

POLICY AND PROCEDURE FOR WORSHIP AREA SET-UP

Introduction

The proper set up of the electronic equipment helps churchgoers, in person and online, with focusing on worship and fellowship during church service.

Related Process and Procedures

See related Process and Procedures for the Wi-Fi setup, Sling Studio application, and the Soundboard application.

Equipment Checklist



1. Equipment is located in **Change Room 3**
 - a. Television 1 (TV A)
 - b. Television 2 (TV B)
 - c. Speaker Tower 1 (Speaker A)
 - d. Speaker Tower 2 (Speaker B)
 - e. Pastor's Monitor Speaker (Monitor Speaker)
 - f. Electronics cart
2. Roll out the TVs, tower speakers, monitor speaker, and electronics cart.

TV and Tower Speaker Setup Instructions

1. Using the yellow extension cords, plug in TV(B) and the electronics cart to wall outlet behind goal.



2. Plug in tower speaker to power strip on TV(B)



3. Plug in power strip on TV(A) to electronics cart
4. Plug in tower speaker to power strip on TV(A)
5. Plug in HDMI cable from TV(B) to TV(A) in the open port on HDMI splitter on back of TV(A)



Monitor Speaker Setup Instructions

Power cable and sound cable for monitor speaker are in the top of box

1. Power cable for monitor speaker plugs into the power strip on TV(A)
2. Audio cable for monitor speaker plugs into port 3 on the cart and line **IN** on speaker



3. Thin cable on back of TV(A), coming out of TV, sound gets plugged into soundboard labeled "TV"



4. HDMI cable from cart gets plugged into HDMI port on the Sling Studio sound
5. Turn the power on for the battery backup on the bottom of sound cart

Sling Studio Hub Setup



1. Setup instructions ...
2. Additional steps ...
3. Turn on the Sling Studio Hub by pressing the power button on the back of the hub.
 - a. Allow a few seconds for the hub to power up
 - b. Blue light power indicator will illuminate on top of the hub

Soundboard Setup

Wait for the WI-FI to start up and then turn the soundboard on (MUST BE DONE IN THIS SEQUENCE)

1. Find the speaker wire, in the blank sound box, to connect speaker A to speaker B
2. Get the sound card cable labeled **evox**.
 - a. This goes to the main speaker, plugs into port labeled **mixer in** on speaker A
3. Turn the power on to the speakers,
 - a. turn input knob on the speaker A to the orange circle
 - b. turn the main level knob on the far right to the orange circle.
 - c. Turn power on to speaker B at bottom of speaker as well.
4. Get the IPAD audio
 - a. password is 180873,
 - b. open the Master Fader application
 - c. Select **DL1608** on button between FX and settings icon.
5. Check batteries in the microphones.
- 6.