**Stone Church AV Booth Procedures**

1. Power up system by turning on RED switch (top right) followed by WHITE switch (top left).
2. On the lighting console (small grey box on counter), press Y-Mode button once so it is on channel 9-16. This puts control of the lights on their respective faders.
3. Make sure the rechargeable batteries are charging (we leave them in the NOT charging position during the week).
4. If recording the event, insert blank CD in CD2 Recorder (Marantz). After CD loads, it should read “blank disc”. Next, press the RED recorder button to put the recorder in input mode. This will allow you to see the input levels going to the recorder. Be ready to record before the prelude starts.
5. If the service includes video and/or slides, prepare the projector and choir TV:
	1. Turn on Choir TV using remote. The TV remote is in the window in the choir loft. The source should be set to VGA. Press the source button and select VGA if it displays anything else.
	2. Back In the AV booth turn on video projector with it's wired remote and then
	3. Turn on Computer
	4. Check that all visuals (slides, pictures, videos) are in Power Point format.
	5. Check the PowerPoint settings for all files for Presenter View: (On the Slide Show tab, in the Monitors group, click Use Presenter View.)
	6. For the Announcements (and any Powerpoint that will automatically transition slides) check PowerPoint settings to make sure it set to loop continuously (Start with “Slide Show” menu, check “set up slide show”, ~~then “check browsed at a kiosk”),~~ you may also need to check slide transitions to make sure they transition automatically (Go to “Transitions”, “Advance Slide”, and select 30 seconds for transition time). **Note**: If the annc ppt isn’t on the desktop, look in the “Share” folder.
	7. The pic-mute function on the projector does not apply to the Choir TV. They will be able to see everything on Screen 2. Do not use pic-mute. Rely on stopping the PowerPoint presentation to blank the screen.
	8. Press escape on the Power Point to darken remote screens when service begin (either when first speaker rises or when music begins).

Things to keep in mind: The projector is set up as the “right screen”, so the mouse can move over to it.

1. Prepare wireless headsets and handhelds, if needed. Handhelds are labeled with green and red tape corresponding to the red and green on the console labels. Lead person for the event is typically given headset #1. Check that volume is set at unity level (-U-), un-mute and do sound check with microphones that will be used. Leave the mics on and mute on the av board until needed during service. On Sunday mornings place one handheld on the front pew and hold second for Head Usher.
2. Make sure that the hearing assistance units are ready to be used. (batteries charged and headsets attached).
3. Check to make sure SUB 1,2,3,4 and Main Mix faders are set to unity level (-U-). Any other faders 1-20 that are being used should be set at unity level (-U-) if not already set.
4. As the service begins (when the pastor first speaks or prelude begins – whichever comes first), press the green PLAY button on the CD2 Recorder (Marantz) to start recording. During the service check the headphones to make sure the recording is OK.

**Notes:**

When Mute button is down, the channel is muted and will not sound. When mute button is up, there will be sound.

Assign 1&2 button will send signal to sanctuary speakers only, if button is down.

Assign 3&4 button will send signal to CD Recorder only, if button is down.

**Procedure For Shutting Down Following Event**

1. After the postlude is finished, press Stop (white button) on the CD Recorder. Using the remote, press the FINALIZE button once, then the ENTER button twice. This finalizes the CD for publication. (takes 1 minute)
2. Place batteries in charger as you remove them from their microphones. Leave headset cords attached to their corresponding unit.
3. Eject CD, write the Stone Church and today’s date, and place on Administrative Assistant’s desk in church office.
4. On the projector remote press the off button twice to turn off video projector.
5. Turn off choir tv.
6. Make sure all microphone settings are muted and LEAVE sound board and lighting controls set at current levels unless a special setting or microphone was used that is not ordinarily used.
7. Power down the system Press the white System Main Power button on the left. This will dim the house lights and put control of the lights back to the wall plate by the Narthex entrance. Be prepared to select lighting preset 3 for the sanctuary if lights go out. (\*which is the appropriate preset following worship?\*) Once the system has finished the power down procedure turn the red switch to off.
8. COVER the sound and light consoles with corresponding dust cover.
9. Drag and drop the announcements from the morning into the folder on the desktop labeled “Old Worship Announcements”. Turn off computer when done.
10. Turn batteries over in charger to be in NOT charging position as their corresponding light turns green so they are not left in charge mode for the entire week.