



## Duties for **Audio/Visual Tech**

(Update: 06-Aug-2009 by Robert Guthrie)

**Inventory of the LifeBridge equipment** (initial conditions of the equipment can vary week-to-week depending on who used it last):

- 2 'JBL' Speakers with tri-pod stands
- 1 'Mix Wizard MST/Model PC-800' sound board with 16 channel scales and 1 wireless receiver in wheeled rack.
- 1 'Conquest' Patch station at front of room
- 1 wired microphone and stand <channel #1 in soundboard>
- 1 wireless lapel microphone <channel #10 in soundboard>. Works with the wireless receiver 'AKG SR100' in the rack.
- Shure DFR11EQ – feedback reducer.

### Set-up:

- Speakers – Left speaker <facing audience> plugs in to the Right speaker. Right speaker cable goes to the 'R'/right patch station. Both speakers need to be plugged in to power outlets. Gain needs to be set at 3/4 ON EACH speaker and respective power switches turned on.
  - L & R speaker balance, check against ST2 scale and adjust L & R to equality
- Cable from patch station goes to sound board.
- Wireless hand held microphone transceiver to be plugged in to #2 on the patch station. Power adapter to be plugged in. Wireless power to be switched on and antenna turned up.
- Wireless lapel microphone works with 'AKG SR100' wireless receiver (above 16 channel sound board).
- Make sure 'MBT/PC-800' 8 red light switches are switched on <front side of sound board>.
- Sound board 'MST/Model PC-800' needs to be plugged in to power outlet. Of the 16 channels;  
**Channel #1** is the wire stand microphone.  
**Channel #2** is Gordon's wireless hand microphone.  
**Channel #10** is the wireless lapel microphone (usually left in the podium).  
**Other channels** as needed for wired microphones (such as for panelists). Sensitivity to be adjusted.
  - Green power button to be depressed for active channels.
  - Control knobs at TOP of channel column control 'macro' gain.
  - Control knobs at BOTTOM of channel column control 'micro' gain.
  - ST1 (upper right of board) should be toggled to 'Room #2' and optional 'Room #10,' using 'Bank' button <red light on>.
- Antenna for wireless lapel microphone receiver to be pulled out from front of sound mix board.
- Wireless lapel microphone receiver power to be turned on at sound board (above channel board scale). Replace batteries if red light on receiver is blinking.
- Feedback reducer – Press to lock, red light must be on. Series 1 – press. Make sure 'Bypass DFR Filter' button is not on <no red light>.

### Connect Gordon's extra stuff (from plastic box):

- RadioShack wireless hand held microphone receiver (with dual antennas)
  - Set it next to patch box at front of room. Connect power module to receiver and turn on power.
  - Connect black cable (from Gordon's box) that has the gold phono plug to patch board input #2
  - Turn volume to ¾ and squelch to ¼
  - The 'RadioShack' wireless hand held microphone goes with above. Place on podium
- Microsoft remote program remote control 'clicker' in leather pouch
  - Plug USB stick into projection laptop
  - Turn power on right-hand side of clicker
  - Check to make sure the right-arrow button advances the slides (left arrow button to go backwards)
  - Set clicker on podium and instruct speaker how to use it.

### Basic audio rules:

- Keep speakers in front and up higher than microphones in presentation area.
- Start gain and volume knobs at 1/3 – ½ full initially until sound check.
- If microphone is not being used – turn off at the sound board to minimize feedback risk.
- Wireless lapel microphone to be attached at mid-chest & adjusted based on speaker voice projection.
- Hand signs - thumbs up for volume increase. Thumbs down to decrease volume. Index finger gap to thumb – for slight adjust. Hand motion across throat to cut power.
- Make sure all microphones are turned off until needed.
- Perform sound check with guest speaker BEFORE presentation.
- Turn down channel slider for wireless lapel mic. until after the speaker has powered it on

#### **Soundboard set up:**

1. Make sure power on lights are lit on wireless receiver and soundboard
2. Make sure channel 1 (wired mic) and channel ?? (wireless lapel) are not muted (solo ??)
3. Make sure spare batteries are available for lapel and wireless hand microphones.

#### **How to get Internet connection (if needed by presenter):**

1. Turn on the wireless (slide switch on front of laptop). The antenna icon will light up blue.
2. It should connect automatically to the church's wireless. If not, right-click on the wireless icon on the task bar to select the SSID and click Connect.
3. Wait for 5-10 seconds, then check that the connection is live by opening Internet Explorer.
4. Navigate to the URL the presenter needs (such as YouTube).
5. Click on the full-screen icon (to the right of the volume slider)
6. Play the video and check the audio.
7. Put the video on pause and at the start of the video.
8. Minimize Internet Explorer.
9. When the presenter reaches the point in the presentation where the video is to be played, minimize PowerPoint and maximize the IE window.

#### **For presenters that have video with sound.**

1. On the A/V cart, make sure the power adaptor for external speakers is plugged into power strip.
2. Turn on front-facing speaker's power.
3. Get cord from Gordon's plastic box that has 1/8 inch headphone plug on one end and two phono plugs on the other end. Insert 1/8 inch plug into headphone jack on laptop. Attach phono plugs to CD/DVD input to amp on the cart.
4. Make sure the laptop's speaker output is not muted. Adjust the volume up and down to get see that the "beep" sound is coming out of the speakers
5. Play the video and adjust the volume.

**Note:** Alternative is to hold the wireless handheld at the speaker output of the laptop.

#### **For audio recording**

- Follow instructions with the digital recorder to put it in recording mode
- Get cable from Gordon's plastic box with 1/8 connectors on both ends. Plug one end into headphone output on soundboard, plug other end into white center (line in) connector on digital recorder
- Start recording by pressing left button before MC calls the meeting to order.
- Stop recording by pressing middle right button at the end of the presenter's talk and applause, before questions. Power the digital recorder off (press and hold middle right button)

#### **After the meeting:**

- Move sliders on soundboard to minimum
- Turn power off to everything
- Pack up stuff in Gordon's plastic box (see sheet on box to make sure everything gets put back). Wrap handheld mic in bubble wrap to keep it from getting scratched.

#### **Church Technicians;**

Ron x267 (8:30-5:00)

Victor 720-352-8678 (7:00-12:00 M-Th)