

## **Sound System Tips**

### **Turning ON the Sound System**

Turn on the system using the sequence below. Following this sequence helps to prevent loud pops and noises from being sent through the system, which can damage the speakers (and your hearing!):

- Turn on power conditioner #1 in the tech booth.
- Turn on power conditioner #2 in the closet (sits up on a shelf to the left).
- Turn on power conditioner #3 in the closet (is mounted in the top of the equipment rack that sits on the floor).

### **Turning OFF the System**

Turn OFF the system in the reverse order compared to turning the system ON. Again, following this sequence helps to prevent pops and noises from being sent through the system:

- Turn off power conditioner #3 in the closet (is mounted in the top of the equipment rack that sits on the floor).
- Turn off power conditioner #2 in the closet (sits up on a shelf to the left).
- Turn off power conditioner #1 in the tech booth.

## **Sound System Troubleshooting**

### **No audio from the PA system**

- Be sure the system is turned on: see "Turning ON the System" above.
- Be sure the Mute button for the Main LR channel isn't depressed.
- Be sure the Main LR fader is turned up (should normally be set at 0 dB).

### **No audio from the Computer coming through the PA system**

- Be sure the Mute buttons on the "PC" channel aren't depressed
- Be sure the faders on the "PC" channels are turned up

### **No audio from videos or MP3's being played in Easy Worship**

- Check the troubleshooting tips for "No audio from Computer coming through the PA system" above
- In Easy Worship, be sure the Speaker Icon/button (in the portion of the screen that looks like Windows Media Player) is clicked
- Exit out of the Easy Worship software and re-open it.
- Reboot the computer.

### **No audio from a specific microphone/wireless microphone/instrument**

- Be sure the Mute Group button is not depressed.
- Be sure the Mute button on the specific mixer channel isn't depressed.
- Be sure the Fader on the mixer channel is turned up.

- If it's a wireless mic, be sure the mic is on. If the mic won't turn on, check the batteries--there is a battery tester in the tech booth.
- If it's a wireless mic, be sure the receiver is turned on (the receivers are the in the tech booth).
- If it's a wired mic, be sure the cable is connected to both the mic and the input jack at the stage.
- If it's an instrument/DI Box, be sure the instrument is connected to the DI Box, the DI Box is plugged into a mic input, and be sure the Pad/Attenuation switch on the DI Box is not depressed.

## **Lighting Tips**

### **Turning on the Stage Lights**

- Turn up the Master Fader on the lighting controller board in the tech booth
- Turn up/down the individual light faders until the desired brightness is achieved

### **Dimming/Raising the House Lights**

- Locate the dimmer switches (mounted in the tech booth wall behind the wireless receivers)
- Press and hold the dimmer switch up or down to achieve the desired brightness of the house lights
- To make the lights full-on or full-off, quickly press and release the dimmer up (full-on) or down (full-off).

## **Lighting Troubleshooting**

### **The center stage lights will not turn on**

- Go into the attic
- Reach through the hole for the center dimmer box
- Push the reset button
- If they still don't turn on, check the breaker box for a thrown breaker

## **Projectors/Display Troubleshooting**

### **One or more of the projectors will not turn on/off**

- Stand underneath the projector and point the remote directly at it
- If a projector won't come on, check the breaker box to be sure one or more breakers aren't thrown

### **Projectors are on, but screens show black**

- Be sure the “Black” button in Easy Worship is not depressed.

### **Backgrounds display, but text (lyrics, scriptures, etc.) does not in Easy Worship**

- Be the sure the “Clear” button in Easy Worship is not depressed