

UCG Austin Sound Setup Guide

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What You Need

This section covers all of the items that you will need for services and where to find them.

💡 Note

Take note of where each item is located (whether that's a specific pocket, shelf, etc). It is important that each item be placed in the same location every time so that it can be easily found the next week and remains accounted for.

1.1 From The Cabinet

These are the items that you will need which are stored in the UCG cabinet in the back room of the church hall.

- Laptop Bag
 - Laptop
 - Laptop Power Cable
 - Capture Card
 - Blue USB→USB Cable
 - Timer
 - Timer Cable (USB→USB-C)
 - Red HDMI→HDMI cable
 - A Notecard
- Tripod Bag
 - Tripod
- Podium
- Wooden Podium Topper
- Cable Velcro Rolls (x2)
- Microphone Stand
- Two bottles of Water
- Camera Box
 - Camera
 - female HDMI→male mini-HDMI cable (about 6" long)
 - Camera Power Cable
 - Camera Battery
 - Small Velcro Strap
- Scarlett Focusrite Box
 - Red Focusrite Box
 - Gray USB→USB-B Cable
- Items From Clear Tub
 - Black Table Cloth/Cover
 - UCG Plack and Stand
 - Microphone
 - Microphone XLR Audio Cable

1.2 From The Back/Storage Room

These are the items you will need which are stored in the storage room to the left of the stage (to the left while facing the stage). These items are not owned by UCG and should be handled with care.

- Audio TS Cable

💡 Note

While in the storage room, turn the Speaker power ON. There is a large rack with a switch labeled ON/OFF (See Figure 6.4). Turn this switch to the ON position.

1.3 From Elsewhere

- A Pen

Setup

2.1 Setting Up The Stage

See Figures 6.2 and 6.5 for reference on the stage setup.

1. Bring one of the spare tables from the back of the main room to the stage. Place the table in the center of the stage so that the long edge is parallel with the stairs of the stage.
2. Put the black cloth cover on the table.
3. Place the podium in the center of the table, with the black square facing the audience.
4. Place the podium topper on the podium. Make sure the handle of the podium is not under the topper. Center the topper with the podium.
5. Place the UCG plack on the stand so that it is centered and in front of the black square of the podium - visible by the audience. Ensure that the “United Church of God” text is on the top.
6. Ensure that Any Pagan Symbols on the Stage (such as crosses, Christmas trees, etc) are removed and stored elsewhere (keep note of these as they will need replaced after services).
7. Setup a microphone stand.
 - (a) Place the stand so that two of it's feet are touching the edge of the stage.
 - (b) The main center pole of the stand should be perpendicular to the ground and touching the table.
 - (c) Adjust the boom of the microphone so that it has approximately 6 inches of un-extended length.
 - (d) Clip the microphone to the stand.
 - (e) Make sure the stand has all of the clips tightened snugly. If there are any loose parts, the stand may shrug or fall slowly during services.
 - (f) Plug the microphone into the XLR cable. Adjust the XLR cable to wrap around the stand once or twice, with the clips or velcro holding it in place so that it is not hanging down and blends into the stand poles.

💡 Note

XLR Cables transmit Analog data for audio. Therefore, any kinks or twists in the cable can affect the quality of the audio. Take care when handling these cables.

8. Place two bottles of water on the table behind the podium for the speakers (if they need them during their messages).

2.2 Setting Up The Camera

See Figures 6.1 and 6.7 for reference on setting up the camera.

1. Setup the tripod so that it is directly in front of the podium (about halfway between the speaker and the sound booth, though this distance will be corrected in a later step).
2. Attach the battery to the camera and attach the camera to the tripod.
3. Open the lens cover and video screen on the camera.
4. Plug in the power cable to the back-right side of the camera. Wrap the power cable once or twice around the tripod so that it is not hanging down and no one can trip on it.
5. Attach the short (6in) HDMI cable to the camera. Plug the long red HDMI cable into the shorter HDMI cable. Wrap this cable once or twice around the tripod so it is out of the way and not hanging down. Use the small velcro strap to hold the red-HDMI cable to the tripod so that the small HDMI cable is not pulling on the mini-HDMI connector. This prevents it from bending over time.

6. Unroll the red-HDMI cable so that it lays between the sound booth and the camera. It should lay flat (no tripping hazards) and be just long enough to lay a few inches over the wooden booth around the sound table (adjust the tripod distance accordingly to fit this distance).

2.3 Setting Up The Laptop

See Figures 6.3 and 6.6 for reference on setting up the laptop.

1. Turn the Laptop On and sign on.

Note

The laptop login code is _____.

2. Detach the HDMI and Audio Cables from the JourneyIFC church's computer and plug them into the laptop. When plugging the audio cable in, the laptop may popup with a little window asking which type of connection this is. Select HEADPHONES (this is important).
3. Plugin the gray USB cable for the Focusrite box into the USB-3 port (blue) on the left side of the laptop (directly next to the audio port).
4. Plugin the black USB cable for the sermonette timer into the remaining USB port on the left side of the laptop.
5. Plugin the Laptop power cable to the large power supply box under the sound table (there is a power outlet on the front right next to the power button). Let the power cable sit over top of the other cables so that there is no unnecessary tension on the other cables.
 - (a) Turn the large power box under the sound table on while there. There is a switch on the top right and bottom right of the box. Both need to be ON. They will be illuminated with a red light when on.
6. Plugin the blue capture card USB cable to the USB port on the right side of the laptop.

2.4 Setting Up The Projector

See Figure 6.10 for reference when setting up the projector.

1. Using the Projector remote, stand in front of the projector. Point the remote at the projector and push the red power button. You should hear a beep. The projector takes a few minutes to startup but you should start to be able to see the screen turn on after a short period (20 seconds).

2.5 Setting Up The Capture Card

See Figure 6.8 for reference when setting up the capture card.

1. Plug the blue USB cable into the USB port on the capture card.
2. Plug the red HDMI cable into the INPUT HDMI port on the capture card.

2.6 Setting Up The Timer

1. Plugin the USB-C cable into the timer.
2. Hold the power button of the timer to turn it on.
3. Adjust the brightness so that is is as bright as it can be. Pressing (don't hold) the power button will change the brightness.

4. Ensure the timer is set to count UP and not down (there should be a small arrow which points up). Use the mode button to change this.

2.7 Setting Up Zoom

See Figure 6.7 for reference when setting up zoom.

1. On the laptop, click the Zoom icon to open zoom. The icon should be on the bottom menu bar.
2. Click the *start a meeting* button. Once the meeting starts, you no longer need the initial Zoom startup window which appeared and you can close out of it (not the window with the meeting/camera).
3. If someone has joined the meeting before you have opened it, zoom may show their video and show them as un-muted. Make sure they are muted and their video is OFF by clicking on the 3 dots at the top right of their video frame.
4. Click on the *Host tools* button on the bottom bar of the zoom window (you might need to click the *More* option if you do not see this). Uncheck everything EXCEPT *Chat* and *Rename Themselves* under the *Allow all participants to* heading. This will ensure there are no interruptions to the zoom feed during services.

2.8 Setting Up The Hymns

See Figure 6.9 for reference when setting up the hymns.

1. Find the song leader and get the list of chosen hymns for services. Write down this list on a note card.
2. Open the *slide page numbers* PDF on the desktop of the laptop. Find the slide numbers for all of the chosen hymns and write them on the note card next to the hymn numbers.
3. Open VLC Media player (this is a traffic cone icon which is on the bar at the bottom of the screen).
4. Open the *Hymn MP3s* folder on the desktop.
5. Find all of the chosen hymns in this folder, and drag/drop each one into the VLC window. You can drag and drop the various hymns in the VLC window to re-order. Make sure they are in the order they will need played.

2.9 Setting Up Special Music

See Figure 6.9 for reference when setting up the special music.

1. Open Firefox (using the icon on the bottom bar of the desktop). This should open a page with the church laptop's email and already be logged in.
2. Open the most recent email which contains special music. There are typically two emails, one containing a doc with the title of special music and one containing the actual audio file (you want the latter). Note: If the special music is a video file, it may download silently and appear as though it is not downloading.
3. Download the special music.
4. If the special music is just an audio file:
 - (a) Move the special music from the downloads folder to the *special music* folder on the desktop of the laptop. Then, with the *special music* folder open, drag the appropriate special music file from that folder into the VLC window.
 - (b) Move the special music in VLC so that it is the fifth item in the list (it is always played after four hymns).
5. If the special music is a video:

- (a) Open a new VLC window.
- (b) Drag the special music video into the new VLC window.
- (c) Play the video for a few seconds so that it opens up into a video screen instead of a list.
- (d) Scroll the video back to the start.
- (e) Drag the video to the second screen (projector screen).
- (f) Double click the screen to make it full-screen.

2.10 Setting Up The Hymn Slides

1. On the desktop of the computer, open the hymn slides with the *Hymn Slides* shortcut. A window with google slides will open. Be careful not to press any random/extra keys while this window is selected because it may change the slides.
2. Drag this window to the second monitor (the projector screen) by dragging it to the right.
3. Make this window full-screen by selecting the *Presentation Mode* button in Google Slides.

Operations During Services

3.1 Checks And Tests Before Services Start

The following are helpful things to test before services begin.

1. Play a few seconds (or more if needed) of a hymn to ensure that the sound comes out of the room speakers and not the laptop speakers.
2. Have the song leader do a sound check at the podium. Adjust volumes on the sound board at this time. Figure 6.11 shows an image of the soundboard with appropriate channels and volumes (these change slightly each time).

A Caution

The sound board in the building we use requires the gain (the top turnable knob) for the podium mic to be almost maxed out (98% or so). Be careful when adjusting this as it requires very fine adjustments and may cause loud speaker feedback if adjusted too high and no sound if adjusted too low.

3. If you have a separate device, sign into the Zoom and ensure that the sound is coming through okay.
4. Double check the hymn slide numbers and make sure they go to the correct slides. Sometimes slides can be accidentally added so this is good to check beforehand in case adjustments need made.
5. Ensure that the camera image is displayed and Zoom is un-muted. Also ensure that all guests are muted.

3.2 First Hymn

All UCG services start typically with a hymn.

1. With the hymn slides screen selected, enter the correct slide number for the first hymn, and press enter. It should navigate to the appropriate slide for the first hymn.
2. Share the Hymnal slides screen in Zoom (use the share screen button). Ensure that *share sound* is selected (this only needs done the first time or if Zoom crashes/restarts).
3. Un-mute both the song leader and the computer audio on the sound board.
4. When the song leader signals, start the first hymn in VLC by double clicking it, or selecting it and pressing play. Mute the speaker at the same time.
5. Select the hymn slides window and progress through the slides as the song progresses (using the right arrow key). Try to continue to the next slide just before the last syllable of the last word on the current slide is sung for a smooth transition for the singers.
6. When the song ends, VLC will automatically stop and not play the next hymn. Un-mute the song leader just as the song ends.

3.3 Second Hymn

1. With the hymn slides screen selected, enter the correct slide number for the next hymn, and press enter. It should navigate to the appropriate slide for the next hymn.
2. When the song leader signals, start the next hymn in VLC by double clicking it, or selecting it and pressing play. Mute the speaker at the same time.

3. Select the hymn slides window and progress through the slides as the song progresses (using the right arrow key). Try to continue to the next slide just before the last syllable of the last word on the current slide is sung for a smooth transition for the singers.
4. When the song ends, VLC will automatically stop and not play the next hymn. Un-mute the song leader just as the song ends.

3.4 Third Hymn

1. Repeat the steps from the second hymn (above section) once more.
2. After the third hymn ends, stop sharing the screen (press the X on the small window or select zoom and press ALT-S).

3.5 Opening Prayer

1. During the Prayer, you may need to adjust the volume appropriately. Many people typically speak quieter while doing the prayer as compared to the normal speakers.
2. Prepare to hit *record* shortly after the prayer ends.

3.6 Sermonette Or First Split-Sermon

1. Press record before the speaker begins.
 - (a) Make sure to select *record to cloud*.
 - (b) If *record to cloud* gives you an error stating that the cloud storage is full, select *record to computer* instead (extra steps will be needed after services in this case).
2. Start the sermonette timer and place it in clear view of the speaker.
3. After the speaker finishes, *pause* the recording (don't stop it).

3.7 Fourth Hymn

1. With the hymn slides screen selected, enter the correct slide number for the next hymn, and press enter. It should navigate to the appropriate slide for the next hymn.
2. Share the Hymnal slides screen in Zoom (use the share screen button).
3. Un-mute the computer audio on the sound board.
4. When the song leader signals, start the next hymn in VLC by double clicking it, or selecting it and pressing play. Mute the speaker at the same time.
5. Select the hymn slides window and progress through the slides as the song progresses (using the right arrow key). Try to continue to the next slide just before the last syllable of the last word on the current slide is sung for a smooth transition for the singers.
6. When the song ends, VLC will automatically stop and not play the next hymn. Un-mute the song leader just as the song ends.
7. Stop sharing the screen (press the X on the small window or select zoom and press ALT-S).

3.8 Announcements

3.9 Special Music

1. If special music is a normal audio file:
 - (a) Share the Hymnal slides screen in Zoom. Make sure a blank slide (there is one before/after every hymn in the power-point) is selected.
 - i. Optional: If the special music is a version of one of the normal hymns, you can display the lyrics just as you would a normal hymn during the special music.
 - (b) Un-mute the computer audio on the sound board.
 - (c) When the song leader signals, start the special music in VLC by double clicking it, or selecting it and pressing play. Mute the speaker mic at the same time.
2. If special music is a video:
 - (a) Share the special music video.
 - (b) Un-mute the computer audio on the sound board.
 - (c) When the song leader signals, start the special music in VLC by double clicking it, or selecting it and pressing play. Mute the speaker mic at the same time.
3. After special music ends, mute the computer audio (it is important to do this before resuming the recording) and un-mute the speaker.
4. After special music, stop sharing the screen again (press the X on the small window or select zoom and press ALT-S).

3.10 Sermon

1. Resume the *recording*
2. After the sermon, STOP the recording.

3.11 Fifth Hymn

1. With the hymn slides screen selected, enter the correct slide number for the next hymn, and press enter. It should navigate to the appropriate slide for the next hymn.
2. Share the Hymnal slides screen in Zoom (use the share screen button).
3. Un-mute the computer audio on the sound board.
4. When the song leader signals, start the next hymn in VLC by double clicking it, or selecting it and pressing play. Mute the speaker at the same time.
5. Select the hymn slides window and progress through the slides as the song progresses (using the right arrow key). Try to continue to the next slide just before the last syllable of the last word on the current slide is sung for a smooth transition for the singers.
6. When the song ends, VLC will automatically stop and not play the next hymn. Un-mute the song leader just as the song ends.
7. Stop sharing the screen (press the X on the small window or select zoom and press ALT-S).

3.12 Closing Prayer

1. During the Prayer, you may need to adjust the volume appropriately. Many people typically speak quieter while doing the prayer as compared to the normal speakers.
2. Prepare to hit *record* shortly after the prayer ends.

3.13 After Services

1. Stop Zoom.
2. If you had to record to the computer:
 - (a) After stopping zoom, it will prompt you to convert the audio file. Let this occur - it may take some time to finish.
 - (b) After the audio file is converted, locate it in the file system, rename it with the current date (YYMMDD format).
 - (c) Open Firefox and click on the Onedrive bookmark.
 - (d) Upload the file to the Onedrive by selecting the upload button and selecting the file or dragging the file to the Onedrive screen.
 - (e) Wait until this upload completes before turning the laptop off or unplugging it.
3. Begin cleanup procedures.

Cleanup

It is important that things are put away in the correct and same spots each week. This is because of the following obvious and non-obvious reasons:

1. It ensures this documentation remains accurate.
2. It makes things easy to find and account for.
3. If we take any equipment outside of the building for use elsewhere, this ensures that nothing is forgotten or left behind.

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Note

Be sure to unplug all cables that were plugged in at the start. For cables that get rolled/coiled/bent, take caution to do so in the direction they naturally curve/bend to prevent kinks and unwanted bends. Use cable ties where appropriate to keep things neat and orderly.

4.1 What Goes In The Laptop Bag

1. Make sure the laptop is off before closing the lid! The laptop goes in the small stretch pouch within the main pocket.
2. The red HDMI cable and Timer go in the main pocket (not in the stretch pouch).
3. The capture card gets wrapped in the bubble wrap and placed in the front pocket of the laptop bag - in the pocket with the index cards.
4. The blue capture card cable and black timer cables get folded and placed in the other pocket of the laptop bag.
5. The laptop charger (and associated cable - if detached) get placed in the front pocket of the laptop bag.

4.2 What Goes In The Camera Box

1. Make sure the camera lens is closed. The camera gets placed in the appropriate slot in the camera box where it fits.
2. The small HDMI adapter, camera battery, small velcro strap, and camera charger all get placed in the other slot in the camera box.

4.3 What Goes In The Scarlett Focusrite Box

1. The red scarlett box and gray scarlette USB cable get placed in the Focusrite box.

4.4 What Goes In The Tripod Bag

1. The tripod.

4.5 What Goes In The Cabinet

1. Everything that is ours gets placed in the cabinet.
 - (a) The clear plastic tub fits nicely on the bottom shelf.

- (b) The podium topper, the mic stand (just barely fits diagonally), and the tripod fit nicely on top of the clear tub.
- (c) The podium fits nicely on the second shelf.
- (d) The scarlett box, camera box, laptop bag, and velcro strips fit nicely on the second shelf.

4.6 What Goes In The Back-Room

Anything that was borrowed from the back room should be replaced where it was found in the back room. Assuming we need just the usual items, this should be the following:

1. The Audio cable goes in the blue tub with other audio cables.

 **Note**

While in the storage room, turn the Speaker power OFF. There is a large rack with a switch labeled ON/OFF (See Figure 6.4). Turn this switch to the ON position.

Keyboard Shortcuts

5.1 Zoom Keyboard Shortcuts

Shortcut	Description
CTRL-S	This will stop sharing the Zoom screen (zoom must be selected)
ALT-SHIFT-H	This will remove the Zoom bar on the top of the shared screen.

5.2 Windows Keyboard Shortcuts

Shortcut	Description
WINDOWS-P	Adjust screen display mode (projector, extend, etc)

Images



Figure 6.1: This is an image of the camera setup. Notice that the red HDMI cable is tied to the leg of the tripod so that the HDMI cable is not being pulled down while connecting to the camera. The power cable is on the right side.



Figure 6.2: The podium setup, showing the podium on the table (covered with the table cloth), the UCG placard in front of it, the podium topper, the mic stand with mic and XLR cable, and the stage organized to look decent.

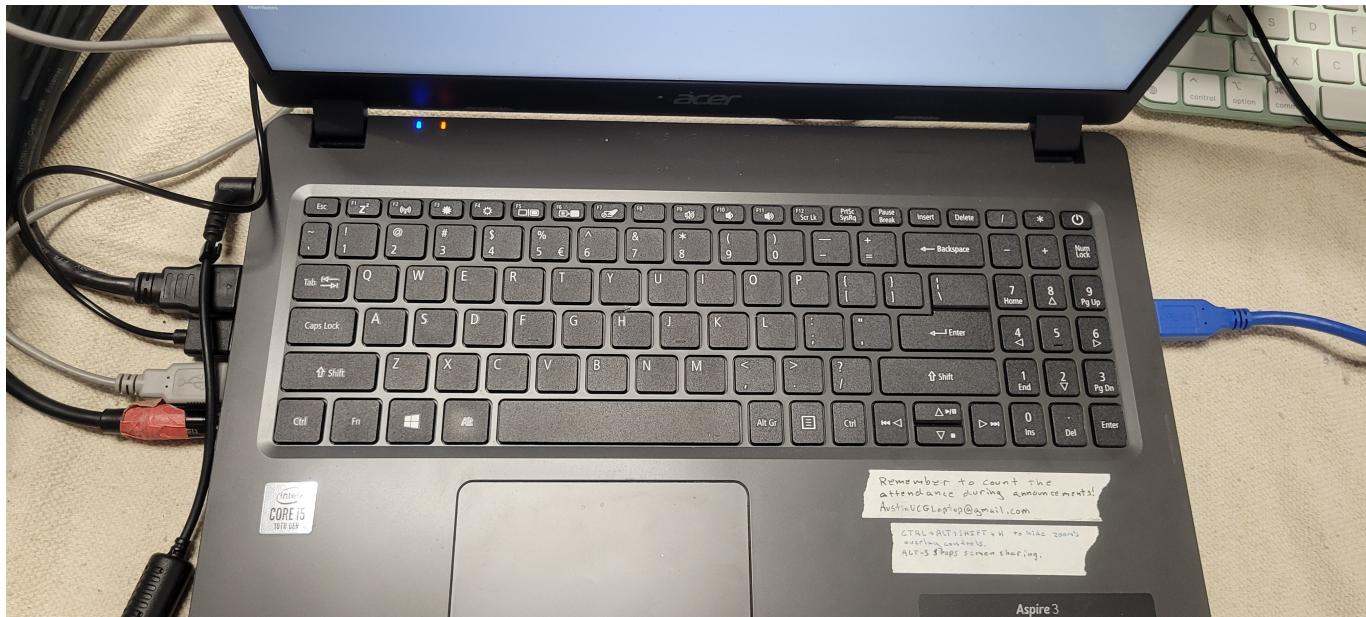


Figure 6.3: The laptop connections, showing the blue Capture card cable on the right. From bottom to top, it is the audio cable, gray Scarlett box cable, black timer cable, HDMI cable, and power cable.



Figure 6.4: This shows an image of the speaker power button located in the back room of the building.



Figure 6.5: This shows the box which the mic setup is connected to. In the image, the mic is plugged into port 5, which would correspond to channel 5 on the sound board.



Figure 6.6: This shows the power box for the sound board. The laptop is plugged into the front power port, and both the power button at the top and bottom are in the on position.

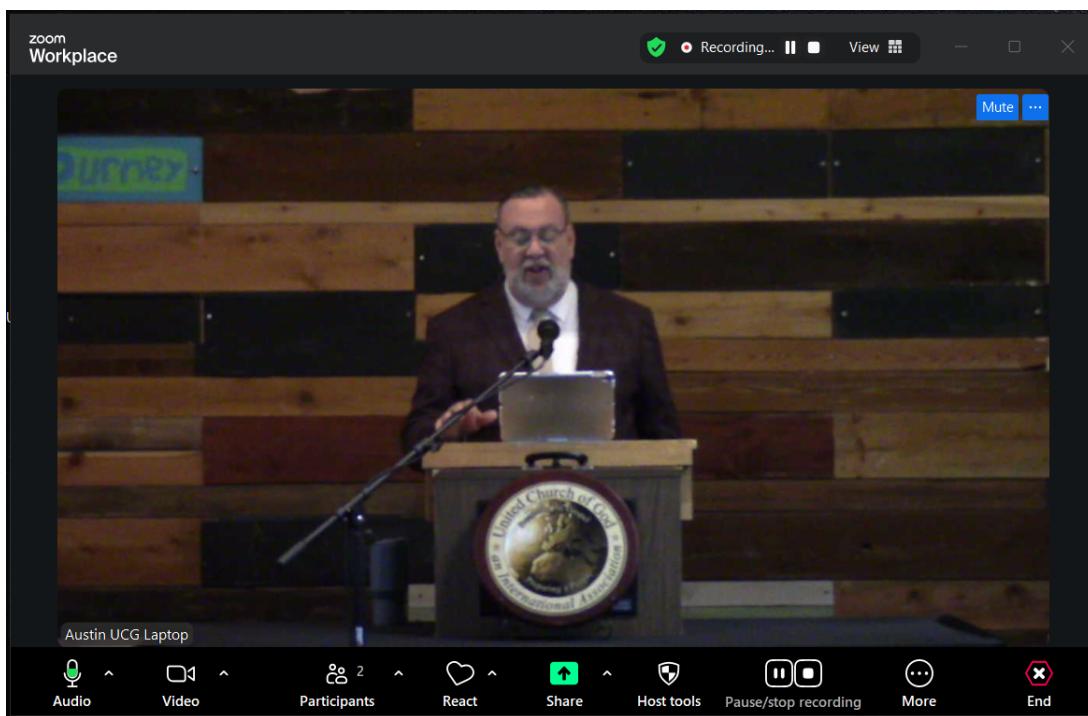


Figure 6.7: This shows the camera view as seen through the zoom window. Notice that the bottom of the camera view is aligned with the table and the microphone is in the center. This lets the podium and speaker take up approximately one third of the screen (following the rule of thirds) so that it is the focal point. In this particular case, the “Journey” sign in the top left is a bit more visible than desired. Zooming in slightly more than this is okay.



Figure 6.8: This shows the capture card with the HDMI cable in one side (left) and the blue USB cable in the other (right).

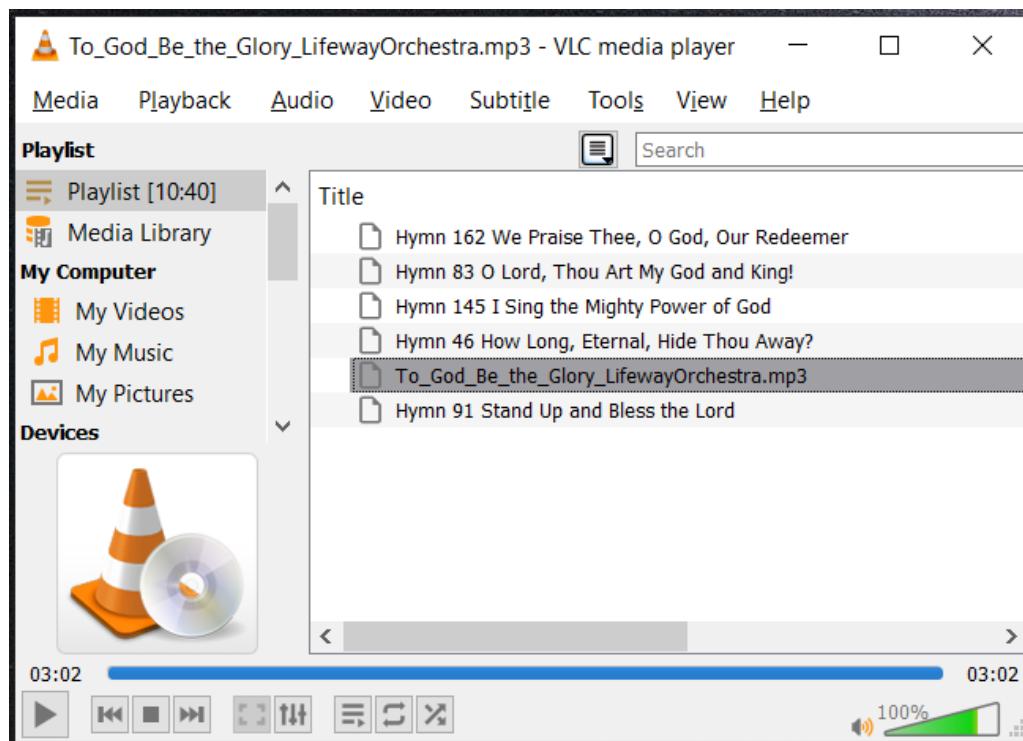


Figure 6.9: This shows a sample VLC window which displays 5 hymns and special music (selected). Notice that the music is paused at the end of the special music. This is because the music will auto-pause immediately after finishing.



Figure 6.10: This shows the projector controller. Notice the power button (which should be the only needed button) is the red button in the bottom left.



Figure 6.11: This shows the soundboard. In this display, the main volume (right side, black knobs) is turned up to a normal level, the computer audio is turned up slightly (middle, white knobs), and the podium mic (left, channel 5) is turned up. This shows the small number of channels we usually use for our setup.

Troubleshooting

7.1 Wifi Issues

💡 Note

The credentials for the wifi login are the following:

NAME: _____ PASSWORD: _____

7.2 Sound Issues

For all sound issues, the first step is to make sure all cables are plugged in their correct spots. Sometimes cable connections can even be loose, so gently wiggle the connectors to make sure things are not just loosely connected.

7.3 Projector Issues

The Laptop Is Not Showing On The Projector Screen

1. Ensure all cables are plugged in correctly.
2. On the laptop, press the widow key and P. Select the *Extend* mode.

7.4 Email Issues

The Email Is Logged Out

Login to the email.

💡 Note

The credentials for the email login are the following:

EMAIL: AustinUCGLaptop@gmail.com PASSWORD: _____

The Special Music Will Not Download

Sometimes the special music (particularly when in video format saved to Google Drive) will appear as though it is not downloading. If you click the downlaod button multiple times and nothing changes (no status' or anything), it may be simply downloading silently in the background. Wait some time (maybe even 5-10 minutes depending on the size of the file) and see if the download finishes. When finished, it should display the file in the downloads dropdown or downloads folder.

7.5 VLC Issues

VLC Fullscreen Won't Stay On The Projector Screen

Simply restart VLC and this issue should go away.