

Audio-Video Handbook

St. Pius X Parish

Calgary, Alberta, Canada

Revision History

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Table of Contents

Revision History..... 2

1. Introduction 5

2. The Audio-Video Team—A New Ministry 6

 Purpose Statement..... 6

 Position Summary 6

 Responsibilities..... 6

 Time Commitment..... 6

 Training and Support..... 6

 Accountability 7

3. Getting Started 8

 Be on time 8

 Check in with the Choir Director (or event leader) 8

 Check in with the Celebrant (and Deacon if any) 8

 Refer to the appropriate sections for powering up and down A-V resources..... 8

 Do a quick check for signals..... 8

 Turn on the projector 15 minutes before the start of mass..... 9

 Take-Down and Lock Up..... 9

 A-V System Power-Down Checklist..... 9

4. Detailed Audio Video System Control..... 10

 System Power Up..... 10

 System Power Down..... 12

 More Notes for those using the main mixer: 13

Channel Mutes..... 13

Channel Levels 14

Channel Gain and Pad 14

Channel EQ 14

Monitor Mixes 14

House-Keeping..... 14

5. Audio Video System Pictorial Views for Weekday Mass Use 15

 Personal Computer (PC) – in left A/V Rack..... 15

 Audio/Video Controller – located in A/V Desk (or may be on the Credence Table) 16

Audio Auxiliary Mixer – in sanctuary 16

Audio Power-Up Sequence – Hook up all instruments & microphones first. 17

Audio Power-Down Sequence—Only disconnect instruments & microphones after mutes are on..... 17

6. Audio Video System Pictorial Views for Weekend Masses 18

 Personal Computer (PC) – in left A/V Rack..... 18

 Audio/Video Controller – in A/V Desk 19

 Audio Main Mixer – in A/V Desk..... 19

 Audio Power-Up Sequence – Hook up all instruments & microphones first. 20

 Audio Power-Down Sequence—Only disconnect instruments & microphones after mutes are on..... 20

7. Wireless Media Remote Control 21

8. Manual System Overrides—Used if AV Controller is not Working 22

 Manual Start Up 22

 Manual Shut Down 23

9. Talk-Back Microphones 24

10. Hearing Assist 25

11. AV for Masses during Advent 26

12. Changing the User on the Main Mixer..... 27

13. Audio System Update, Backup and Restore 28

 Show restoration..... 28

 Library restoration..... 29

14. Sound System Interfaces and Abbreviations 30

15. MixRack Physical Connections with Sound System 31

1. Introduction

The purpose of this handbook is to share the basic information needed to operate and maintain the audio-video system at St. Pius X Parish. It is written with the assumption that basic training has already been provided to the A-V volunteer, with the concepts re-enforced in the handbook.

Over time this handbook will evolve to continually meet the needs of the parish and the A-V Team.

Thanks to Edie Jubenville and Bob Ell for reviewing this handbook and providing suggestions. Special thanks to Rosalyn Schmidt from St. Luke's Parish for providing several parts of the next chapter, covering volunteer roles and responsibilities.

2. The Audio-Video Team—A New Ministry

Purpose Statement

Through the use of sound and video technology, the Audio-Video Team plays a vital role behind the scenes to convey God's message to the faithful during the celebration of the Mass and other religious ceremonies. Anticipating and providing unimpeded technical support to the presider and other ministers ensures that God's Word reaches the faithful gathered, and encourages them to participate more fully.

Position Summary

- A-V volunteers have the privilege of serving God by sharing their technical gifts and skills.
- Through this ministry, the audio-video technician learns more about the liturgy and our faith. S/he meets many members of the parish and experiences a deeper sense of belonging to the parish community. S/he derives satisfaction from their contribution to the prayer life of the parish.
- When the cameras, projectors and sound system are expertly operated, the liturgy and sacred rites can be celebrated by the clergy and the faithful with devotion, ease and grace.
- When the faithful are able to concentrate on worship and prayer without distraction, they derive more benefit from their participation and enrich the prayer life of our faith community.

Responsibilities

The A-V volunteer:

- Attends orientation and training sessions.
- Is punctual, arriving sufficiently early to support the liturgy or event.
- Handles all equipment with care and complies with operating procedures.
- Collaborates with other A-V volunteers on the same mass schedule.
- Collaborates with the A-V Director and Choir Directors to deliver a great audio-visual experience for all mass/event participants.

Time Commitment

- The A-V volunteer may be called upon to serve at a Sunday liturgy (which includes Saturdays) approximately once every four weeks and at other religious celebrations as they occur.
- S/he agrees to attend orientation and training sessions, and other meetings as required (approximately two or three times per year).

Training and Support

- The A-V volunteer receives an orientation to the ministry and his/her role from the A-V Director.

- On-going coaching and updates regarding the role and procedures occur during discussions (including emails) with the Director.
- The A-V Director provides on-going support.
- The A-V Director creates and negotiates mass/event schedules with the team.

Accountability

- The A-V volunteer is accountable to the A-V Director.
- S/he will conduct themselves professionally, conscientiously, and with due regard to safety at all times.

3. Getting Started

Be on time

If you are supporting a mass or other event be at the church at least 30 minutes before start time. This will allow sufficient time to make preparations.

Check in with the Choir Director (or event leader)

You're part of the team...and team members need to communicate well with each other. Do a quick check to ensure the right microphone, instrument and monitor speaker connections are made for your respective mass.

Reference the audio assignment sheets in the duo-tang if you need to. This will reduce the amount of hunting for audio signals when you are at the Main Audio Mixer.

During the mass/event frequently LOOK at the choir. If they signal you, respond—e.g. you may need to communicate by whispering, using the talk back microphone/headset. One possibility is you may need to reduce the overall level of a monitor—(Choir Directors, this can also be done using the Monitor Level Controls on the altar near the center post.)

Check in with the Celebrant (and Deacon if any)

The communication thing again... This is especially important when we have visitors using the equipment.

Check that the wireless microphones are operational, have good battery level and are properly worn.

The over-the-ear mic should come off the lips, but not touch the face, and not be aimed high or low.

The lapel mic should be clipped on clothing near the sternum (or center of the chest) and not placed high or low (like near the shoulders or stomach).

Refer to the appropriate sections for powering up and down A-V resources

Know the detailed procedures for handling the A-V equipment. We have two basic procedures—one for weekday masses (simpler set of procedures using the Auxiliary Mixer located in the sanctuary), and one for weekend masses (more complex procedures).

Do a quick check for signals

Review what's happening on the Main Audio Mixer. Ensure that you are getting good audio signals from all sources needed. Perform a quick sound check with the choir and review your level meters on the MAIN display page and your channel meters (LED bar displays).

Trust your ears for mixing the audio. Listen to the main (Front of House) speakers. Use the "PFL" buttons and headset to check individual signals.

Turn on the projector 15 minutes before the start of mass

This will help conserve bulb life, and still allow adequate time for the congregation to view the pre-mass announcements. Event timing may differ so please discuss the use of the projector with the event leader in advance of the event.

Take-Down and Lock Up

After the mass/event check in with the choir to ensure that all A-V items are stored away in their proper place. The exception to this is when another mass/event is expected to follow your mass within a short period of time (typically between 9am and 10:45am Sunday masses). In this case ensure removal of non-essential items for the next mass. Also, when masses are close together the A-V desk can be closed without locking things up.

A-V System Power-Down Checklist

- Shut down the Main Mixer (if used). A specific shutdown sequence is needed for this. It must be followed or damage to the mixer may occur. Refer to section 6 for weekend masses.
 - “Soft” shutdown first
 - “Hard” shutdown second
- Turn off the Audio Rack
- Turn off the Computer. You must follow the Microsoft Windows shutdown procedure. Refer to “Quick Start 2” for weekend masses.
- Turn off the Projector.
- Raise the Projection Screen.
- Turn off the Computer Monitor.
- Return the Remote Controls to the A-V desk.
- Close and lock the A-V desk and cabinets.
- Return the A-V Key to the Sacristy.
- Turn off the Lights.

4. Detailed Audio Video System Control

System Power Up

Step 1—Turn on Lights if they are to be used

- Touch AV LCD screen in the upper left corner near “Home”. Home page comes up.
- Touch “lights” (light bulb icon)—light display comes up.
- Touch <all on>, <1> for weekday mass, <2> for adoration, or <3> (special program) as needed, or choose individual strings of lights to dim or brighten. Simply slide a finger up or down a bar corresponding to the lights you want to control.

Step2—Turn on video if it is to be used

- Touch AV LCD screen in the upper left corner near “Home”. Home page comes up.
- Touch “video” (projector reel icon)—projector and screen control window comes up.
- Touch <down arrow> to lower the screen.
- Touch <power on> to turn on the projector.

Step3—Turn on PC if it is to be used (e.g. for showing songs during mass)

- Press “power button” on Silverstone case (horizontally mounted PC)
- Press “power button” on PC LCD display (soft touch button located near front right bottom corner of LCD)
- PC will boot up. Log in as “General User”
- Use the “General User” folder (the short cut is located on the desktop) to place or retrieve your slides for mass. Please create a folder for your group if you don’t see one there. Note that all slides from the laptop PC were copied onto this PC.

Step4—Turn on audio system if it is to be used (e.g. if you plan on using microphones or playing CDs you’ll need the audio system turned on).

- **NOTE: before turning on the audio system please ensure that mics and instruments are connected first.**
- Touch AV LCD screen in the upper left corner near “Home”. Home page comes up.
- Touch “audio” (music note icon)—the audio control screen comes up.
- Touch <power on> to power up the basement portion of the audio system (this will take a couple minutes). You can tell the audio system is powered up by the altar area controller lights being turned on.

A special NOTE: We have THREE ways of controlling audio

- *One way is to use only the Altar area controllers located at the middle back near the pillar. These provide limited control of master volumes and mutes for things like the main overhead speakers, ambo mic, the lectern mic, the wireless belt pack mics and the choir monitor mixes. Please refer to the labels on the units for details.*
 - *The second way is to control audio from the main mixer located in the balcony. This provides controls for everything related to audio.*
 - *The third way is to use both the Altar area controllers and the main mixer. This can be useful for running front of house and overall controls in the balcony while also providing local control for adjusting choir monitor mix levels. This won't allow you to change the monitor mixes, say for adding more cantor vocal level or reducing lead guitar levels—this is done at the main mixer.*
-
- If you want the first option, i.e. to control audio just at the Altar area you are ready to start just by touching a preset button to retrieve the specific configuration for your mass or special event. You've made it...good for you. ☺ (remember, this option has limited capabilities)
 - If you want the second option, i.e. to control audio just at the main mixer then you'll need to follow these steps:
 - Turn on power to the main mixer. The power button is located at the back lower left side. It's a small black round button (just feel for it—you'll likely know it when you touch it).
 - Wait for the main screen to come on. It will display the "Main" screen. It should also show you that you're on scene 1, called "All Mute". (Just as you guessed...everything is muted.) All this stuff is displayed along the bottom of the touch screen.
 - Now select your mass preset on the AV controller (just press your preset button). You'll notice that the main mixer has changed to the corresponding preset.
 - Now you can go about changing the mix for your mass or event.
 - Do not touch any controls on the Altar if you want total control at the main mixer.
 - If you want the third option, i.e. to control audio at both the main mixer and the Altar area controls you would be ready to do so by following the instructions for option two, followed by an agreement between the person running the main mixer and the folks on the Altar area. For example, the main mixer could run front of house (the main speakers and all the sound that goes through them)—any monitor mixes should be preset (yes, I mean take the time to set them so it works best for the different folks using this feature). Then someone on the Altar area could tweak the master mix levels if something is too loud or too soft. Again, remember these are master monitor mix levels, not individual monitor mixes.

System Power Down

Shutting down the Audio Video resources is done by the following:

Step A—turn off the video system

- Touch AV Controller LCD screen. Home page comes up.
- Touch “video”—projector and screen control window comes up
- Touch <up arrow> to raise the screen.
- Touch <power off> to turn off the projector.

Step B—turn off the audio system

- NOTE: Do not disconnect mics or instruments until the channels are muted or the power is off to the audio system.
- Touch AV Controller LCD screen. Home page comes up.
- Touch “audio”—the audio control screen comes up.
- If you used option one, i.e. control at the Altar area only, then
 - On the AV Controller touch <All Mute> first
 - Then touch <power off> to power down the audio system (this will take a couple minutes).
- If you used option two or three, i.e. control at the main mixer or shared control at the main mixer and the altar area, then
 - On the AV Controller touch <All Mute> first
 - Power down the main mixer. This MUST be done by pressing <UTILITY> on the mixer (located just below the touch screen, to the right). Then press <Power Down> on the mixer touch screen (lower right). Then press <Power Down Surface>. Wait for the confirmation message then press the power button at the back lower left of the mixer.
 - Then touch <power off> on the AV Controller to power down the rest of the audio system (this will take a couple minutes).

Step C—turn off the PC and LCD screen

- NOTE: Do not turn power off using the power button on the Silverstone box.
- Using the mouse click on the lower left “Windows logo”, mouse over the “right arrow” and select/click on “shut down”. You can also use the keyboard—press the “Windows control key” (right of the left <Ctrl> key), then press the “right arrow” key until “shut down is highlighted on the screen, then press <Enter>.

Step D—Turn off Lights

- Touch AV Controller LCD screen. Home page comes up.
- Touch “lights”—light display comes up.

- Touch <all off>.
- NOTE: There are a few “night lights” that are permanently on for safety reasons.

Note: Some manual light controls are located in the hallway near the Sacristy. You can turn on and off all lights, and turn on some feature lighting (settings 1 and 2). Refer to the switch labels for details.

More Notes for those using the main mixer:

Input Channels

- Use the left side sliders (part of Bank1) to control volume for a specifically labeled audio source.
- - Fixed sources are labeled (e.g. Ambo, Lectern, wireless mics, hanging mics, keyboard)
 - Other sources are referenced based on the floor box position and connection (or the name of the choir position/member). Examples are:
 - FBk2 = floor back, connector 2.
 - FR19= floor right, connector 19.
 - FL24= floor left, connector 24.
 - FFr9= floor front, connector 9.
 - GavVx= Gavin voice (vox) mic.
- Switch between banks of sliders using the <Layer A>, <Layer B>, <Layer C>, <Layer D> buttons in the “Bank 1” area (left part of the mixer). NOTE: as you switch between banks the sliders may move automatically. This is OK—it is supposed to do this. The mixer will remember these settings while power is on and no other changes have been made to affect the settings.
- Layer A = back floor box plus the hanging mics
- Layer B= right floor box
- Layer C= left floor box, wireless mics and stereo resources (Computer, CD player, etc.)
- Layer D= front floor box.

Channel Mutes

Two words about channel Mutes...use them. They help reduce the number of open microphones in use at any given time. All channels have Mutes. However it may not be practical to set many individual channel Mutes on at the same time, e.g. for muting a number of choir microphones. We use DCAs to handle this—for now consider these to be groups of channels. These are located on the right side of the main mixer in Bank2—they are the **RED** labeled channel strips and their mutes are defined as **Master Mutes**.

Channel Levels

Use the slider for the channel you want to control. Use the Layer buttons to move between groups of inputs, as noted above.

Typically channels aren't pushed much above "0"--usually within + 5 dB as shown on the channel strip shading. For example you may want to raise the level of a lead vocalist, but be careful how much extra level you use.

Channel Gain and Pad

Channel gain and pad controls affect the signal input paths, allowing either an increase or decrease in the signal amplitude so that we get good audio quality to begin with, prior to doing other things to shape the final audio signal. Of course, nothing can compensate for a poor signal at the audio source. We must ensure that microphones, instrument pickups, cables, instruments and even voices are in good shape to start with.

Channel EQ

Currently we haven't spent much time dealing with equalization (EQ for short). This is an advanced topic, however suffice it to say that the basics of EQ are like your home stereo system where you can add or remove bass and treble from the audio signal. We have a few ways of handling EQ so that each audio signal is individually optimized, and the overall system is also optimized.

Monitor Mixes

Monitors are the speakers that allow the choirs to hear the music being sung or played. This helps them stay in key and on time. Usually monitor systems can support independent mixes to be presented to different singers and/or instrumentalists. Currently we have six monitor mixes that can be independently set up.

House-Keeping

Below are some basic points about house-keeping. We need everyone to pitch in and help maintain a good AV environment. It is particularly important to observe the proper respect for the sanctuary.

- It is particularly important to observe the proper respect for the sanctuary, which includes providing the proper space for celebrant, ministers and choir.
- Dress all cables properly when in use—avoid knotted, twisted cable runs. Coil excess cabling under mic stands or near monitor speakers. Avoid cables being pinched under mic stands, music stands, speakers or other items.
- Secure mics, cables, etc. in the closet when finished with them—"A place for everything and everything in its place".
- Keep cables tidy, not knotted up.
- Lock up when finished using the equipment.
- If the upstairs window blinds are drawn down please raise them when finished a mass/event. By doing this we will allow more natural light into the church.

5. Audio Video System Pictorial Views for Weekday Mass Use

Personal Computer (PC) - in left A/V Rack



Turn on PC (press power button)

Turn on monitor. Don't forget to shut off when finished.

Select 'General Users'

Push lower door to access USB inputs. Please close before locking up.

Turn off PC- choose icon at lower left to shut down PC.

Audio/Video Controller – located in A/V Desk (or may be on the Credence Table)



Touch Screen to Start (press near the "Home" label)
Touch items to select them



This is the HOME Page
• Touch the 'Home' icon at any time to return to this screen



Light Menu (select light bulb icon)
• 'All on' - all church lights on
• 'All off' - all church lights off (except for night lights, emergency lighting)
• Select '1' for weekday mass lighting
• Select '2' for adoration lighting
• Manual light controls are in hallway near Sacristy



Video Menu (select movie reel icon)
• Screen controls, raise and lower
• Projector controls, on and off
• Select 'A/V PC' for A/V input from computer in A/V rack



Audio Menu (select music note icon)
• Use this menu for Audio controls
• Follow power up and power down sequences below
• Selections include: Turn on, turn off, all mute, weekday mass, sunday mass applications

Audio Auxiliary Mixer – in sanctuary



Provides control for basic audio functions
Remember to un-mute the channels you need before using (channels that are muted have red lights on across the upper display area)

Audio Power-Up Sequence – Hook up all instruments & microphones first.



A/V Controller

- Select Audio menu
- Select "Turn on"
- Wait 15 seconds (green lights on the Aux Mixer light up)



A/V Controller

- Select appropriate scene e.g. Weekday Mass



Aux Mixer

- Adjust channel volumes
- Un-mute desired channels before using

Audio Power-Down Sequence—Only disconnect instruments & microphones after mutes are on.



A/V Controller

- Select Audio menu
- Select 'All Mute'

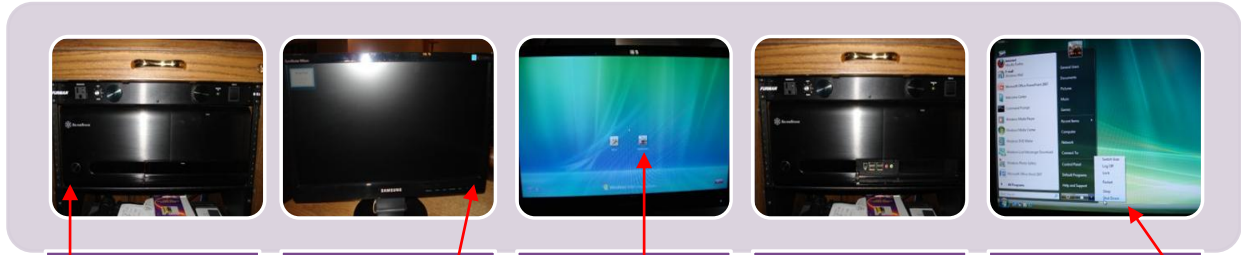


A/V Controller

- Select 'Turn off'

6. Audio Video System Pictorial Views for Weekend Masses

Personal Computer (PC) – in left A/V Rack



Turn on PC (press power button)

Turn on monitor. Don't forget to shut off when finished.

Select 'General Users'

Push lower door to access USB inputs. Please close before locking up.

Turn off PC- choose icon at lower left to shut down PC.

Audio/Video Controller – in A/V Desk



Touch Screen to Start (press near the "Home" label)
Touch items to select them



This is the HOME Page
• Touch the 'Home' icon at any time to return to this screen



Light Menu (select light bulb icon)
• 'All on' - all church lights on
• 'All off' - all church lights off (except for night lights, emergency lighting)
• Select '1' for weekday mass lighting
• Select '2' for adoration lighting



Video Menu (select movie reel icon)
• Screen controls, raise and lower
• Projector controls, on and off
• Select 'A/V PC' for A/V input from computer in A/V rack



Audio Menu (select music note icon)
• Use this menu for Audio controls
• Follow power up and power down sequences below
• Selections include: Turn on, turn off, all mute, weekday mass, sunday mass applications

Audio Main Mixer – in A/V Desk

Main Mixer is connected to MixRack (in basement)

- Provides control for all audio functions
- Power switch location is behind the mixer on lower left side



Audio Power-Up Sequence – Hook up all instruments & microphones first.



A/V Controller

- Select Audio menu
- Select 'Turn on'
- Wait 15 seconds (green lights on the Sanctuary floor light up)



Main Mixer

- Turn on the Mixer using power button
- Mixer screen will show main page once mixer has booted up



A/V Controller

- Select appropriate scene e.g. 9 AM Mass
- Mass selection can also be done using buttons on right side of Main Mixer screen

Audio Power-Down Sequence—Only disconnect instruments & microphones after mutes are on.



A/V Controller or Main Mixer

- Select Audio menu
- Select 'All Mute'



Main Mixer

- Select 'Utility'
- Select 'Power Down' on screen
- Select "Power Down Surface"
- Mixer will indicate when safe to shut down
- Press power button



A/V Controller

- Select 'Turn off'

7. Wireless Media Remote Control

The AV PC can be controlled remotely using the hand held remote control shown below. This is useful for things like controlling presentations for songs and parts of the mass from a choir location, lectern or assembly area. Some masses have AV volunteers who focus solely on management of presentations.

Here are the steps for operating the remote control for chart presentations:



- 1) Turn on the AV PC and set up the charts you want presented. Make sure your charts are in presentation mode in PowerPoint. This is done by clicking the “presentation screen” icon near the bottom right of the PowerPoint window. You can stop the PowerPoint presentation mode by pressing the keyboard <esc> key.
- 2) Turn on/off the remote. Do this by simultaneously pressing both red buttons on the side until the mode light flashes red. (Note: the flashing red light means the remote control is in the normal PowerPoint presentation mode. There are other modes that the remote control can operate in, however these modes will not be covered in this section.)
- 3) Advance charts by rotating the thumbwheel downwards. You can also backup charts by rotating the thumbwheel upwards. (Note: these actions can also be done using the keyboard up/down arrows, or by using the mouse and selecting the desired chart for presentation.)
- 4) The remote control will automatically shut down after 30 minutes of non-operation.
- 5) Please return the remote control to the AV Desk after using it.
- 6) For best results at a distance aim the remote control towards the AV Desk and operate within the assembly and altar areas (the signal will not work behind obstructions like stone walls). The remote control has a range limit of 100 feet, however it has a fairly low level radio signal (using 2.4 GHz).
- 7) Points about chart management:
 - a. Name your presentation such that we know what its intended use is (e.g. 9am_25Dec2010).
 - b. Use blank black slides between songs or prayers to provide queue points.

8. Manual System Overrides—Used if AV Controller is not Working

Manual Start Up

LIGHTS: Turn on church lights from hallway near Sacristy.

COMPUTER: if using, power on as per normal:

1. Turn on monitor by touching the 'on' icon (bottom right corner)
2. Power button on left hand side
3. Log in as 'General User'
4. To find USB connections, 'push' where indicated to release door.



VIDEO/PROJECTOR

Use the EIKI remote control, aim at the projector and press the 'ON' button.

Note: at certain times of the day, sunlight on the infrared sensor (back of the projector) may affect operation. Darken the window immediately behind the projector (draw the blinds) until the projector turns on.

AUDIO: YOU MUST DO THIS IN THE ORDER PRESCRIBED OR NOTHING WILL WORK!!!

1. All instruments/mics must be plugged in.
2. On Sound System Power Override (top of right hand cabinet) switch the toggle from 'Auto' to 'On'
3. Wait 10 seconds. Watch for the 2 banks of green lights to come on the floor at the back of the Sanctuary.
4. THEN, power up the main mixer (Allen & Heath iLive-80) by pressing the 'power' button found on the back of the board, bottom left hand side.
5. Wait for the main mixer to power up.
6. When ready, press the 'scenes' button
7. Select your 'scene'(mass) on the touch screen



Manual Shut Down

AUDIO: Do in the following order:

1. Press the 'Utility' switch on the main mixer
2. Select 'Power down' on the touch screen
3. When prompted, turn off the 'power' button (back, lower left)
4. On the Sound System Power Override, switch the toggle from 'on' to 'auto'
5. If you have done this correctly, the sound system will be powered down and the green lights in the Altar area on the floor will be off.



VIDEO:

1. Using the EIKI remote control, Press 'Stand-by' button
2. Projector will ask 'press stand-by?'
3. Press 'Stand-by' button **again** for the projector to shut down.
4. See note above re: infrared interference if necessary.
5. Ensure that the projector is off by listening for the fan motor to be off.

JUST BECAUSE YOU DON'T SEE AN IMAGE DOES NOT MEAN THAT THE PROJECTOR IS SHUT OFF!

Please be careful about this. The projector light bulb costs hundreds of dollars to replace, not including the cost of hiring scaffolding to make the replacement.

COMPUTER (no change from regular routine)

1. Close your programs
2. Shut down the computer safely by using the mouse, click the bottom left icon in the Microsoft Windows screen and select 'shut down'
3. Turn off the monitor.

CLOSE AND LOCK ALL THE CABINETS!!! Return key to its place in the Sacristy.

LIGHTS: Press the 'All off' button on the light switch bank in the hallway near the Sacristy.

9. Talk-Back Microphones

We have “talk back” microphones set up so that the Front of House (FOH) A/V person (we’ll call them an FOH engineer) can talk to the Altar area discretely, without yelling during sound checks.

Set up:

- The FOH talk back mic is connected on the Main Mixer.
- The Altar area talk back mic is connected to Input 8 on the back floor box.
- Monitor 5 is used for the Altar area speaker
- The Main Mixer headphones are used for the FOH speaker

Follow these steps to use it:

- a) FOH engineer puts on headphones.
- b) FOH engineer presses PAFL button for channel 8 –left side of Main Mixer, bank A. This will let you hear the Altar talk back mic) — keep this channel MUTED or you’ll come across the FOH (main) speakers.
- c) FOH engineer presses the white “TALK” button (right side of mixer, on the beveled section) when you want to say something, and release the “TALK” button when finished.
- d) The FOH engineer will be heard on Monitor 5 (most of the time this is the small speaker near the piano).
- e) A person on the Altar can talk to the FOH engineer using the supplied mic at the back floor box. Simply turn on the mic switch and talk. Remember to switch it off when done.

Note: use a hand signal to the Altar area, or from the Altar area to the FOH...let them know you want to use the talk back mics.

10. Hearing Assist

We have announced an AV service in our parish bulletins and on plaques in the foyer—Hearing Assist. This feature was implemented to provide people with hearing disabilities the option to borrow a small receiver unit to help them hear the services and masses better. We have four units available for loan.

How does it work?

- a. We have installed an FM transmitter that broadcasts the audio mix from the FOH/ Main Mixer.
- b. A special receiver—which is about the size of a mobile phone—picks up the FM signal like a radio does for your favourite stations. The receiver has a volume control to adjust the audio level. A small earpiece is used to listen to the audio.
- c. The loan process is simple:
 - Prior to mass/service you could be approached by someone needing this service.
 - Record their name and phone number (just in case they forget to return the unit).
 - Load 2 AA batteries in a receiver (all items are in the A/V PC cabinet) and connect an earpiece. POWER up the unit and check that it is working.
 - Provide the unit to the user, noting that it is for loan for this mass/service and must be returned to you afterwards, before the user leaves the church.
 - Let the user know how to use the volume control. Suggest that the unit be stored safely in a pocket during use.
 - Clean the earpiece by swabbing it with a wipe (located in a ziplock bag, also in the A/V PC cabinet) and return the unit to the cabinet. Ensure it is POWERED OFF.
 - If a user is interested in owning a unit or an earplug please have them contact Dawn Gartner, our office manager, and the AV Director will work with Dawn to complete the transaction.

11. AV for Masses during Advent

The following steps are for masses where the wreath is lit and a prayer is read prior to opening prayer.

- 1) Ensure the hand held wireless microphone is placed near the wreath before mass.
- 2) As soon as pre-mass announcements are completed select #3 lighting preset using the AV Controller. (note: this can only be done using the AV Controller)
- 3) Ensure the hand held microphone channel is ready for use on the Main Mixer (left side of mixer, bank C, move slider up to about zero, keep muted until ready to use).
- 4) The following parts of the Advent mass ritual will occur:
 - a. The procession,
 - b. Lighting of the wreath, placement of tree ornaments/icons, reading a prayer, and
 - c. A song
- 5) After the song has completed raise the church lights by pressing and holding the "All UP" preset at the bottom of the lighting screen on the AV Controller until all lights are fully on.

The lighting levels for preset #3 are:

- Lower Wall= 60%
- Right and Left Spots= 50%
- Center Ceiling= 40%
- Cross= 100%
- Back Spot= 100% (for the choir to see their music)
- Front and Back Ceiling= 0%
- Upper Wall= 0%
- Under Balcony= 0%

Preset #3 differs from preset #2 (adoration lighting) by adding the back spotlights for the choir.

12. Changing the User on the Main Mixer

Occasionally you may find the need to change the main mixer USER. Here are instructions for doing this.

Normally the main mixer is set to "General User". This account allows you to perform the typical activities needed for control of audio during masses and other events. However the "General User" account does not allow programming of the system, whereas the "Admin" account does allow programming, as well as system backup and restore.

If you find that during power up of the main mixer you are asked to provide a password it is likely that the system is currently in "Admin" mode. To change this to "General User" do the following:

- 1) Press the "Utility" button below the main mixer display.
- 2) Press the "Change User" softkey on the lower display area.
- 3) Select "General User". No password is required.
- 4) Press the "log in" softkey on the display.
- 5) Press the "Utility" button again to get back to the main screen.

13. Audio System Update, Backup and Restore

The AV Director has the responsibility of maintaining the AV systems, which includes system updates, backups and restore.

The following procedure is for system restoration and does not deal in detail with a system backup or firmware update. See Allen & Heath online instructions for details regarding these procedures (<http://www.ilive-digital.com/T/downloads.html>).

Note: Administrator privileges are required for update, backup or restore of files. You must be logged into the main mixer (iLive T80) as an administrator.

Backup folders are located on the A/V USB Drive and on the A/V PC ADMIN folder (you must be logged into the ADMIN account to access the latter folder).

Typically use the latest dated backup folder. Backup folders have the naming convention "allenheath_<ddmmmyyyy>" where ddmmmyyyy is the date of the backup. This is named manually after a backup is performed.

In order for the iLive-T80 to use a backup folder to restore programming, the folder

- A) Must be in the root directory of a USB thumb drive, and
- B) It must be named/renamed to "allenheath" (i.e. it has no date suffix)

otherwise the iLive-T80 will not see the backup folder.

Show restoration

Scenes, Shows and Libraries are the objects that can be backed up and restored. Shows are objects that contain Scenes (i.e. the different mass presets) and Libraries (i.e. the different sound control settings, such as E.Q.). Most often the backup and restore activity focuses on Shows.

Use the following steps to restore a Show:

- 1) Connect a USB drive to the USB port (or extension cable) on iLive-T80, located in the back, right side.
- 2) The USB drive is ready when the USB port icon is displayed at the bottom of the iLive display screen.
- 3) Press the "Utility" button. (located below the iLive screen)
- 4) Select "Show Manager" on soft screen.
- 5) Select USB show "stpiusx_LRSub1" shown on right side of screen. Note you may have to expand the selection using the "+" softscreen button near the bottom right side of the screen.

6) Select "copy to surface" (middle of screen) and confirm it. The Show will now be copied from the USB drive to the iLive T80.

7) Select "return" at the top right corner of the screen.

You are done the Show restore.

Library restoration

You can also perform a Library restore or copy a library to the system.

1) Select the "Library Manager" on the soft screen.

2) Select the user library.

3) Select "copy to surface" (middle of screen) and confirm it. The Library will now be copied from the USB drive to the iLive T80.

4) Select "return" at the top right corner of the screen.

When you have completed either of the above operations:

A) Press the "utility" button to deselect it.

B) Disconnect the USB drive.

14. Sound System Interfaces and Abbreviations

Device or Location	Inputs	Sends	Speaker Mixes	PC inputs	Notes
Floor Box- Back	FBk1 to FBk8	S5	Monitor Mix 5 & 6 (from Aux. 5 & 6)		All locations as viewed from AV desk. FBk1= Keyboard (P250)
Floor Box- Front	FFr9 to FFr16	S6	Monitor Mix 1 & 2 (from Aux. 1 & 2)		
Floor Box- Right	FR17 to FR22	S7	Monitor Mix 3 & 4 (from Aux. 3 & 4)		FR17= Lectern FR18= Cantor
Floor Box- Left	FL23 to FL26	S8	Monitor Mix 3 & 4 (from Aux. 3 & 4)	Portable PC VGA and Audio	FL23= Ambo
Hanging Mics	27, 28				Connections in downstairs rack
Unassigned	29				
Wireless Belt Packs	WL1BP, WL2BP				Receivers in downstairs rack, wired directly to MixRack
Hand Held Wireless Mics	WL3HH				Receivers in downstairs rack, wired directly to MixRack
Stereo Inputs	SF1&2, SF3&4, SF5&6, SPDIF				Audio Surface on AV desk. Use MixRack stereo pairs as inputs (57/58, 59/60, 61/62, 63/64 respectively)
Front of House Speakers	MixRack Outputs G1, G2, H8		Main1 (Left), Main2 (Right), Main3 (Sub)		Subs are wired in parallel
Foyer and Sacristy Speakers	Mono Matrix				70v Amplifier
Hearing Assist	Mono Matrix				Wireless unit

15. MixRack Physical Connections with Sound System

MixRack Connector	Sound System Connector	MixRack Connector	Sound System Connector	MixRack Connector	Sound System Connector
Input A1 to A8	Altar Area Back Floor Box 1 to 8	Output G1, G2	Main Amp L/R (Upper/Lower speakers)	Output G3	Mix 1
Input B1 to B8	Altar Area Front Floor Box 9 to 16	Output H8	Subwoofers	Output G4	Mix 2
Input C1 to C6	Altar Area Right Floor Box 17 to 22	Output G3 to G8	Monitor Amps (Mixes 1 to 6 respectively)	Output G5	Mix 3
Input C7, C8	Altar Area Left Floor Box 23, 24			Output G6	Mix 4
Input D1, D2	Altar Area Left Floor Box 25, 26	H1-4	Sends 1 to 4	Output G7	Mix 5
Input D3, D4	Hanging Mics	Output H7 Mono matrix	Foyer & Sacristy Speakers	Output G8	Mix 6
Input D5	unassigned	Output H6 Mono matrix	Hearing Assist		
Input D6, D7, D8	Wireless Mics WL1, WL2, WL3 in basement rack	Output H5	unassigned		