

Running the Sound System in a Pinch

FUMC Sanctuary

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1. Introduction

The purpose of this procedure is to enable an operator unfamiliar with the sound system to operate it at a basic level using 2 handheld, wireless microphones. In order for sound to be broadcast in the sanctuary, a microphone must be turned on AND the channel for that microphone turned on at the soundboard. Further information is included in the appendices if you want to enable the pastors' personal mics, wired mics, the lectern, or the pulpit.



Figure 1 Soundboard and desk

2. Preparing the system

- a) Unlock the roll-top desk and top, left drawer. (You will need to locate a staff member that has a key.)



Figure 2 Location of locks on desk

- b) Turn on the sound board. The on/off switch is located in the right rear of the desktop. (The switch powers the soundboard and all attached components. You do NOT need to power on any other devices.)

Note: It is very important to turn on the soundboard and the amplifiers in the correct order, both when turning on the system and when shutting it down. Failure to do so will cause popping sounds that can damage the speakers. When preparing to use the system, always turn on the soundboard first, then the 2 red rocker switches for the amplifiers. When shutting down the system, always turn off the 2 red rocker switches for the amplifiers first, and then turn off the soundboard.



Figure 3 General location of soundboard on/off switch



Figure 4 Location of soundboard on/off switch

- c) The amplifiers are located in a black rack behind the choir.



Figure 5 General location of amplifiers

- d) Turn on the 2 red rocker switches for the amplifiers. DO NOT adjust any other controls on the amplifiers.

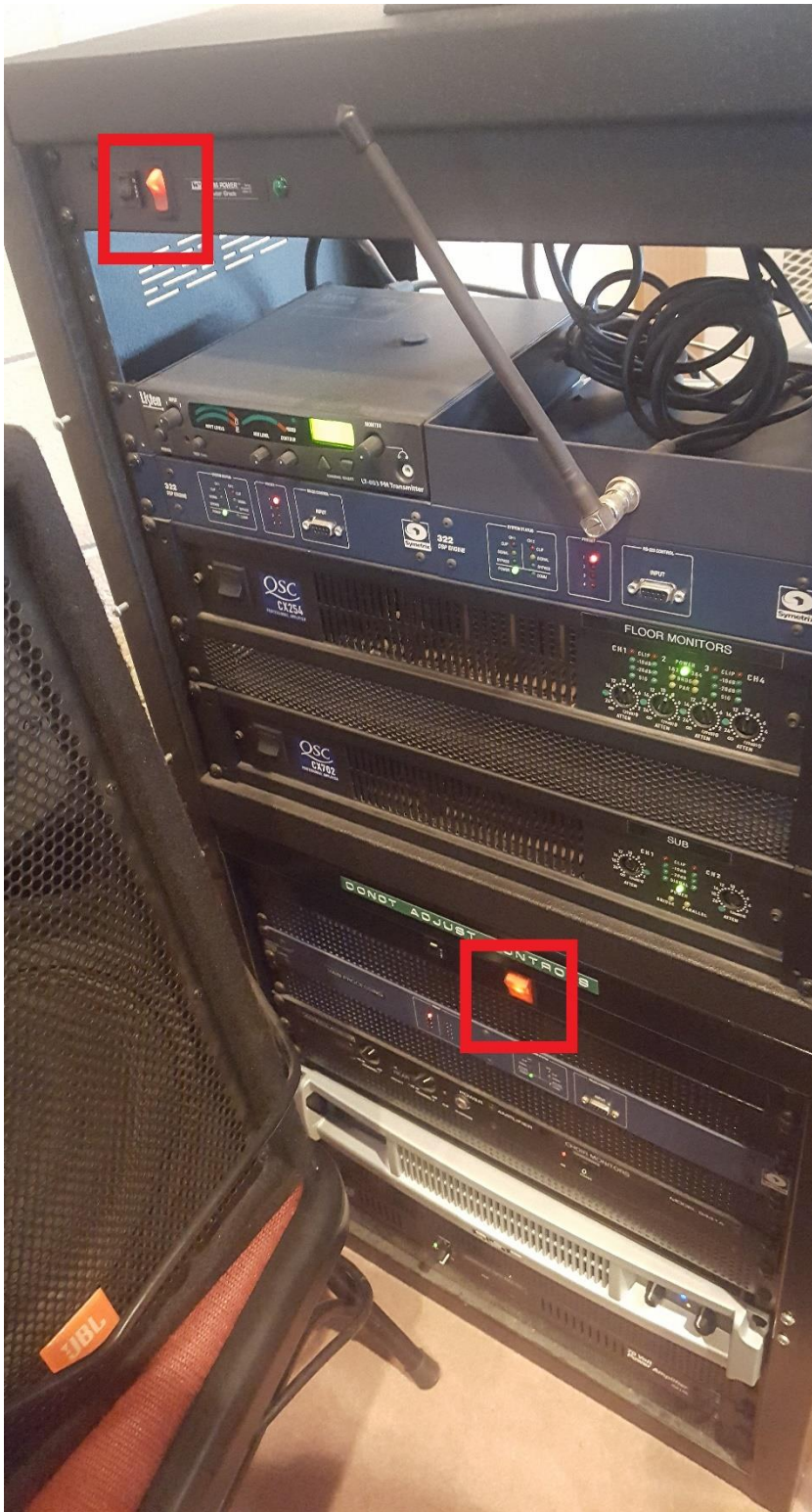


Figure 6 Red rocker switches for amplifiers

3. Operating the system

- a) Locate mics 6 and 9 in the top, left-hand drawer. These mics run on batteries: 9V for mic 6 and AA for mic 9.



Figure 7 Wireless Mic 6

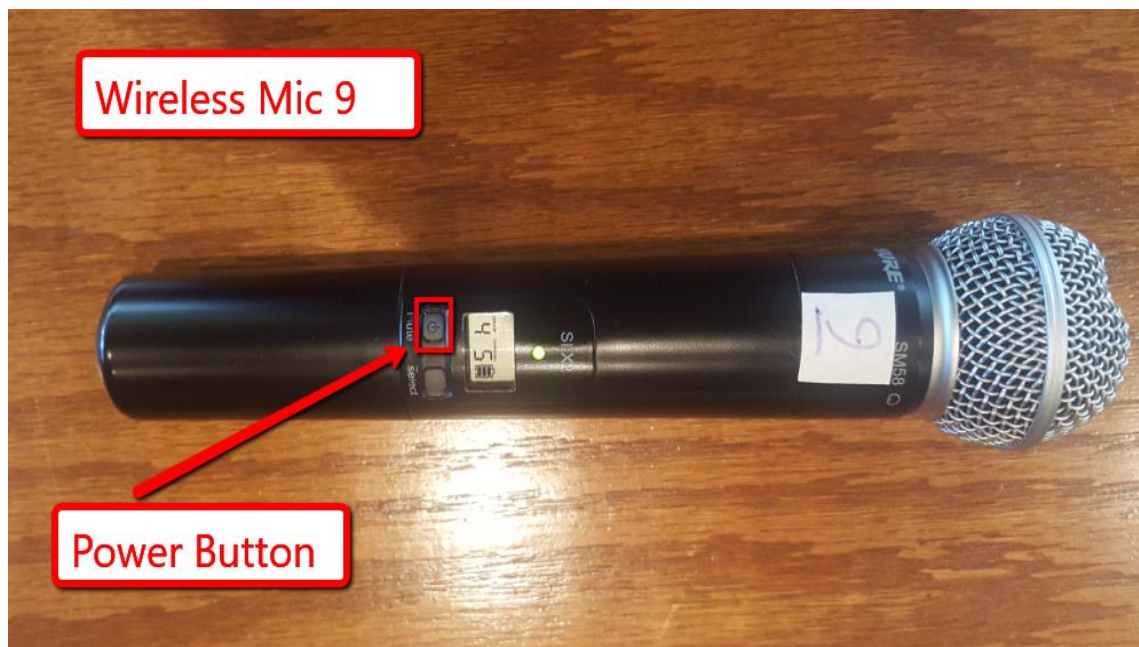


Figure 8 Wireless Mic 9

- b) The mic can be turned off/on by holding down the power button. This button allows the speaker to control when he/she is heard. When on, the light is green.

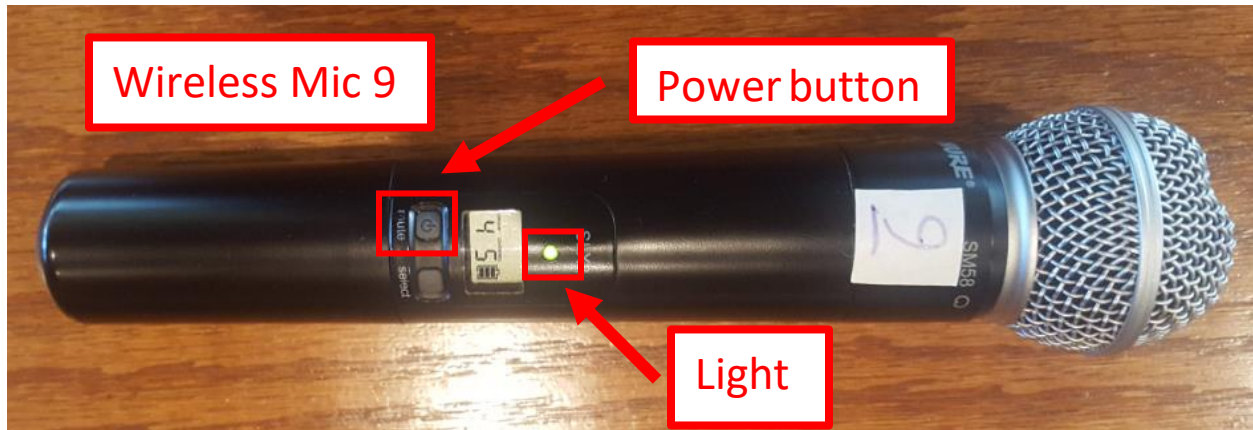


Figure 9 Handheld wireless mic controls

- c) The speaker can temporarily “mute” the mic by pressing the power button. The light will turn from green to red. To unmute, press the power button again and the light returns to green.
- d) To have the mic broadcast over the sanctuary, turn on the mic’s channel on the soundboard. Press the ON button so it is in the down position.

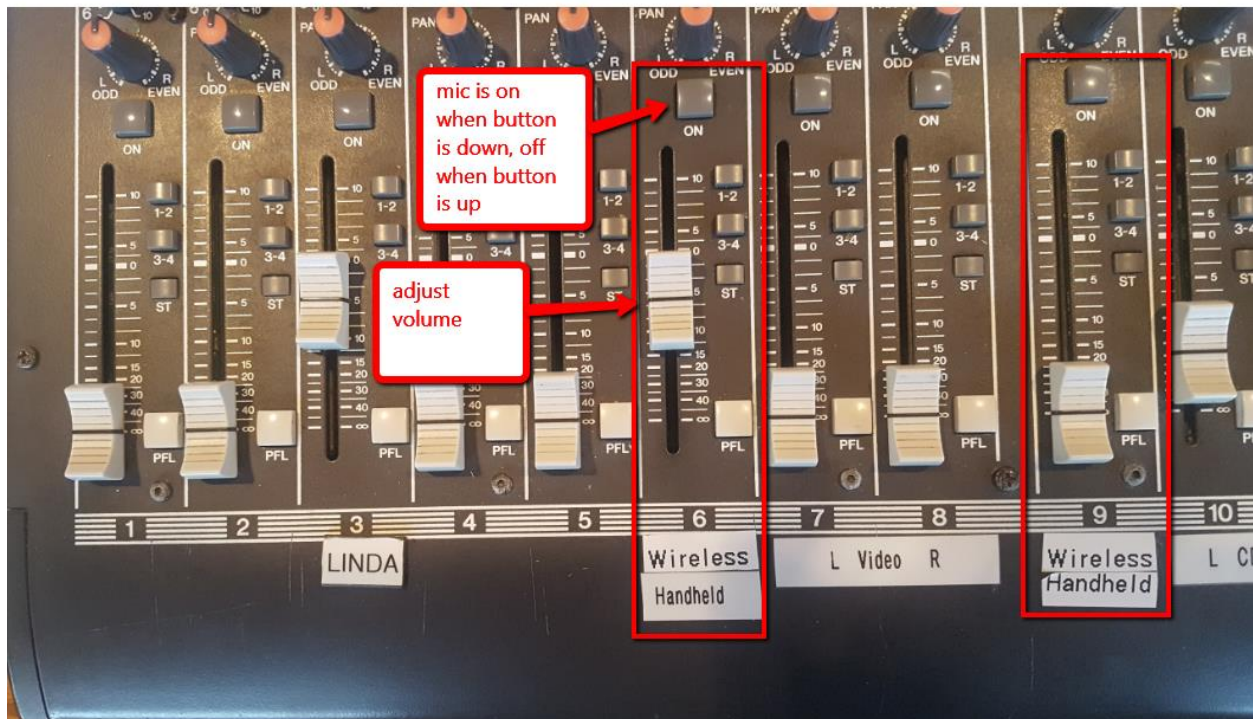


Figure 10 Soundboard controls

- e) Adjust volume as needed. If you want to control when each mic is heard, turn it on and off on the sound board. If the presenter wants to turn his/her voice off, they can use the mic's power button. Only YOU can control the volume.

Note: On this soundboard, the channel is ON when the button is down and OFF when the button is up.

4. Shutting the system down

- a) Turn off the two red rocker switches on the amplifiers **FIRST**.
- b) Turn off the soundboard.
- c) Turn off the handheld mics by holding down the power button until the light turns off.
- d) Store the mics in the top left drawer.



Figure 11 Mic storage

- e) Lock the desktop and drawer.
- f) Return keys to staff.

Appendix A: Types of Microphones

There are 4 types of microphones currently used:

- Wireless, handheld (usually carried by speaker, mics 6 and 9)
- Wireless with attached headset (pastors' mics)
- Wired – attach to a numbered cable (usually placed on a stand, cables are numbered to correlate with soundboard channel)
- Wired, stationary (pulpit & lectern)

Appendix B: Pastors' Mics

- a) The pastors' mics are wireless. They have an attached headset. They are located in a pouch in the top left-hand drawer.



Figure 12 Pastor's mic

Note: ***ALWAYS** replace the battery (standard AA) before the beginning of a service.*

- b) Turn on the pastor's mic by pressing and holding the power button until the green light appears.



Figure 13 Power button on pastor's wireless mic

- c) The associated channel on the soundboard for the lead pastor is 19 and for the associate pastor is 18.

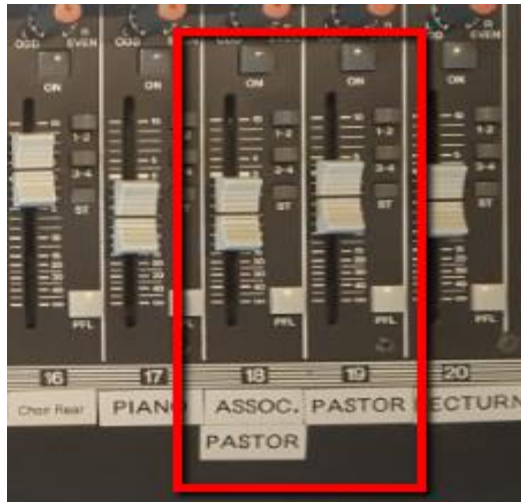


Figure 14 Pastors' soundboard channels

- d) To turn off the pastor's mic, press and hold the power button until the light goes off.

Appendix C: Lectern and Pulpit

- a) There are two permanent wired mics, one on the pulpit and one on the lectern.

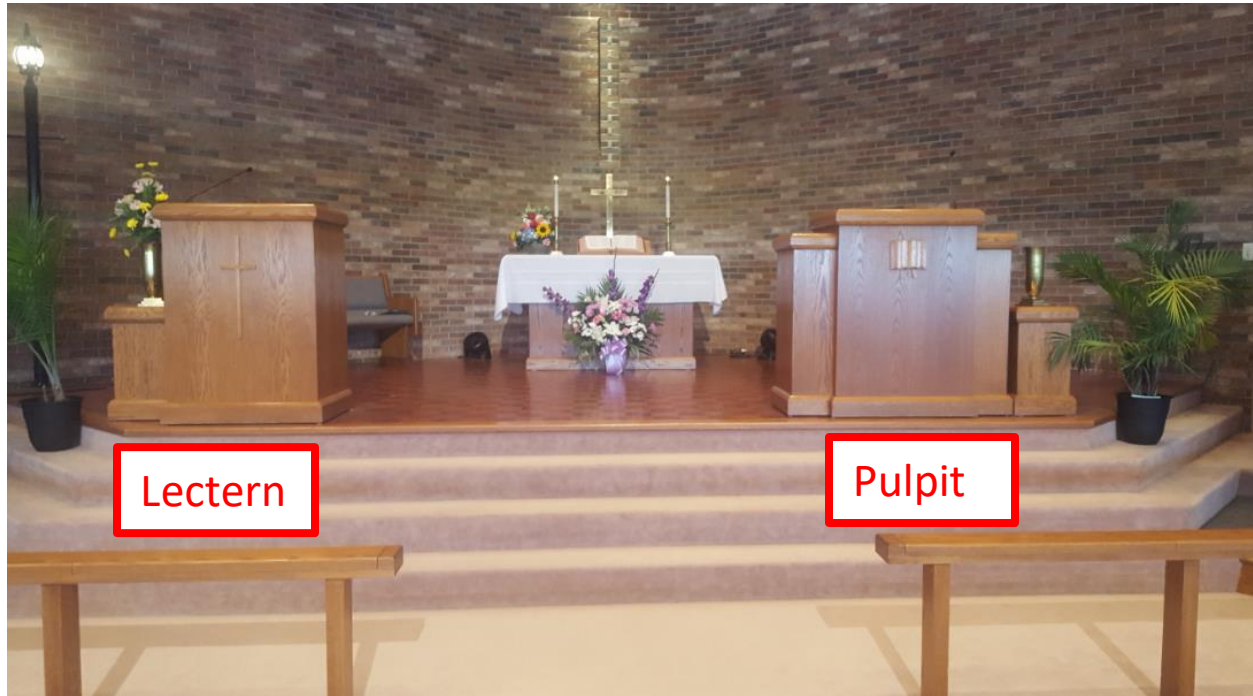


Figure 15 Pulpit and Lectern Locations

- b) To use, turn on the corresponding channel (12 or 20) on the soundboard and adjust volume as necessary.

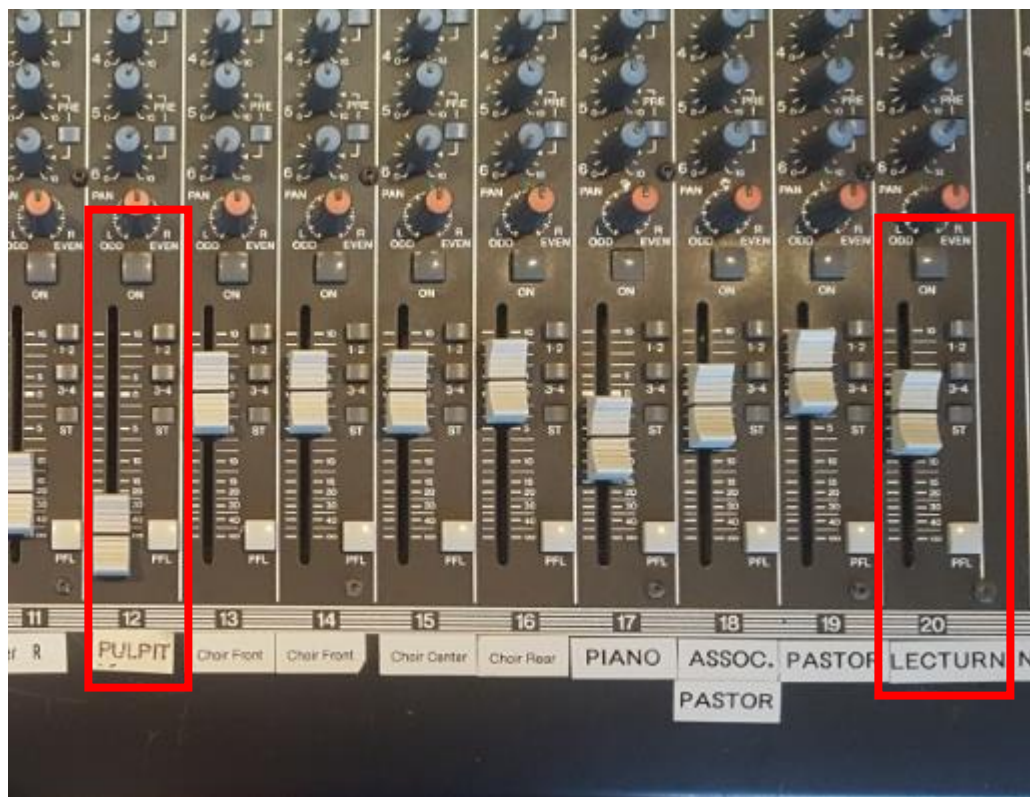


Figure 16 Lectern & pulpit soundboard channels

Appendix D: Wired Mics

- a) The wired mics are stored in the top, left drawer of the soundboard desk. These mics must be attached to the end of a cable (wire). They are not numbered because the soundboard channel corresponds to the cable number, and not the mic itself.



Figure 17 Wired mic

- b) There are a set of cables behind the threshold in front of the choir. Attach a wired mic to one of the cables and place in a microphone stand.

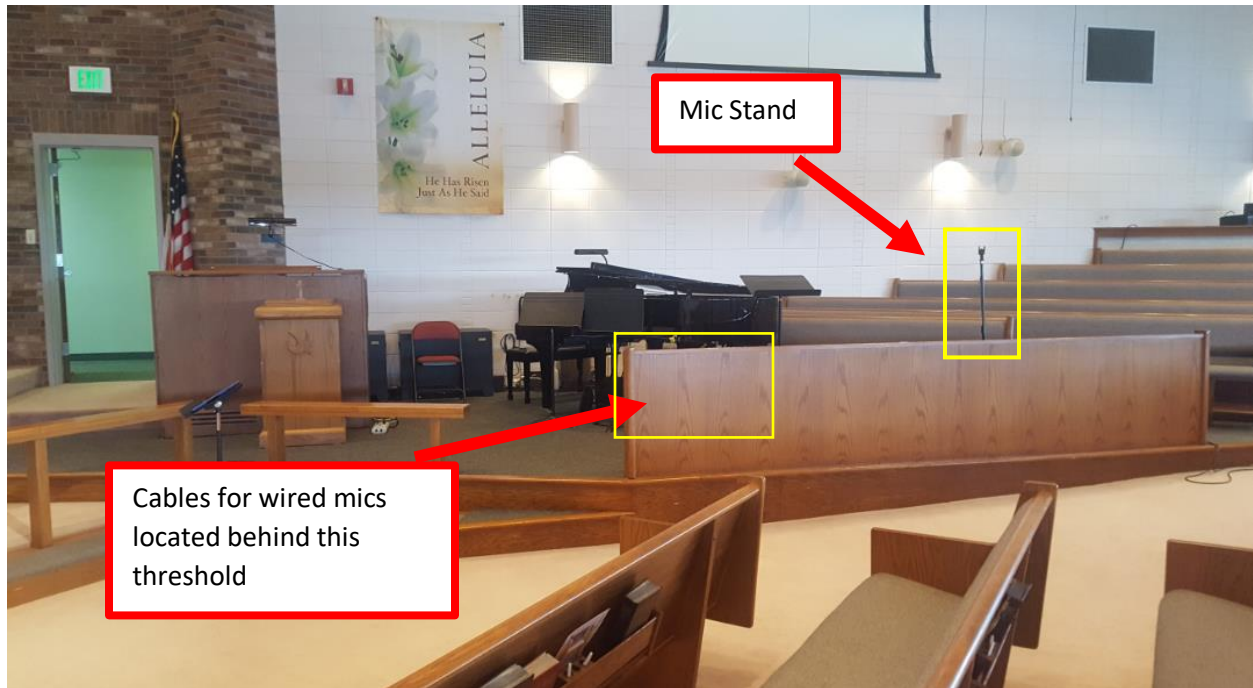


Figure 18 Location of cables for wired mics



Figure 19 Cables for wired mics (channels 1, 2, 3, & 4)

- c) The number marked on the cable corresponds with the number on the soundboard (1, 2, 3, or 4).



Figure 20 Wireless mic soundboard channel #

- d) These mics are always “on” (the presenter cannot mute or turn the mic off). Therefore, you always control whether these mics are broadcast or not.

Appendix E: Troubleshooting

Problem	Possible solution
Wireless mic not broadcasting	Is the mic turned on (green light)? Is the channel on (on the soundboard)? Is the channel volume (on the soundboard) high enough? Are the amplifiers on?
Wireless mic (including pastors') won't power on	Are there batteries in the mic? Are you holding down the power button?
Pastor's mic not broadcasting	Is the mic turned on (green light)? Is the channel on (on the soundboard)? Is the channel volume turned up on the soundboard? Are the amplifiers on?
Wired mic not broadcasting	Is the mic attached to the proper cable? Is the channel on (on the soundboard)? Is the channel volume up high enough? Are the amplifiers on?
Lectern or pulpit not broadcasting	Is the channel turn on (on the soundboard)? Is the channel volume turned up? Are the amplifiers on?