

# SERVING GUIDE: SOUND

**Before starting set up of sound:** it is helpful to double check that the roadies have turned on all necessary power and relevant signal and power pathways are connected properly

## Key Sound Components

The large black box contains everything required for sound to run (aside from the main speakers)

The tablet is for controlling sound desk.

The wireless packs are used for musicians to hear what they are playing (foldback).

## PRIOR TO 9AM SERVICE (9AM SOUND TEAM): SET UP SOUND

### Step 1. Charge Devices

Put the white box containing wireless packs and ipad on charge

### Step 2. Open sound desk box

Open the front and back panels on the black sound desk box at centre stage.

### Step 3. Attach sound cables

The cables inside need to be distributed to the correct location to ensure everything is plugged into the correct thing;

Roll up cables on each side of the box for left, and right respectively.

They need to be spread straight outward and certain cables will branch off at cable-tied intervals.

The longest cable on each of these rolls is for the speaker output, one left and one right.

The standard setup that the cables are branched off, from stage LEFT to RIGHT is as follows;

LEFT speaker output, bass guitar, drums L and R main output, lecture (not part of the grouped cables),

acoustic guitar, violin/extra microphone, piano,

RIGHT speaker output.

These have corresponding channels on the sound desk software, see the image.

- Ensure wireless senders turned on, and router is visible.

- Ensure the extra long creche' cable is run to a spare foldback speaker in the creche' room.

### Step 4. Connect to tablet (ipad) sound app

Once the power is connected to the sound desk box, open the tablet and enter the password:

Password: WWECSD

(which stands for Wagga Wagga Evangelical Church Sound Desk).

Open the 'M-Audio' app.

The tablet should auto connect to the wireless system in the app and simply click the icon once connected.

Now you should see the screen below showing the channels and faders.

Once instruments are plugged in, and main speakers are connected, you can change volume using the faders for each instrument/input as long as gain is adjusted....

#### **Step 4. Set the Gain – found by clicking the fader name, and clicking “input” in the top bar**

- a) Go around to each individual musician and ask them to speak/play as loud as they would during the songs.
- b) Set the gain level until it hits the red, then turn it back slightly so it doesn't peak anymore (monitor carefully during set up as you may need to turn it down more).
- c) Repeat for each person until you have the gain for everyone

#### **Step 5. Set up in-ear monitors**

In ear monitors are; channel 1 and 2. These correspond to the selected channel on the musicians wireless receiver, which they will each need, with a pair of in-ear buds. 4 audio receivers can pair to each of the wireless send units which are found on shorter leads in the AUX1 and AUX2 outputs in the sound desk.

- a) Set the volume for each instrument in the bus 1 and 2 tabs on the Right hand side of the M-audio software. Manipulate the faders to the appropriate levels
- b) Remember to ask the musicians verbally / non verbally whether they are happy with their levels or whether certain instruments need to be turned up or down.

NOTE: if a musician complains of unusually loud or soft volume, there is a volume control knob on their individual wireless receiver.

NOTE: ensure wireless senders and receivers are powered on via the power switches on the physical units.

Ensure you also check bus 4 for creche' speaker levels.

#### **AT COMMENCEMENT OF BOTH SERVICES**

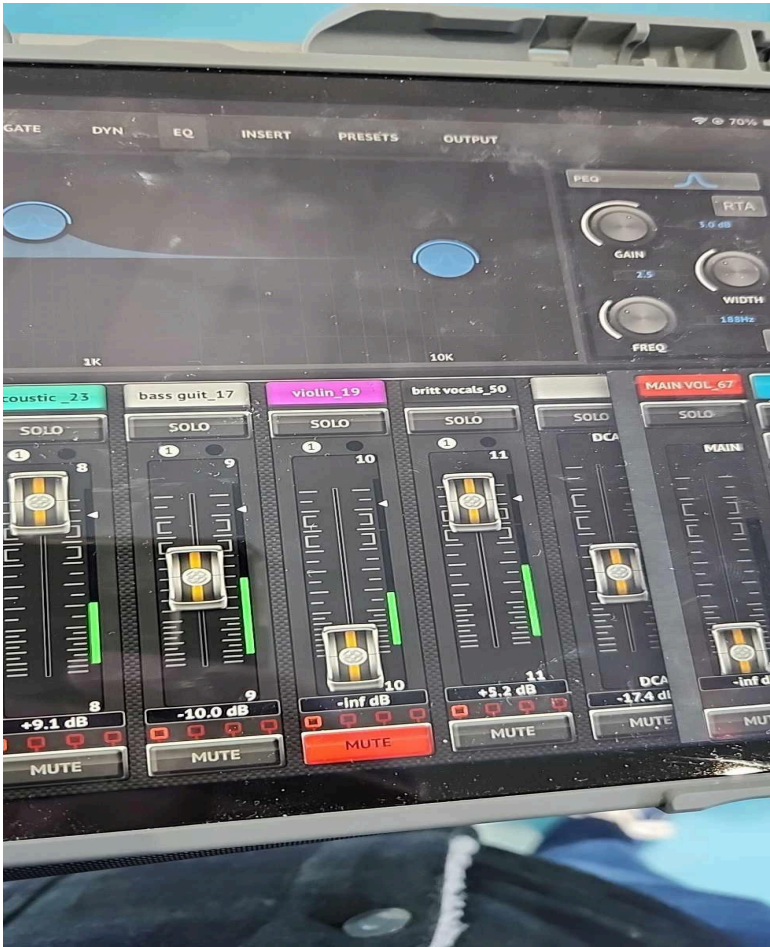
1. Make sure all channels in use are unmuted, and any channels not being used are muted
2. Music may be playing prior to the service from the computer up the back. Slowly fade the background music out.
3. Stand amongst the congregation with the tablet (the middle towards the front is often a good spot) and make any adjustments to the volumes.
4. Unmute and mute channels accordingly
5. During the break, music will be played from the computer up the back. Slowly bring the fader up to the desired volume. Once the Service leader has notified you that the service will continue, slowly fade the background music out.

#### **PACK UP FOLLOWING 11AM SERVICE (11AM SOUND TEAM)**

1. Put all wireless packs and ipad back on charger in designated box.
2. Roll up grouped leads LEFT and RIGHT so they fit neatly into sound desk box
3. Roll up creche' lead and place in centre of box
4. Place wireless senders, lecturn cable, and router into the box.
5. Pack up box and other cables/speakers into under-stage trolley.

#### **HOW TO USE THE TABLET**

- Standard outputs are as follows in the picture below, and continued on the second image. The small numbers beside the faders are the number of the physical output on the sound desk.



- The "layers" section must be on custom, and a separate fader called 'DCA' must be unmuted. This is all the way to the right on the fader screen as seen in the above photo.

- The individual input channel on the physical desk is represented by the white number seen on the bottom right of each fader. If troubleshooting, this will tell you what cable is plugged into what input on the desk.

## TROUBLESHOOTING

### ***Problem: in-ear monitors for musicians are not working properly***

- Make sure they're turned on at the senders and on the musicians receiver.
- Check the volume knob on the receiver
- Make sure it's plugged in to the XLR port properly.
- Check that the mix volume for that channel(bus1 or 2) is turned up.

### ***Problem: There's no sound coming out of the main speakers***

- Is everything not working, or just one mic or instrument?
- Is the channel in question muted or turned down?
- Is the main volume turned down?
- Failing the above, sometimes the mixer will show that there's sound (the volume meters moving up and down) but there's no sound coming out. Try restarting the m-audio software and reconnecting.

### ***Problem: There's no control with the tablet.***

- Try restarting the m-audio software and reconnecting.
- Ensure wifi is connected, if not
- Unplugging router power and restarting m-audio

### ***Problem: Major issues with sound, need something quick?***

- If all else fails, use the backup sound system.
- Wireless mic located near the large cabinet (the one the mixer is located) on the stage, to the right, on the wall.
- The PA system power switch is located on wall to the far left of the stage, close to the floor (to the left of the door where the chairs are stored).