

Pre-Service

- Scene:** ALWAYS load the “CBC Service” scene to ensure the sound board is in the desired configuration.
- Sound Check:** **Media** → L/R inputs; **Live Stream** → Input to vMix + vMix Mono Output → **Foyer** (AuxIn 6)
- Rip/Import:** rip any music from CDs (see guide if necessary); virus scan then import if USB media
- Playlists:** Ensure the Windows Media Player playlist is loaded and set to the proper stereo/mono mode.
 - Use the silence tracks as track spacers/buffers within a playlist as WMP.
 - You can remove a song from a playlist, but NEVER delete it from the computer or the library.
- Batteries:** Check all wireless microphones for at least ~1.5 hrs battery time remaining; replace as necessary
 - Change batteries in sequence to keep all of them healthy (1 thru 24)
 - **Tip:** the new mics can be checked from the audio rack if they are turned on (i.e. during practice).

Running Service

- Mono/Stereo:** use Assign Buttons for on-demand recall of commonly used cues/snippets.
 - **Set A:** **12**=WMP Stereo Cue, **11**=WMP Mono Cue, **10**=Patch Reset Snippet, **09**=Patch Live Snippet
 - **Set B:** **12**=WMP Stereo Cue, **11**=WMP Mono Cue, **10**=Stream to Foyer Snpt, **10**=Direct to Foyer Snpt
- Cues & Snippets:** ALWAYS use CUES to switch between Stereo/Mono modes (WMP, Media, RCA, CD, etc)
 - NOTE: Cues triggers a companion MIDI action on the M32C for live stream to stay in sync with the M32
 - Patch: “Patch Live” turns down media to monitors and boosts patch mics to monitors.
 - Foyer (AuxOut4): “Foyer Direct” sends M32 Main; “Stream to Foyer” sends delayed vMix output
- Record:** record the scripture reading, sermon and any desired specials using Sony Sound Forge.
 - Use the Arm enable/disable to record/pause recording to a single file.
 - To create separate recordings during the service (i.e. specials, scripture readings, sermon), click stop then then the “New” button. Each recording is labeled Soundx where x is the recording number.
- Monitors:** manage the monitors, especially Choir and Orchestra Monitors off when not used
- Talkback:** use the push-to-talk mic Talkback A; sends to Stage Center, Piano and Organ Monitors

Post-Service Wrap-up

- Standby:** Return the M32 to a standby configuration and cover it – **DCAs = OFF, Main/Sub = OFF**
- Save Recording:** Double check that the sermon audio was recorded and in the proper folder.
 - Save each recording to D:\Sermons\<<yyyy>\<yyyy-mm-ddxx> where:
 - yyyy = 4-digit year, mm = 2-digit month, dd = 2-digit day, xx= am, pm, wed
- Mics OFF:** Ensure the wireless mics are all turned off. Just look at the indicators on the audio rack quads.
- PC Monitors OFF:** Lock the computer (purple shield shortcut) and turn off all three computer monitors.

Reminders/Tips

- See the Audio Cheat Sheet for an overview of several common audio functions
 - <S:\Media {Working}\avteam\Audio Mixing Cheat Sheet.docx>
- See the Audio Configuration file for details on devices, I/O, routing, amps, etc.
 - <S:\Media {Working}\avteam\M32 CBC Settings.xlsx>
- See the Tip #06 for details on how to configure for plays or other custom setups.
 - <S:\Media {Working}\avteam\+ Tips\Tip 06 - Configuring for Plays.docx>
- Periodically sync the Music Archive. New music should be put in the Archive first and sync’ed to the local.
- Sometimes you must close and restart WMP for the library to update with newly added media.