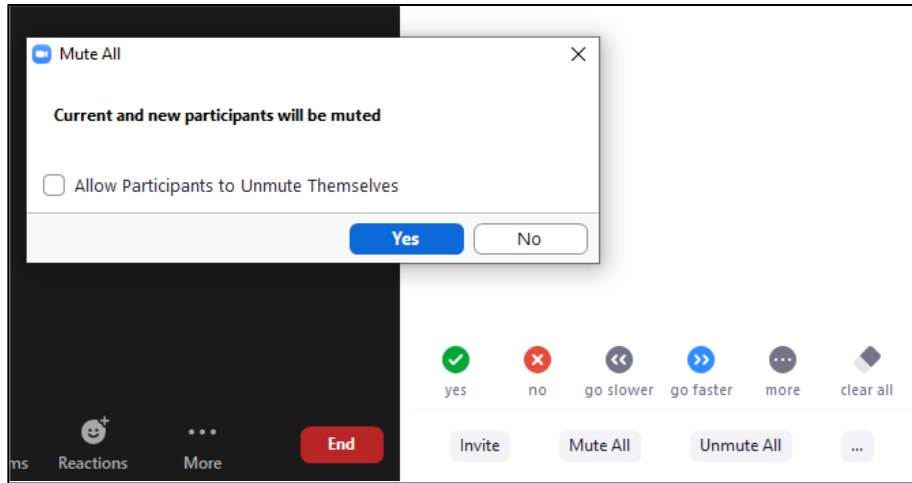
10. Admit Red Zoom from the Silver Zoom session on the silver computer.

- Once the Red Zoom session is connected, **start the worship powerpoint slideshow** on the red computer. It will be run full screen, but you can use ALT+Tab to switch between open applications and get back to the Zoom session.
- At the bottom of the **Silver Zoom** screen, click on **Participants** to open the participant list on the right side of the screen. As the host, United Methodist Church will always be at the top. The list of users underneath will have a microphone (crossed out if muted) and a video camera if they have enabled video.



- On the silver computer after at least **3 participants are on**, **Spotlight the Silver Zoom** session, and make **Red Zoom the Co-host** by clicking on the **3 dots to the right** to access the menu for that participant.
- At the bottom of the Participants section are Mute All and Unmute All buttons. Everyone should start muted, but to prevent unmuteing, click on Mute All and uncheck the box for Allow Participants to Unmute Themselves, as shown below. Then click Yes. This will disallow participants from Unmuting their microphones until it is changed. The only time participants can unmute is during Joys and Concerns.

In the upper left corner of the Zoom screen, **Original Sound for Musicians must be On**. If it's not showing, click on the arrow to the right of the Mute button and choose Audio Settings. Scroll down to Audio Profile, and select Original Sound for Musicians, High Fidelity Music mode. When you close out of the options, you will be able to toggle Original Sound for Musicians to On.



15. When running the powerpoints on the red computer, use the mouse scroll wheel or left mouse click to advance to the next slide. The slides are printed and have a number. Typing in the number and pressing Enter will go to that slide.
16. From the Red Zoom session, choose **Share** and then select the **Powerpoint show** and OK. The powerpoint show will display for the Zoom participants. When you **stop the Share**, the **camera video** will be shown. **Show video for Prelude, Announcements, Sermon and Special Music**, and share the Powerpoints when participants need to read the call to Worship, scripture, hymn words, Young at Heart Moments, etc. **NOTE: Alt+Tab is only used to get to another application. When you want to show the powerpoints for the congregation, you must SHARE the powerpoints that are running. If you just switch with Alt+Tab, the congregation will see it, but the Zoom participants do not. Zoom participants see what is on the Silver Zoom computer screen.**
17. **At the last verse of the 2<sup>nd</sup> hymn (to prepare for Passing of the Peace and Joys and Concerns)**, click on the Unmute All button from the Participants section for Fellowship Time. This will let Zoom participants unmute to share with the Sanctuary.
18. On the Red Zoom computer, change from Speaker View to **Gallery View** so the congregation can see who is on Zoom. **Use Stick 1 with a Clorox wipe to get Joys and Concerns from the congregation.** If anyone on Zoom has something to share, put the stick mic up to the Silver computer speaker so everyone can hear. After Joys and Concerns, switch back to Speaker view, and then share the powerpoints and go to the Unison Prayer.

## Microphones

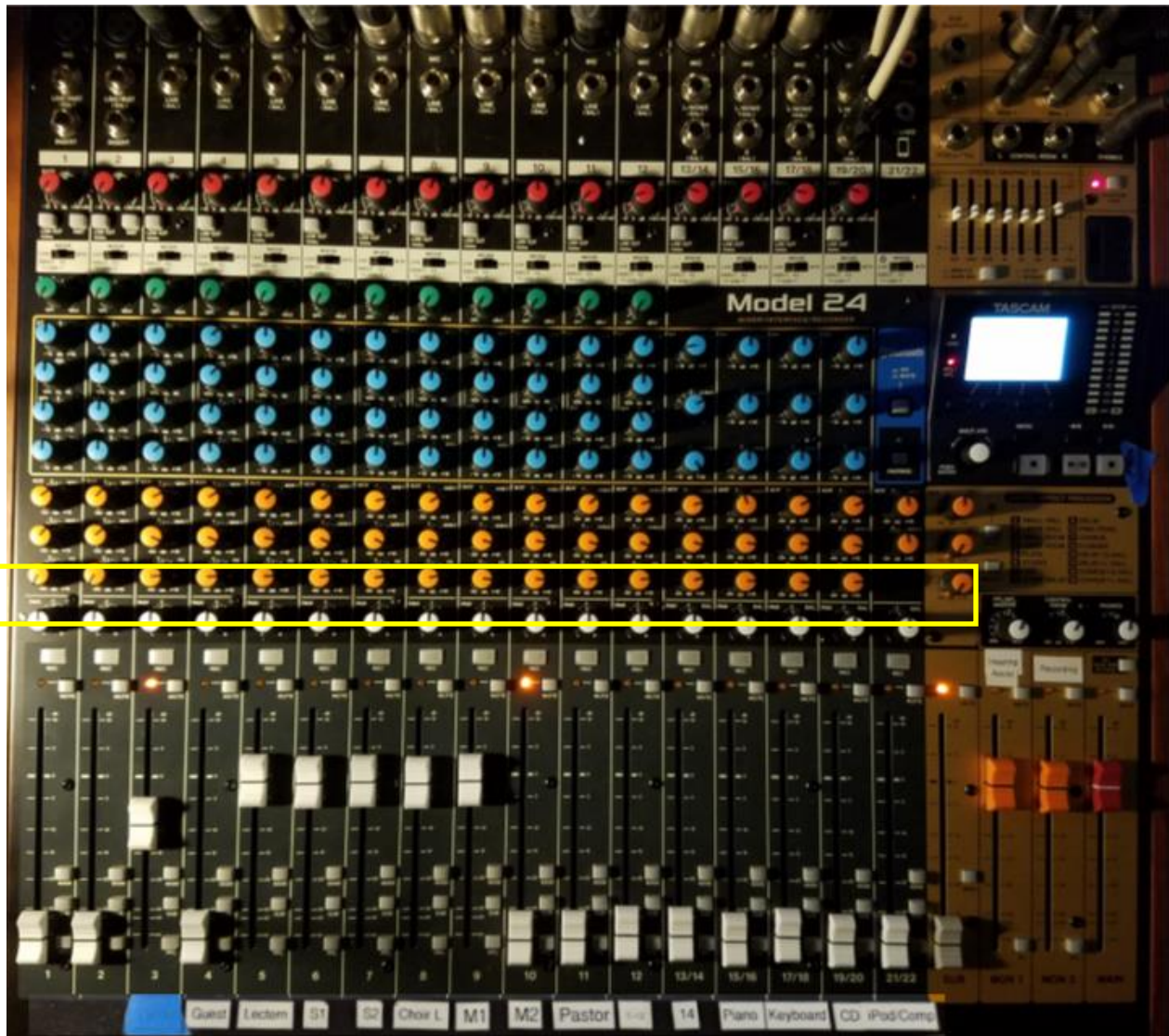
19. Check Stick 1 **microphone** before the service to make sure there is a green light. Stick 1 is kept in the sound booth drawer for Joys and Concerns. Press and hold the button on the side of the wireless mic to turn it on. If the light is green, the batteries are good. If red, change the batteries. When the light is green, a quick push will mute the mic, and another quick push will un-mute it. Push and hold to turn off the mic.
20. The liturgist microphone is wired and does not have a switch or batteries.
21. Pastor Phillips' microphone is kept up on his lectern. He typically takes care of the batteries and power strip on the floor behind the pulpit that powers his transmitter, but you may need to if we have a guest preacher. The Countryman mic hooks over the ear and lays against the cheek toward the mouth. **THIS MICROPHONE IS FRAGILE!** The audio wire is also thin and fragile and should not be disconnected. Push the button and check for a green light; if it's red, change the batteries. When the light is green, a quick push will mute the mic, and another quick push will un-mute it. Push and hold to turn off the mic.
22. If you need to change the batteries, there are new AA batteries in the second drawer in the soundbooth, and the old batteries go in the metal tin in the first drawer. To open the battery compartment of the stick mics, unscrew the bottom of the microphone case and squeeze the latch to access the batteries. Make sure to note the positive and negative directions before you replace them.

The wireless transmitter battery compartments just pull open on the bottom. There is a ribbon that lays underneath the batteries that can be used to pop them out. Lay the ribbon back underneath before you put in the new batteries.



## Running the Sound Board

23. Our soundboard has 24 channels. Some are stereo, which means that there is a L and R input (e.g., the stereo CD player) and other are mono (e.g., single microphone inputs)



The numbers on the very bottom show the channel input numbers, and our board is also labeled with the input source. The lower right gold area contains the volume sliders. **MON 1** is for Hearing Assist, **MON 2** is for the Recording (this is the main audio feed for Zoom), and **MAIN** controls the main speaker volume. The orange sliders are monitors, and the red slider is for the main speakers. The red MAIN slider should be all the way down before the speakers and/or the board are turned ON or OFF. All of the other sliders should be left at their current positions. **The band of dials in the yellow box above are what control individual volumes for recording and Zoom audio.**



24. The Pastor's Countryman mic is labeled on Channel 11. Guest on channel 4 can be used for another wireless lavalier mic (clips onto a lapel). **Lectern** is the wired mic at the liturgist podium. **S1** is wireless Stick 1 (sound booth drawer), and **S2** is wireless Stick 2 (up front). **Choir L** is the choir mic on the left (by the piano), and **Choir R** is on the right. The sliders should be adjusted as needed during the service (i.e., slide the Pastor volume down during hymns to blend with the congregation, but back up for prayers and the sermon).

Keep in mind that the slider levels for Main are what we hear through the speakers in the Sanctuary, but Monitor 2 (Recording) is the main sound level that the Zoom worshippers hear, with individual controls adjusted by the knobs in the yellow box on the previous page (see picture for number 23).



The vertical column for each channel has controls all the way from the top to the bottom of the board. The very top of the channel has input sources, which can be XLR (the round back plug with three pins) or a quarter inch jack (smaller round silver hole). We'll cover the middle knobs later on, but for now, let's move down to the white sliders, which are volume control for that channel, and then the three square buttons at the bottom (MAIN, SUB and PFL), that control where the output goes.

All channels in use should have MAIN and SUB pressed down.

At the top of each slider is a MUTE button. If the mute button is pressed, the red light next to it goes on, which indicates that regardless of where the volume slider is, output won't be sent. The MUTE button can be used if someone is moving the microphone stand around, or to eliminate potential feedback (e.g., someone is using Stick 2 next to the Choir Microphones). Pressing the MUTE button again un-mutes. **If you use the mute button, you have to pay close attention and unmute before the speaker / singer uses the microphone again.**



25. The next section of channels can be used for the over-the-ear wireless headset mics, guitar, piano, keyboard, CD player, and iPod / Computer. A-11 and T-12 are the labels that match the over-the-ear wireless headsets (stored in the cases under the right side of the soundbooth). The D-14 headset can be used for pre-recorded audio. Channels 11, 12, and 13/14 can be used for a variety of inputs, depending on what is needed. Currently 11 and 12 are used for wireless vocal inputs, and 13/14 is used for guitar. Piano is on 15/16, the Electric Keyboard is on 17/18, CD player on 19/20, and a mini input for an iPod, iPad, smart phone, or the laptop computer is on 21/22.



26. Channel 13/14 is labeled Snake 20 because it's connected to the Snake cable (up front under the right side choir pew). In Snake 20, there is a quarter inch cable that can be used for guitar. The piano and choir mics are also run through the snake cable. The snake is really just a set of inputs and outputs that run from the stage to the soundboard.



27. The guitar box is a small amplifier that needs phantom power. If you're getting sound from a guitar, press the button for Phantom +48V (light will go on/off).



28. Near the top of the board there are red knobs that are labeled GAIN. The gain controls the sensitivity of the microphone/input. If someone is far away from the microphone, the gain needs to be higher to pick up the sound, but if it is too high it will feed back (e.g. screech). The Bell and Choir mics are set to a higher gain than the other mics. The gain is very sensitive, and should be the last thing adjusted to get good sound (typically you just need the sliders). The MODE switch underneath should always be LIVE.





29. The middle section of blue knobs is used to control Treble, Mid-Range, and Bass balance. You can use these to adjust the quality of the sound. If someone has a high, screechy voice, you might want to turn back the treble control, and push up the bass. The mid-range sounds have a tendency to feed back, so don't push those up past 0, or pull them back if you're getting feedback on a channel and you need more volume.



## Recording

30. While this soundboard also has mixing and recording capability, we use a separate digital recorder to capture all the audio. This comes from MON 2 and goes into the Portable Stereo Audio Recorder. Turn it on by toggling the POWER button. **This recording needs to stay on all the way through the end of Worship for Zoom audio.**



31. After the recorder has booted up, **push the REC button** on the front of the unit. The light will go red when it is recording. Watch the recording level meter at the top of the display and keep it around the black line for the best undistorted sound quality (adjust MON 1 that goes to Recording). Note that the levels in the picture below are too high; they should stop a little over halfway. **Record the whole service from Hymn Sing through Go Now in Peace to save what we need for the website with a sound editor.**



32. To **stop the recording**, push the round STOP button on top or Pause on the front.

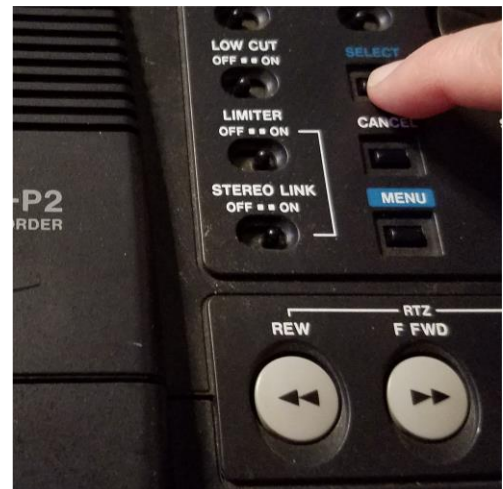




33. The audio files save to a **compact flash drive** that plugs in the right side of the recorder. Just leave it there; Deb will take it out to edit the file and put the audio on the website. We record the entire worship service. The recorder will make a new sequential data file with a time/date stamp each time you record and stop.



34. To shut down the recorder after the recording has been stopped, toggle the POWER button again. You will be prompted on the screen to Confirm the shutdown. Push the Select button on top of the unit to Confirm the shutdown.



## Troubleshooting

Problem	Possible Solutions
<b>Zoom Users Can't Hear</b>	<ol style="list-style-type: none"><li>1. When users go on Zoom, they have to join with audio, even if they are muted.</li><li>2. Check the lower left corner of the Silver Zoom screen for the microphone symbol. If there is a line through it, click on it to Unmute.</li><li>3. The recorder must be recording for Zoom users to hear. Check for the red record light, and click on the REC button if it's not recording.</li></ol>
<b>Zoom Users Can't See the Powerpoint</b>	<ol style="list-style-type: none"><li>1. The powerpoints should be running on Red Zoom. From the Zoom session, click on Share and choose the powerpoint show.</li><li>2. If you don't have Share, go on Silver Zoom and make Red Zoom the Co-Host.</li><li>3. What shows on the Silver Zoom computer screen is what the Zoom users see, not what shows on the Sanctuary screen.</li></ol>
<b>Loud Screechy Feedback</b>	<ol style="list-style-type: none"><li>1. If this happened when the Red Zoom session was started, you joined with audio. Close the Zoom session and rejoin WITHOUT AUDIO.</li><li>2. If a microphone is too close to another microphone, feedback can occur. Either mute one of the microphones, change the slider level, or turn down the gain on the microphones.</li></ol>

Problem	Possible Solutions
<p><b>Audio Won't Play for Story</b></p>	<ol style="list-style-type: none"> <li>1. If the mini jack IS NOT plugged into the front left headset jack on Red Zoom, you should hear the audio coming out of the computer speaker.</li> <li>2. If the mini jack IS plugged into the front left headset jack on Red Zoom, the audio goes in through the soundboard to the main speakers (and Zoom).</li> <li>3. Sometimes if a Windows update is waiting to happen, some functions are disabled, including playback. The sound should be tested when the powerpoints are loaded so that there is time for an update if needed.</li> </ol>
<p><b>Other Audio / Microphone Issues</b></p>	<ol style="list-style-type: none"> <li>1. The internal audio settings on Silver Zoom are set to disable the microphone, but enable HDMI input and output. This makes sure that all of the sound goes to the video mixer, soundboard and recorder.</li> <li>2. The internal audio settings on Red Zoom are set to disable audio output to the HDMI, and use just the speakers. This ensures that the audio from powerpoints or CDs goes into the video mixer, soundboard, and recorder.</li> </ol>
<p><b>Stereo Audio Recorder won't stay on</b></p>	<ol style="list-style-type: none"> <li>1. Even though it's plugged in to AC power, it still needs batteries to run. Turn the unit over and replace the batteries underneath.</li> </ol>