

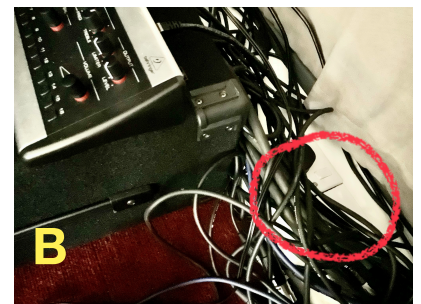
Basic sound desk set up and operation at Acorn

The sound desk has been set up in such a way that basic operation is possible using this simple guide. This should be used to enable the minimum sound functions to serve the church when a trained sound operator is not available.

Step 1; getting set up. It is very important to do things in this order.

To switch the system on

1. Ensure the necessary microphones are in place and connected (members of the worship team normally set these up themselves). Additional microphones if needed are located in the plastic drawers at the back of the stage.
2. Switch on the sound desk using the switch located above the main power lead on the back-right hand side of the desk. Marked with a red circle in picture A.
3. Switch on the Digital Snake. This is the big black box on the platform behind the drums. This is done by turning on the 13amp socket on the platform behind the drums – amongst the bunch of wires. Marked with a red circle in picture B.
4. Turn on the in-ear distribution box located on top of the digital snake (see 3 above). There is a square switch on the front right-hand side. Marked with a red circle in picture C.
5. Turn on the individual in-ear monitors. These are near instruments and singers around the platform. Use a small switch on the back right-hand side. (members of the worship team normally set these up themselves but always best to check) See picture D.
6. Finally – turn on all the other 13amp sockets on the platform which have plugs going into them. These are located around the platform in the white cable trunking. This turns on the main speakers, Bass amp, piano, radio mike, stage words monitor, etc.



To Switch off the system

1. Simply follow the instructions above in reverse.
2. Leave the platform tidy

Step 2; understanding the basic controls.

1. Ensure CH 1-16 is selected: it will be illuminated Green. This is a button to the left of the faders which is on the left of the sound desk about one third of the way up. See picture E.



2. You should now see the 16 main channels that we currently use at Acorn. These are located on the left side of the sound desk marked with a red square - see picture F. (For now ignore the 8 channels to the right of the sound desk marked with a green square).



3. Each of the 16 channels has a fader (slider) to control the volume of each instrument or voice. Above each fader you will see an illuminated box which tells you what is controlled by that fader. Moving a fader up will increase the volume of that instrument or voice. See picture G.

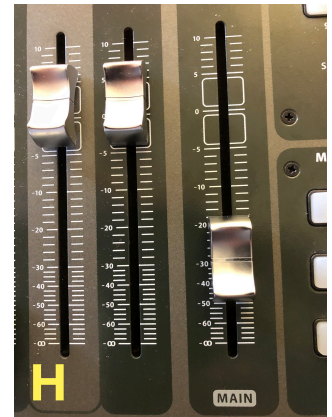
- For example channel one (Ch01) shows a picture of a guitar and the text 'lead inst'. This controls the volume of the lead instrument played by the worship leader.
- Channel two (Ch02) shows a picture of a microphone and the text 'lead vocal'. This controls the volume of the person



leading worship in the centre of the platform.

- Each of the other channels is labelled in a similar way to indicate what is controlled by the channel. For example channels 3 and 4 control the volumes for the person to the left of the platform in front of the drums.

4. To the far right of the faders (see picture H) you will find one labelled 'MAIN' and highlighted in yellow in picture F above. This is the main volume fader and will turn up the whole 'mix'. when you slide this fader up you will hear all the singers and instruments increase in volume. If this fader is slid right down no sound will come through the PA.



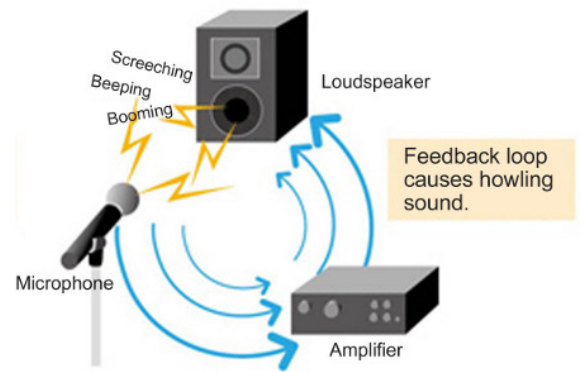
Step 3; simple sound operation during the meeting

1. Set the 'main' fader (see step 4 above) to a fairly low level - about one third of the way up. This will ensure some sound is coming out of the speakers so the congregation can hear.
2. During the meeting the person operating the sound desk will move each of the faders up or down to adjust the volumes of each channel to create a balanced sound where each instrument and singer can be heard clearly without overpowering each other. Usually this is set at Thursday evening band practices but it will need tweaking during the meeting.
3. Normally the worship leader will be slightly louder than the other singers so that they can be heard clearly if instructions need to be directed to the congregation or other band members during the meeting.
4. When you feel you have a balanced sound where it all sounds okay (whatever sounds good to you is probably fine with the congregation) you can now adjust the main fader to set the overall volume.

Important note on feedback. You may

experience/create feedback when adjusting the faders. This will sound like a loud ringing which slowly (in some cases very quickly) increases in volume until everyone present is covering their ears and looking in your direction. This occurs when the sound from the speakers is being

picked up on a microphone when the fader is turned up too high. The main cause of feedback occurs when a person speaking holds the microphone too far from their mouth and it is necessary to turn up the fader so they can be heard; this increases the ability of the microphone to pick up speaker spill which allows the microphone to feedback.



Don't panic, this is a normal part of the learning process and can very easily be rectified by quickly turning down the fader for the offending microphone that is feeding back or simply turning down the whole mix with the main fader until you can then move the fader down on the channel causing the problem. Once you have identified and rectified the channel causing the feedback (by turning it down) you can then move the main fader back up slowly.

You can avoid feedback by encouraging those using microphones to hold the microphone no more than 4 inches from their mouths (preferably closer) and make sure they stay behind the speakers. The speakers at Acorn are mounted in front of the platform so feedback is unlikely to occur in most circumstances.

Walking in front of a speaker will allow the microphone to pick up the sound coming from the speaker and feedback: for this reason those using microphones in front of the platform should remain fairly central and hold their microphones close to their mouths at all times. EQ. and other audio effects can be used to increase volume without feedback but this is too complex to explain in this simple guide.

Final tips

- If there is no volume coming from a channel first check that the mute button directly above the fader isn't red - if it is push it and the light goes out. If there is still no sound it's probably a loose or faulty cable on the platform, a person on the platform has not plugged their instrument in or the main fader is pulled right down.
- If no sound is coming through from any channel (and the main fader is set correctly) then you need to check that you switched everything on in the correct order. You may need to go right back to the beginning of this guide and start again.
- **Important.** Don't fiddle with any buttons and knobs that are not in this basic guide unless you know exactly what they do. Don't be tempted to say "I wonder what this button does"?
- **Really important.** Definitely don't fiddle with any buttons and knobs around the small screen panel on the sound desk: this could really mess things up. I know it's very tempting to explore the tech but without specific technical knowledge of audio routing you may make changes that will completely disrupt the performance of the sound desk which could take many hours to correct.

Note: there is so much more to the sound desk and if you want to know and understand how to utilise all the extra features to enhance the sound at Acorn please get in touch with me and I will be happy to set up some training sessions.

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