

UCG Austin Sound Setup Guide

Compiled by: Antonius W. Torode
Written in: L^AT_EX

Last date modified: February 14, 2026

Contents

1	What You Need	1
1.1	From The Cabinet	1
1.2	From The Back/Storage Room	1
1.3	From Elsewhere	1
2	Setup	2
2.1	Setting Up The Stage	2
2.2	Setting Up The Camera	2
2.3	Setting Up The Laptop	2
2.4	Setting Up The Projector	3
2.5	Setting Up The Capture Card	3
2.6	Setting Up The Timer	3
2.7	Setting Up Zoom	3
2.8	Setting Up The Hymns	4
2.9	Setting Up Special Music	4
2.10	Setting Up The Hymn Slides	4
3	Operations During Services	5
3.1	Checks And Tests Before Services Start	5
3.2	First Hymn	5
3.3	Second Hymn	5
3.4	Third Hymn	6
3.5	Opening Prayer	6
3.6	Sermonette Or First Split-Sermon	6
3.7	Fourth Hymn	6
3.8	Announcements	6
3.9	Special Music	6
3.10	Sermon	7
3.11	Fifth Hymn	7
3.12	After Services	7
4	Cleanup	9
4.1	What Goes In The Laptop Bag	9
4.2	What Goes In The Camera Box	9
4.3	What Goes In The Scarlett Focusrite Box	9
4.4	What Goes In The Tripod Bag	9
4.5	What Goes In The Cabinet	9
4.6	What Goes In The Back-Room	9
5	Keyboard Shortcuts	10
5.1	Zoom Keyboard Shortcuts	10
5.2	Windows Keyboard Shortcuts	10
6	Images	11

7 Troubleshooting	12
7.1 Wifi Issues	12
7.2 Sound Issues	12
7.3 Projector Issues	12
7.4 Email Issues	12
7.5 VLC Issues	12

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
- Podium Topper
- Cable Velcro Rolls (x2)
- Microphone Stand
- Microphone XLR Audio Cable
- 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

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.

- Microphone
- 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. Turn this switch to the ON position.

1.3 From Elsewhere

- A Pen

Setup

2.1 Setting Up The Stage

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 placard 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 its 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) 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.

2.2 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

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

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

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

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

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

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.

⚠ Caution

The sound board in the building we use requires the gain 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

- 4.1 What Goes In The Laptop Bag**
- 4.2 What Goes In The Camera Box**
- 4.3 What Goes In The Scarlett Focusrite Box**
- 4.4 What Goes In The Tripod Bag**
- 4.5 What Goes In The Cabinet**
- 4.6 What Goes In The Back-Room**

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

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 download 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.