

# Instructions for the Sanctuary Sound System

## MICROPHONES:

1. The key to the equipment cabinet is located in a black pouch underneath the pew to the left of the cabinet.
  - a. The Blue Key is the front cabinet; the other key the back cabinet.
2. On sound equipment, upper right, turn Key to On position.
3. iPad is located in back side of cabinet, locked up. It is sitting on a Launch Pad charger. Replace here when done.
4. On iPad, turn on by holding silver button on left side of iPad.
5. Swipe right and you'll see the Master Fader application. Launch it.
6. Tap on the Settings Gear
7. Choose Wireless DL32R
8. Make sure all levels are set to lowest position
9. Then Unmute Main Level (right side of display) (Red=muted)
10. Turn Main Level up to Volume Level "U"
11. Unmute the microphone you want to use.
  - a. The wireless mics (in Ken's office) are controlled by the HH2 and HH3 sub-levels.
12. Raise the volume of the device to desired level
13. Unmute the Microphone itself. (Suggestion: put tape on Mic in Unmuted position so users don't create a problem.)
14. Microphone(s) should now be heard in Sanctuary.
15. It's good to also provide a lower volume level into the Narthex (room beneath the balcony) and into the Balcony. To do this:
  - a. Press the LR button on right side of display to select additional speakers.
  - b. Choose Narthex/Balcony and make sure those are Unmuted and adjust to desired level.
16. Wired Microphones, if needed, are stored in the Parish Hall sound cabinet.

## MUSIC:

1. On iPad, scroll to the right to Channel 25/26 – it should be purple.
  - a. This connects the device that is connected to system using the 3.5mm "headphone" jack.
2. Make sure this channel is Unmuted and Adjust Volume
3. Make sure Volume on Device is about half way.
4. Recommend to owner of device that:
  - a. Phone is in airplane mode
  - b. Password is removed, or provided
  - c. Sleep is turned off
  - d. Have power cord available if needed
  - e. Similar settings if device is a Laptop