

TURNING ON/OFF SOUND BOARD

1. Turn on the sound board by pushing the **Start/Sequence button** in the upper left of the top panel in the cupboard to the right.
 - a. Wait for sequences to load - sequences will come on one at a time and soundboard will light up
2. Home button (on right side of sound screen) > User > Standard > Log-in
 - a. Password is GSUM > OK > OK
3. Press Scenes button (on right side of sound screen) > **SUNDAY START** > RECALL
4. #16 (all the way to the right) - is the ambient mic on the balcony ledge. This is used to pick up the congregation when they are singing/doing responses, etc. This will need to be adjusted throughout the service by the LiveStream sound person.
5. Mics that are going to be used - it is a good practice to start with them lower and turn up as needed.
6. #15 is the speaker/monitor into the choir loft
7. When service is over turn off the sound board by pushing the **Start/Sequence button**
 - a. Wait for sequences to shut down one at a time - soundboard will go dark