

IMPORTANT SOUNDBOARD OPERATOR INSTRUCTIONS

- Turn on top rack inside right side cupboard - button is at top left (on/sequence)
- If second rack is not lit - turn that on (this controls Pastors wireless head mic)
- **Log-in (GSUM) > press scenes > choose #1 Sunday Start 1 > press recall**
- All mics should be muted unless being used
- Suggested mic settings are listed below with mic Channel
- Only mute the lectern mic if speakers forget to turn off and music is playing
 - **DO NOT MUTE THE LECTERN MIC - PEOPLE AT THE LECTERN WILL TURN THE MIC ON/OFF**
- Choir Monitor is *not* a mic - it controls the speakers in the choir loft
 - Watch the choir members for indication of too loud or too soft
- Choir Left A, Left B, Right B, & Right A should only be used when choir is singing or when there is special music down front if more volume is needed.
 - **THESE CAN BE MUTED BY PUSHING THE SOFT 1 BUTTON AT THE TOP RIGHT**
- Ambient mic (located on the balcony) is only for the LiveStream listener to adjust
- **MASTER SHOULD BE SET AROUND 0 BETWEEN THE 5s - LISTEN FOR FEEDBACK AND TURN DOWN IMMEDIATELY IF THERE IS FEEDBACK**
- Keep hand on slider of mic being used at all times and adjust as needed - if speaker gets softer turn slider up - if speaker gets louder turn slider down

CH1 - Pastor's wireless 1 (headset)

CH2 - Pulpit 0 - bottom 5

CH3 - not used

CH4 - Lectern

CH5 - Wireless 5 HH (new) [5 or based on person speaking]

CH6 - HH WRLS (handheld wireless - old) [20-bottom 10 or based on person speaking]

CH7 - Wireless Headset 2 (Used by Mearle and Logan and anyone else that needs a wireless mic)

CH8 - not used

CH9 - Choir Left A (stand alone mic on left side of choir loft)

CH10 - Choir Left B (mounted on back of altar)

CH11 - Choir Right B (mounted on back of altar)

CH12 - Choir Right A (stand alone mic on right side of choir loft)

CH13 - not used

CH14 - not used

CH15 - Choir Monitor

CH16 - Master

Ambient - controlled by LiveStream listener