

To TURN ON the sound system

1. Turn ON **power strip (yellow)** under the desk
2. Turn ON power to **speaker** at the far end of the church
3. Turn ON **both (two) power buttons** in back of the **mixer board**
4. Turn ON **church lights wall switch** (near the entry door) for the TV screens to work. Use **TV remote** to turn on TVs.
5. Turn ON (by plugging in) **pastor's wireless receiver** located near the organ on the floor.

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- Increase volume to channels (labeled) on mixer board as needed
- Use overhead choir mikes only when necessary to minimize hiss
- Wireless lapel mike (Pastor's) is in the top drawer
- Wireless handheld mike is in the top drawer
- Batteries are in the church office drawers facing glass window
- Record the sermon** on the *mp3 player*. The LINE OUT from the mixer board, goes into the red input socket on the mp3 player. Slide the power button to turn it on; Press "Record" to start; Press "Stop" to stop.

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To TURN OFF the sound system

1. Turn OFF **both (two) power buttons** in back of the **mixer board**
2. Turn OFF (by unplugging) **pastor's wireless receiver unit** near organ on the floor.
3. Turn OFF power to **speaker** at the far end of the church
4. Check that the **computer** has been shut down (SHUTDOWN)
5. Turn OFF **power strip (yellow)** under the desk
6. Turn off **TVs** with remote and then turn off **church lights wall switch**