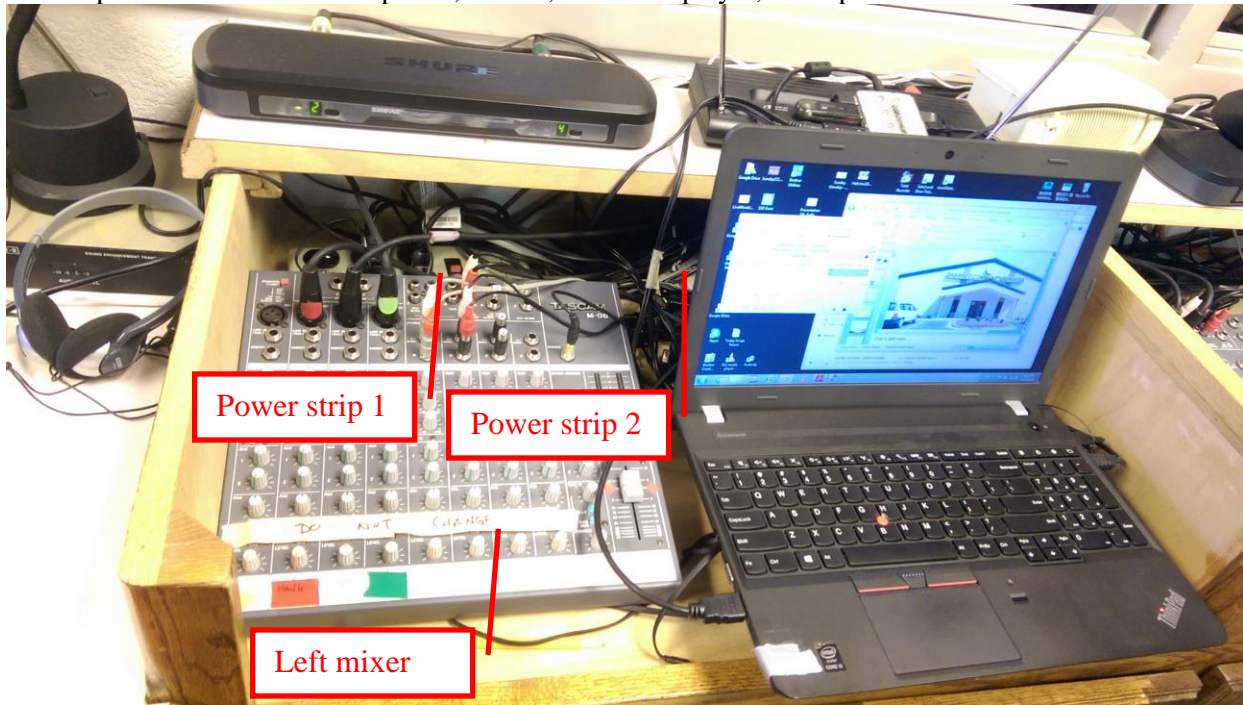


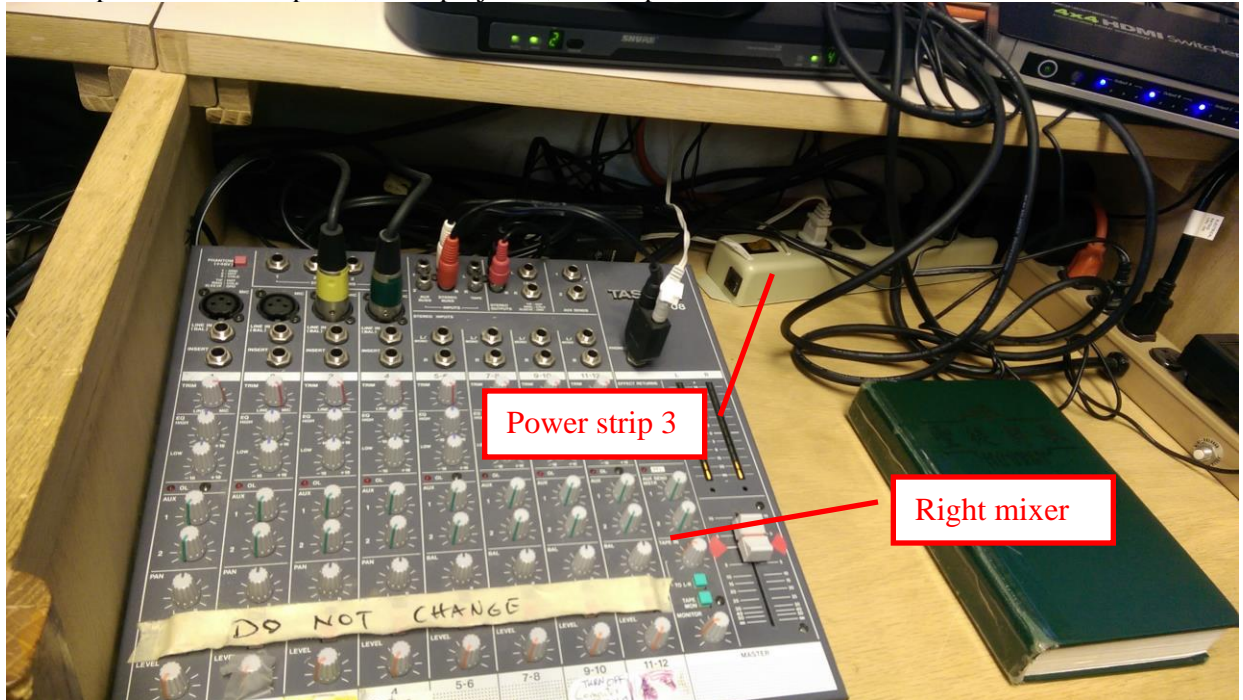
Audio / Video Instruction

Power

- 3 Power Strips
 - a. Strip 1 and 2 control the amplifier, mixers, DVD/CD player, microphone receivers.



- b. Strip 3 controls computer, video projector, video splitter, audio broadcaster.



- c. Check to see if power strip 3 is off before turning it on. Otherwise computer / projector will be turned off by mistake.
- Turn all power on.

Amplifier

- Check the input to be on 'Aux' and volume set at around -19. Occasionally, these settings can be lost.
- Sanctuary speakers are on 'A'.

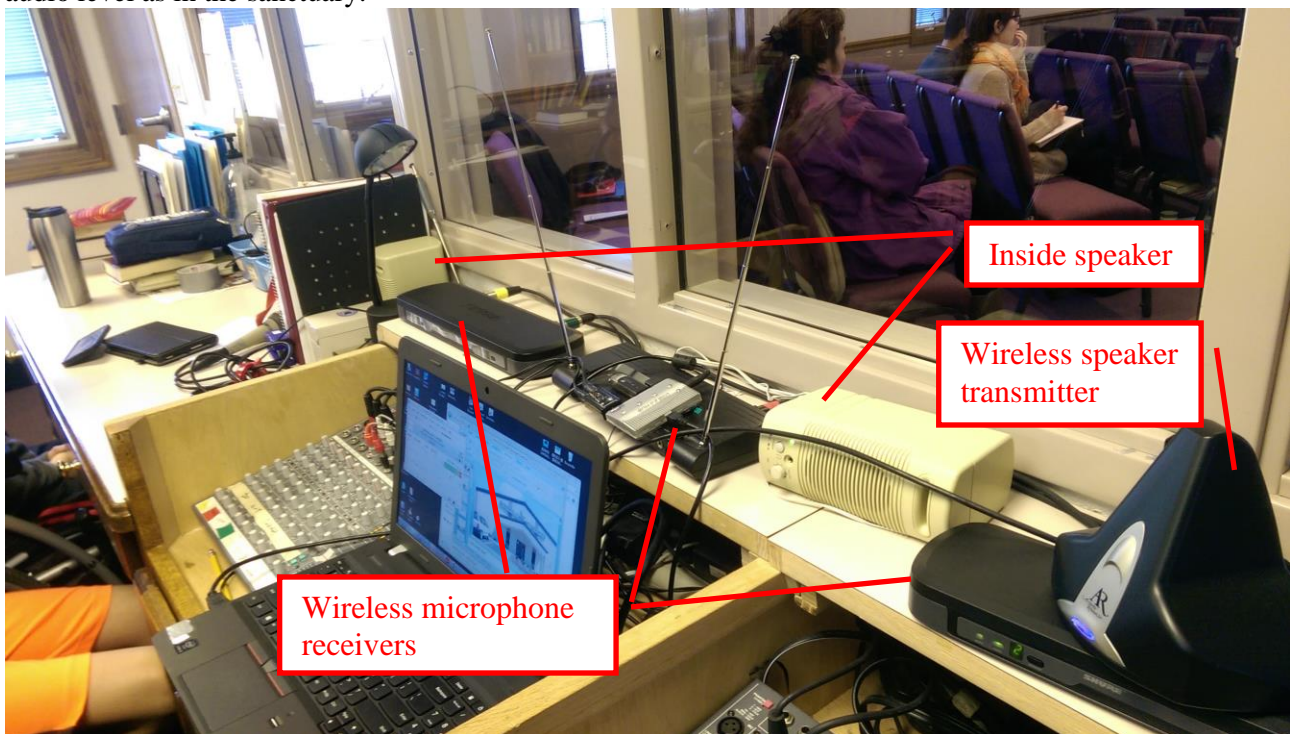
Audio / Video Instruction

Mixer

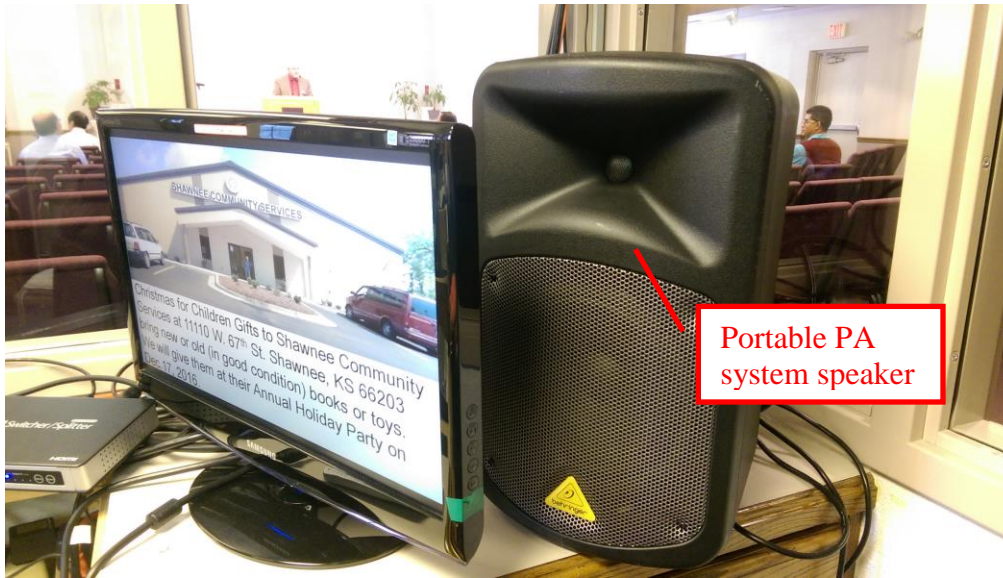
- There are 2 mixers. The one on the left feeds into the one on the right, which feeds into the amplifier.
- The clip-on microphones are connected to the left mixer.
- Microphones (handheld or clip-on), DVD/CD player, Computer are connected to the mixer.
- Use the bottom knob to control the volume of the various inputs. Normally these knobs are set between 10 to 3:00 o'clock for the microphones, depending on how loud or soft the speaker is. Check the computer Total Recorder recording level if recording and/or check sanctuary volume for level. The library speaker volume should be left alone since it has no impact of the sanctuary speaker volume. The tape monitor volume can be used to adjust library volume if other interfering noise is present in the room, or to be able to hear people speaking away from the microphones (e.g. prayer). This again has no impact to the volume in the sanctuary.
- Computer volume knob on the mixer should NOT be turned up during recording. This is because the amplifier feeds into the computer for recording, turning up the computer volume will produce tremendous feedback in the system.

Microphones

- Regular Sunday
 - a. Shure clip-on (black around the ear headset) for speaker
 - b. Shure clip-on (black around the ear headset) for leader of service
 - c. Lavender Shure clip-on can be used for on-stage translation when necessary. It is stored in the church guitar case. It has 2 cables, one for the clip-on mic and the other is for the guitar.
 - d. Red Shure handheld for podium
 - e. Yellow Shure handheld for singspiration or translation
- Sharing Sunday (1st and 5th Sunday)
 - a. Shure clip-on for leader of service
 - b. Red handheld for podium
 - c. Yellow handheld for podium
- Wired microphone in the library is used for translation (for headsets) when necessary.
- Turn microphones on, make sure low battery lights are not on. If low battery, replace with new battery.
- Make sure microphones are not on 'mute' or standby (they should be on green).
- Check microphone receivers when microphones are on to ensure the 'on' indicators are lit.
- When battery is changed, note the date changed in the tracking sheet (kept with battery drawer).
- There is a ceiling audience mic which is not connected to the main system. It is connected to a portable PA system such that it has no impact to the main system. It is used to track the sound in the sanctuary and should be adjusted to the same audio level as in the sanctuary.



Audio / Video Instruction



Video Projector

- White remote stored in drawer underneath computer.



- There is 1 light indicator at projector, amber or green.
- To turn projector on, press on/off button (infra-red beam, point toward projector as direct as possible – less angle). The amber light will be blinking green as the projector starts warming up. It becomes solid green once ready.
- To turn projector off, press on/off button twice, once with a message ‘Turn Project Off?’, another to confirm. The amber light will come on once the projector is cooled off. IT IS THEN SAFE TO TURN POWER STRIP 3 OFF.
- The projector takes about 1 minute to warm up and 1 minute to cool down. If the projector is to be used continuously, use a powerpoint presentation and ‘B’ key to black out the screen.

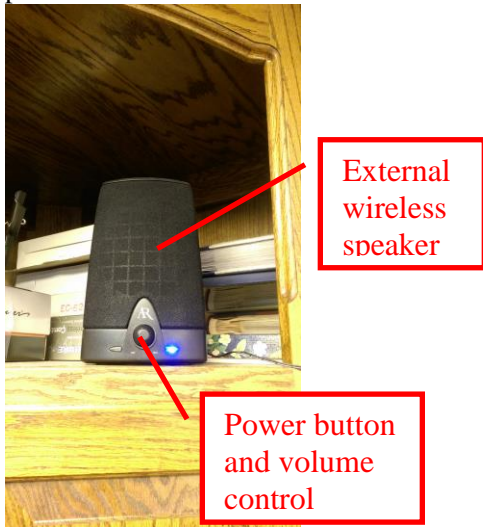
Recording

- Tape (not needed anymore)
 - a. Push Record (red) button on tape deck ‘A’ to start recording. Actual tape starts at about 13 on counter (starting at 0).
 - b. For sharing, ‘Pause’ can be used in between testimonies.
 - c. Continue to record through announcements. However, it is not necessary to go to overflow tape after the message / sharing is finished.
 - d. Recording level (on tape deck) should be at ‘0’ normally.
 - e. Label master tape with date, speaker, tape # and total (e.g. 1 of 1).
- Computer
 - a. Use ‘Total Recorder’ to record. Push ‘record’ (red) button to record. The ‘pause’ button can be used to pause between testimonies. The volume control is preset. Volume fluctuation should be seen during recording.
 - b. After message / sharing is done, use ‘Stop’ button to stop recording. Save the recording to (should be the default) c:\sermons\... Use YYYYMMDD.mp3 format for Chinese sermon, YYYYMMDDEnglish.mp3 for English sermon, YYYYMMDDChoir.mp3 for choir presentation, YYYYMMDDNotes.ppt(x) or YYYYMMDDEnglishNotes.ppt(x) for Powerpoint presentation when available. This is important and they are case-sensitive as the web pages will point to these files accordingly.
 - c. Save the recording to c:\sermon folder.
 - d. Copy the mp3 files to z:\sermon\mp3 and Powerpoint files to z:\sermon.

Audio / Video Instruction

External (wireless) speakers

- The system audio is transmitted wirelessly to a speaker in the back of the audio/visual room. It is also transmitted wirelessly to another speaker in the nursery room.
- Push the button on the external speakers to turn on. The light will turn blue when in receive mode. To turn off the speaker, push and hold the button for a few seconds.



Tape Duplication (not used anymore)

- Tape duplicator should be set at copying both sides (default, do not change).
- White cassette tapes (92 minutes) should be used for copying.
- Make sure tapes are on the same side for duplication.

Computer

- There are 2 sets of software to display singspiration songs. They are in the desktop 'Today Songs' folder.
- One software use 'Select songs' to select songs and 'Show today songs' to display.
- The other software is entered via gkcccc.org 'Meeting Audio/Visual Setup' and 'Show meeting' to display. If 'Show meeting' does not bring up any presentation, it means leader of service did not pick those songs from the website ahead of time.
- During powerpoint presentation (singspiration or sermon outlines), if the leader of service/speaker wants the audio/visual room to control the flow of the presentation, pay attention to the presentation and change accordingly. For singspiration, it is best to sing with the congregation. If the leader/speaker wants to control the flow, provide them with the remote controller ahead of time. The remote control receiver (USB stick) should be plugged in. (you can delay plugging that in the last minute to avoid accidental control from leader/speaker mistakenly ahead of time). Make sure the powerpoint presentation has screen focus in order for them to control the flow.
- In meeting where congregation is to pick songs, use Powerpoint to display the hymn #.

Shutdown

- Turn all microphones to 'off'. Store microphones in bag.
- Turn power strip 1 and 2 off.
- Ensure computer is shutdown and projector is off before turning power strip 3 off.
- Push and hold the button on the external speaker to turn off.

Posting sermon on website

- Open a browser (Chrome), click GKCCCC (bookmarked http://gkcccc.org/openchurch/gkcccc_home)
- Login: as gkcccc-openchurch / disciples (if it is not signed in)
- Click content ->add content -> podcast ->

Audio / Video Instruction

- Type : title, author
- Select audio type as English sermon or Chinese sermon
- Click browser button to select audio to be uploaded (either c:\sermon or z:\Sermon\mp3 folder)
- Click upload button
- Change date/time
- Click save button
- Double check if the file is uploaded, select Media -> Sermon Audio Archives, your recent saved file should display at top.

Podium Screen (only needed when there is a powerpoint display for the sermon – not used)

- We are using an Acer tablet to display the projector screen at the podium so the speaker does not have to turn around to look at the screen.
- On/off button is on the left side of the table. Push and hold to turn on and off
- Once on, use code (4-5-6-2-5-8) to unlock.
- Run Logmein application (icon should be at the home screen).
- Click TOSHIBAL755 (the audio/visual laptop) to control/display it.
- Once controlled, the host machine (TOSHIBAL755) will reflect that and change the resolution to fit both.
- Use Settings to change the setting to display about 1280x768 for better usage.
- Use Settings to display the second screen which is projected to the stage.
- Adjust the screen size to display the full screen if necessary.

Audio/Visual staff responsibilities

- Should be familiar with this document.
- Should be at church at least 15 minutes before service starts.
- Turn on all power strips and portable PA system.
- Setup all the microphones necessary for the service.
- Check if the singspiration songs had been picked (if applicable). Sometimes only the leader of service would know.
- Check if speaker wants to control the flow of the presentation. If yes, provide the speaker with the remote control and make sure the its receiver is plugged in before presentation, and the presentation has focus.
- Pay attention to the service, be ready to adjust microphones volume when necessary.
- Start Total Recorder recording when speaker starts speaking, or when a sharing is presented.
- Stop the Total Recorder recording when speaker is finished, or pause when a sharing is finished.
- Save the Total Recorder recording appropriately and at various folders.
- Upload recording to website (unless told otherwise).
- Turn off video projector if used.
- Gather all microphones, check all batteries, make sure they are off, and store away. Also gather and put away the presentation remote controller and receiver if used.
- Turn off computer and external speakers.
- Turn off portable PA
- Turn off all power strips.

