



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. (**TURN OFF** the soundboard the same way.)
 - a. Wait for sequences to load - sequences will come on one at a time and soundboard will light up.
 2. Press the **Home** button (on the right side of the sound screen) > User > Standard > Log-in
 - a. Password is GSUM > OK > OK
 3. Press the **Scenes** button (on the right side of the sound screen) > ***START HERE*** > RECALL
 4. Mute all mics.
 5. Do not mute #15 - which is not a mic - this is the speaker/monitor into the choir loft.
 6. Do not mute #16 (all the way to the right) - #16 controls the volume of the LiveStream.
 7. ***Turn mics that are NOT going to be used all the way down.***
 8. Mics that are going to be used - always start with them lower and turn up as needed.
 9. When service is over **TURN OFF** the sound board by pushing the ***Start/Sequence Button*** (you pushed to turn on) Wait for sequences to shut down - soundboard will go dark.
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SOUNDBOARD SETTINGS (adjust as needed):

Always start with lower setting and increase as needed.

#1 - Pastor (Wireless 1) **20 - 10**

#2 - Pulpit ?

#4 - Lectern **0**

#7 - Lauren's Wireless **20**

#9 (choir stand alone left) - #10 (choir behind altar left) - #11 (choir behind altar right) - #12 (choir stand alone right) All choir mics when being used **40** - no higher than **20** - preferably muted - **VERY SENSITIVE TO FEED BACK**

#15 - Choir Monitors/Speakers - someone in choir will give a signal for needed adjustment.

#16 - Balcony Mic - very important to adjust up/down as needed (see note on righthand door)