

## TURNING ON/OFF SOUND BOARD

1. Turn on the sound board by pushing the **Start/Sequence button** in the upper left of the top panel in the cupboard to the right.
  - a. Wait for sequences to load - sequences will come on one at a time and soundboard will light up
2. Home button (on right side of sound screen) > User > Standard > Log-in
  - a. Password is GSUM > OK > OK
3. Press Scenes button (on right side of sound screen) > **sunday start 1** > RECALL
4. All mics should be muted with the exception of the Ambient Mic.
5. Use images of soundboard to set sliders to Mix settings
6. #16 (all the way to the right) - is the ambient mic on the balcony ledge. This is used to pick up the congregation when they are singing/doing responses, etc. This will need to be adjusted throughout the service by the LiveStream sound person.
7. #15 is the speaker/monitor into the choir loft - this is not a mic.
8. Immediately when the service is over turn off the sound board by pushing the **Start/Sequence button**
  - a. Wait for sequences to shut down one at a time - soundboard will go dark