**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. To play announcements, a) turn on video projector with remote and then, b) turn on computer and set up powerpoint or video. Use PIC-MUTE button (bottom left) on projector remote to darken screen when service begin (either when first speaker rises or when music begins). 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.
6. 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. Then mute until needed during service. On Sunday mornings place one handheld on the front pew and hold second for Head Usher.
7. Make sure that the hearing assistance units are ready to be used. (batteries charged and headsets attached).
8. 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.
9. If the service includes video and/or slides, prepare the Choir Screen:
10. Turn on Choir Screen using remote (It should stay set to HDMI2) Once it’s ready it will show a landscape picture slideshow
11. Turn on video projector with remote and then
12. Turn on Computer
13. Link Chromecast
    1. Open Chrome browser
    2. Select the Cast button in the upper right corner
    3. Select “Cast to…”
    4. Select “Cast Desktop”
    5. Select “Choir Screen”
    6. Select “Screen 2”
    7. **Deselect “Share Audio” checkbox**
    8. Click the “Share” button

Prepare slides on the computer monitor. Have the slideshow started then press (Shift+Windows+RightArrow). This moves the current program to “Screen 2” which is the projector and the choir screen. When you are ready to blank the screen press (Shift+Windows+LeftArrow). The pic-mute is no longer necessary.

Things to keep in mind: The projector is set up as the “right screen”, so the mouse can move over to it. If you are working on the monitor “left screen” you can get back to what is on the right screen with the mouse or by selecting it from the taskbar. If you close the Chrome browser, the link to the choir screen will be lost. \*\*Anything special to do to make sure sound doesn’t come out of choir screen?\*\*

1. 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.

**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 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. Turn off video projector.
5. 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.
6. Power down the system (System Main Power). This will dim the house lights and put control of the lights back to the appropriate wall plate by the Narthex entrance. Be prepared to select appropriate lighting preset for the sanctuary if lights go out. (\*which is the appropriate preset following worship?\*)
7. COVER the sound and light consoles with corresponding dust cover.
8. Drag and drop the announcements from the morning into the folder on the desktop labeled “Old Worship Announcements”. Turn off computer when done.
9. 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.