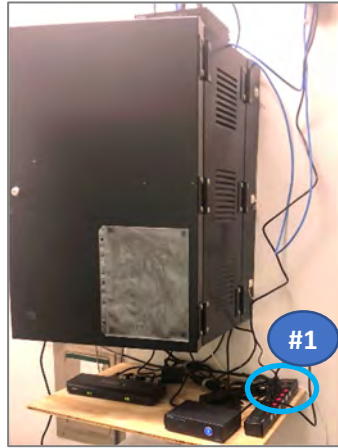


PA System Instructions, page 1 - Power Up form #04.14.2023

Page 1 of the instructions for Power-Up (steps 1-8) can be used for services WITHOUT management from the booth (i.e. after power-up, headset & lapel users will have to manage their microphone using the ON/OFF switch on the mobile units)

1. At the old PA Cabinet:
(next to the choir area)
Turn the power strip ON.



2. At the Lectern:
Make sure the microphone is on (look for the green light)

The mic will not work yet until the steps below are completed.



In the Media Booth: (FYI: a copy of this document is in the media booth)

3. Find the Power Strip attached to the booth wall next to the Mixer and power it up (then wait about 30 seconds)
4. If nobody will be monitoring in the media booth, make sure the small speakers are OFF (to avoid unexpected feedback)

(On the mixer - steps 5,6,7 will load a preset configuration)

5. Press the "VIEW" button,
6. Press Button 1 (labelled "LoadPreset").
You will see the message on the LED screen:
"Load Scene #00 CEC-10:00"
7. Press the rightmost knob to confirm
8. Prepare the headset mic, (also lapels & handheld if needed) by installing batteries. Use the mobile units' ON/OFF switch as needed to manage mics.



😊😊😊 **THE PA SYSTEM IS READY NOW** 😊😊😊

FYI Information:

These mic channels are UN-MUTED & ready:

- Priest Headset (Ch-1) • Crowd Mic (livestream)
- Lectern Mic (Ch-2) • Wireless Handheld (Ch-5)
- Lapel A (Ch-3) and Lapel B (Ch-4)

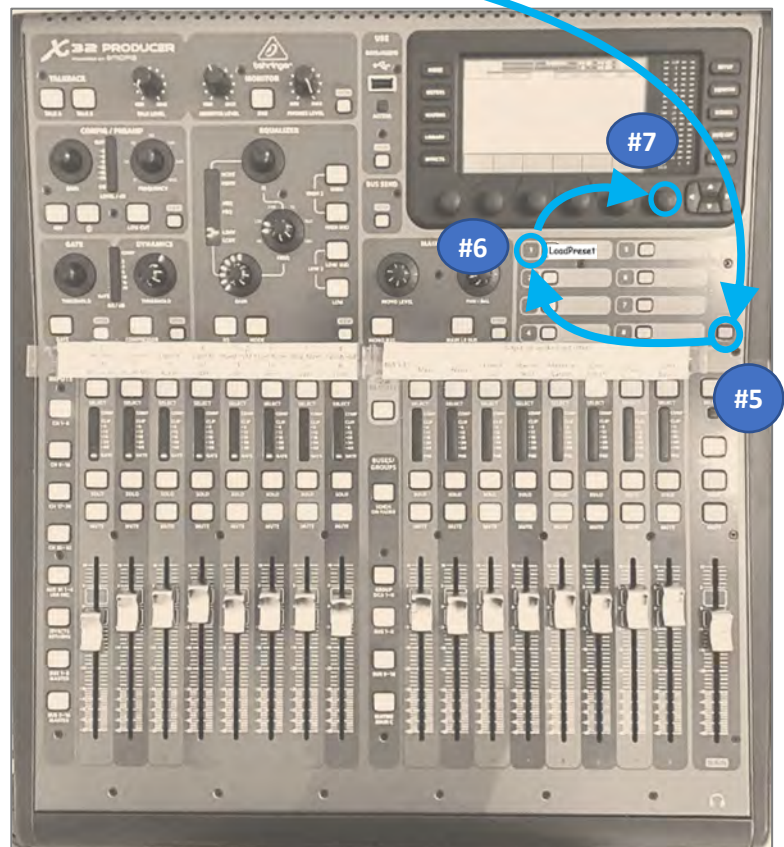
These speaker areas are UN-MUTED & ready:

- Main Sanctuary Speaker (BUS 1)
- Annex Speakers (BUS 2)
- Choir Speakers (BUS 7)
- Livestream & Hearing Impaired (BUS 6 & 8)

Optional – to reset the LED screen view, press the "VIEW" button again (i.e. #5)

Power Down Instructions

- Power down the power strip next to the small speakers (#3 above)
- Return lapel/headset batteries to charger if applicable.
- Power down the power strip at the old mixer next to the choir (#1 above)



PA System Instructions, page 2 – Mixer Info for Active Management from the Booth form #04.14.2023

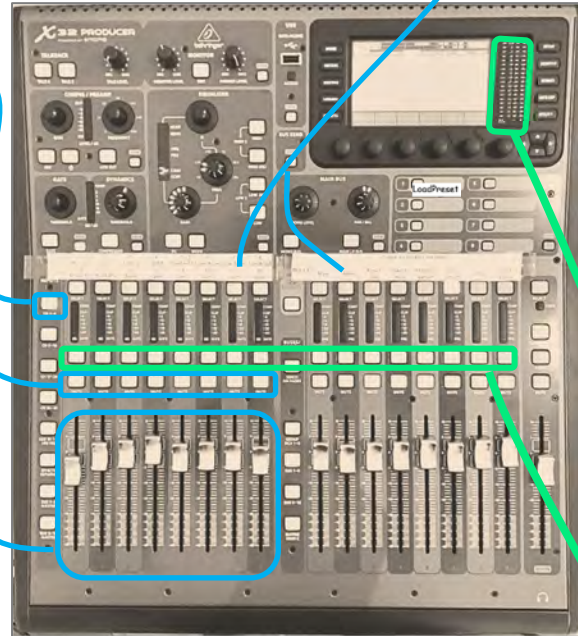
This add'l information (page 2) is useful when the service audio will be actively monitored/managed from the booth. (Alternatively, the set-up could have stopped at Page 1 – in that case, the headset & lapel users will have to use the power switch on their mobile units to turn their mic ON/OFF during a service.)

- Mobile Units should be powered ON; (because MUTE/UNMUTE will be actively managed by the booth)
- The Microphone and output BUSES assigned to each strip are labelled at the top of the strips.

- Ch 1-8 is selected when you load the pre-set, but you can switch between selecting Ch 1-8 or 9-16 as needed (for using the booth mic for example, Ch-11)

- Use the mic MUTE buttons to MUTE/UN-MUTE mic's as needed. *(Try to MUTE the priest's and deacon's when they are not speaking)*

- Adjust volume sliders for mic's as needed. *The best reference is your ears hearing the main church speaker. Remember:*
 - No adjustment may be needed
 - A little adjustment goes a long way.
 - The input channel volume sliders affect the main sanctuary speaker volume you hear, but also affects others (annex speakers, choir speakers, livestream, Listen, ...)



Note: MUTE buttons and volumes sliders for output BUSES are mostly set-and-forget at startup. Also, the slider labelled "MAIN" only controls the monitor volume

- Press the SOLO button and the sound coming from that mic or output BUS, will also come from the small speakers.
 - But- if the mic or BUS is on MUTE, nothing goes to the small speakers.
 - Volume adj on the small speakers may be required.

When a SOLO button is activated, the LED indicator lights next to the screen also reflect the sound coming from the SOLO'd mic or BUS.

- For most channels, the LED lights should mostly stay out of the RED.
- For the Livestream (BUS 6) & Listen (BUS 8), a little more RED is needed for proper volume.

- For most services, try checking the overall sound by listening to the ambient sound in the church, while SOLO'ing the headset (Ch-1) so that you can hear cues to MUTE/UNMUTE the headset channel.
- The Livestream audio (BUS 6) is a good overall output SOLO (i.e. check out thru the small speakers) because all of the un-MUTED mic's feed the Livestream, making it is a good reference. However, be aware that the **volume level for Livestream and Listen will be louder** than the other channels or BUSES

- Now, you can test the various microphones and they should work.

Also, you can use the hand mic in the booth testing:

- Press the Ch 9-16 button (this re-assigns the input control strips)
- The booth mic is channel 10 - Make sure the MUTE is off and the switch on the mic is on to use
- The booth mic feeds the church speakers, the livestream and the Listen device.
- Remember to turn the booth mic off; then press the Ch 1-8 button to return to the base setting.