**How to Run the Sound Room**

**Community Church of Chapel Hill**

Jan 08, 2012 V2a DRAFT Copyleft C3HUU

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# Credits

Manual Authors: Steve Marshal (V1), Mark Smith (v2)

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## History

* Initial version created 2010-02-01 SM
* V1a: Minor updates to initial version 2011-01-03 MS
* V2: Updated with new online services information, TOC, posted on 2012-01-04 MS
* V2a: Content updates on Dockstar/Pogoplug and document restructuring posted on 2012-01-08 MS

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Community Church of Chapel Hill, Unitarian Universalist

http://c3huu.org

For more information or to submit updates or corrections, please contact Soundroom@c3huu.orgSummary

## Before Each Service:

* Turn on the master power switch **(9:30 only)**
* Set up mics
* Turn Digital Audio Recorders on and into Record Mode

## During Service:

* Monitor Sound Levels
* Record the service (right-hand Audio Recorder)
* Record the sermon (left-hand Audio Recorder)
* Let CRE know when the offertory is in progress
* Attendance Count for Membership

## After Service:

* Turn Digital Audio Recorders into USB mode for 5 minutes
* Put mics away  **(11:15 only)**
* Power off  **(11:15 only)**
* Turn off Digital Audio Recorders **(11:15 only)**

# Setting up for service (9:30 only)

## Wake-Up (9:30 only)

* Turn on the master power switch
* Wait 10 seconds while everything turns on
NOTE: there is a workaround if the master power switch fails, see [Troubleshooting section](#_Master_Power_Switch)


## Set-Up Mics (9:30 only)

### Set up pulpit mic

* + Mic is stored in the soundroom
	+ Screw it onto base (on pulpit)
		- Insure that black windscreen is attached
	+ Plug it into channel 10 (stage box in floor, stage right).


### Set up Joys and Concerns mic

* + AKG mic (stored in black hard cover cases, on left of sounddesk).
	+ Joys and Concerns mic stand should be next to the chalice
	+ Should be plugged it into channel 4 (stage box in floor, center stage)


### Set up AudioTechnica 180 mic if needed

* + Used for youth choir, children’s choir, community church singers, solo performers or small ensembles.
	+ Use mic stand at the center of stage.
	+ Side of the mic with the circle icon should be facing towards the performer.



### Cordless mic(s)

* + Stored in soft-cover cases to left of sound desk.
	+ These mics are on channels 11- 13 on the desk (“cordless handheld 1,2 & 3”)
	+ “ON” switch is on bottom of mic
		- Red Light is on when mic is on
	+ Use one for greeting of visitors during the Welcome part of Service
	+ Ask the Greeters (people who hand out order of service) to take the mic around (ask them before the service starts)
	+ *NOTE: Cordless mic #3 is undergoing repair 1Q2012*

# Checklist: Pre-Service

* Master faders should be at 0
	+ Masters are yellow faders on righthand side of desk
* All channel faders should be between -5 and 0
	+ Channel faders are black and on left side of desk
* Make sure MUTE button (red light) for each channel is off
* Say a few words into each mic to make sure they are working (or use PFL button)
* If they are not working, see trouble-shooting list below


# Checklist: During Service

* Adjust volume level for each channel s using faders
	+ Channel 4: Joys and Concerns
	+ Channel 4: 180O mic on stage
	+ Channel 10: pulpit
* Push MUTE button if you need to mute a channel.
	+ RED light comes on when the channel is muted.
* Record Entire Service using Digital Audio Recorder on right
* Record Sermon using Digital Audio Recorder on left
* Count attendance
	+ Its okay to count one side and double the number
	+ During the offertory is the preferred time to count
* Let CRE know when the offertory starts
	+ Use Family Radio or walk over to Jones Building *NOTE: this task is under review in 1Q2012.*


# Checklist: After Service

* *Plug Digital* Audio Recorders into Dockstar
	+ Plug both into dockstar
	+ Does not matter which one goes into which channel
	+ The audio recording are automatically uploaded
* Mute all channels **(11:30 only)**
* Power down entire system using master switch. **(11:30 only)**
	+ The white switch marked “power” powers off all systems
* Put mics away in sound room **(11:30 only)**
	+ Leave the mic stands and cables out
* Lock up soundroom **(11:30 only)**


# Trouble-Shooting:

## No Sound in Sanctuary

* Check the red GAIN knob for each channel (at top of board)
	+ Should be around 2 o’clock position
* Make sure channels 4, 7, & 20 are UNMUTED
	+ RED light is lit when channel is MUTED
* Faders for channels 4, 7, & 10 (black faders) between -5 and 0
* Master (yellow) faders should be between -5 and 0
* Master power switch should be on
* Make sure all power switches are ON in the rack of equipment to the right of the desk.

## No sound in lobby

* Check the amp is on for the sound in the lobby (silver box on left)
* Check volume control for lobby (right-hand side of board, should be at about 10 o’clock position)
* Make sure channels 4, 7, & 20 are UNMUTED
	+ RED light is lit when channel is MUTED

## Master Power Switch Fails

* There is a small reset switch where the rack is plugged in. This may be selected manually using a small screwdriver (in top drawer)

## Ringing in Sanctuary

* Too much gain or volume in onstage monitors

## No sound in Hearing Assist Headphone Devices

* Check volume control for Hearing Assist (right-hand side of board, should be at about 10 o’clock position)
* Make sure channels 4, 7, & 20 are UNMUTED
	+ RED light is lit when channel is MUTED

## Squealing feedback

* Something is turned up too high – too much gain or volume
* Bring down master faders and slowly ease them back up

## Distorted sound

* Something is turned up too high – too much gain or volume
* Look for a channel that has is showing a lot of RED on the fader LEDs, or has the red light by GAIN knob that is on all the time or else is flashing on and off at lot. Turn down the gain in that channel.

# Reference

## AUX channels

AUX1 – onstage monitor

AUX2 – monitor in ceiling of sanctuary

AUX3 – plug in monitor

AUX4 – plug in monitor

AUX5 – reverb

AUX6 – CD recorder

## Reference: Backstage room

* Extra mic cables are stored on orange roll-up in backstage room
* Extra mic stands are in backstage room

## Reference: Hardcopy Manuals

See ringbinders to left of sound desk and separate manuals in the drawers below the rack with the Master Power Switch.

## Materials To Be Updated and Referenced

* Madonna mics – need photos
* List of channels on the board
* Sketch (or photo) of Soundroom with all major components labelled
* Diagram of Soundroom interconnects (Conceptual)
* Wiring diagram of all connections (Detailed Operational)