

Westwood Unitarian Congregation -Sunday worship services - Sound Tech (still a draft Oct08)

Equipment stored in the office:

a) In the choir cupboard in the main office:

- box with two mics and the mic cable

This box also has extra batteries (AA for the long mic; 9V for the wireless mic) & it's optimal to have them handy in the sanctuary in case of sudden battery failure.

b) In the back office, on the shelves behind the door, second shelf down... there is a purple bag with: the digital recorder, power adaptor, and cables.

In the Sanctuary: Please see the detailed instructions on sanctuary sound set-up & operation.

Microphones on the stage: We have been using the table top mic stand on the podium. This set-up produces higher sound levels; allowing more volume control from the sound board. The foam under the mic stand is there on purpose – it buffers the microphone from any bumps to the podium.

Digital audio recorder:

- plug in at the back of the sanctuary by the sound system

- power button on the side of recorder (hold for a few seconds to turn it On)

> the connecting cable is already attached on the sound board

- it plugs into the digital recorder on the top – In

To turn on the recording function, press the REC button – twice.

When pressed once, it will start a Standby phase (but is not recording).

When REC button is pressed twice, it will begin recording everything that comes through the microphone that is on.

When you do a sound check with the digital recorder on, there is a visual display for the recorder. It is showing the levels of sound. If there are no levels, somehow the mic(s) and recorder are not connected. <more needed here on trouble shooting. Very Sorry if you are reading this for help now. =\ >

Leaving the microphone open during the service allows us to record the music.

Please remind the service leader & speaker to leave the mic open, and that they will be recorded during the singing et al. if in mic range.

You can start the recorder as early as you wish – there is lots of room on the card and it's easy to edit the beginning.

After the service: equipment is returned to storage in the office. Thank You!!!