To Learn:

- 1. About the system and how sound moves through it
- 2. How to plug in a microphone
- 3. How to turn the system on/off
- 4. Controlling sound for microphone/CD

Basics of Sound and the Sound System

<u>Soundwaves</u> – energy moving air forwards and backwards <u>Microphone</u> – transfers sound into signal \rightarrow microphone cable \rightarrow soundboard <u>Microphone stand</u> – (located in storage room backstage) either boom or standard <u>Soundboard</u> – Adjusts sound volume and tone \rightarrow amplifiers \rightarrow speakers <u>Wireless Receiver</u> – captures signal from wireless microphone \rightarrow soundboard <u>Amplifiers</u> – power the speakers Speakers – reproduce sound from microphones/CD at much higher volume

SETTING UP/TURNING SYSTEM ON

- 1. Get all microphones and accessories, and set up on stage
- 2. Turn on Soundboard (and soundbooth rack, if needed)
- 3. When needing sound, turn on amplifier rack (backstage)
- 4. If CD needed, insert CD
- 5. Assign needed microphone/CD channels to MASTER
- 6. Set MASTER fader to -0-
- 7. With channel fader down, unmute microphone channel and slowly bring up fader towards -0-

Plugging in microphones – DO THIS FIRST !!!

1. Obtain SM58 and cord from Soundbooth, stand from storage room (boom for podium, standard if no podium)

2. Plug female end of cord into microphone, male end into stage jack (remember blue jack #)

3. SM58 switch must be "on" to work4. In Soundbooth, find jack # (white label) on the board

The Soundboard

On/off switch - must be switched ON **BEFORE SPEAKERS** Channel – controls all sound for one microphone/CD Gain switch – adjusts amount of signal from microphone into the board EQ - adjusts tone of microphone sound FX/Monitor/AUX- sends ("routes") sound to different locations Mute - shuts off sound of microphone/CD Solo button - isolates microphone for meter Channel fader - adjusts microphone/CD volume Channel Assignment - routes to MASTER fader MASTER fader - controls main speaker volume: **ALWAYS SET TO -0-**Meters - monitors levels of SOLO/MASTER (keep green!)



Boom Stand for podium)

Regular Stand (for just talking)

For Wireless Microphone

- 1. In booth, reach below Soundboard to black soft cases (on top of white drawers)
- 2. Grab one of wireless microphones one on left with blue tape on mic is board channel #1, right=#2
- 3. Press and hold grey button on microphone, check for green light
- if no light comes on, find AA batteries on counter, unscrew bottom of microphone, and replace batteries
- 4. To mute (but not turn off) wireless, tap grey button yellow light on; unmute=tap again

Soundbooth Rack (only for CD)

Power 1/Power2 – switch both ON CD Player – press eject, insert CD, press play (when ready)

Amplifier Rack (backstage side wall, House Right)

Speakers

All controlled by Master Fader (ALWAYS SET TO -0-)

Troubleshooting

What if there is no sound?

- check to make sure soundboard is on, then if rack On/off is pressed ON
- Microphone switch on?
- Be sure microphone jack # (front of stage) = board channel # (white label)
- Gain switch up at all?
- Channel Mute Switch released?
- Check that microphone channel is assigned to MAS, Master volume is at -0-
- LAST RESORT: channel volume DOWN, replace microphone cable

What if sound scratchy, or meters go red?

- Turn GAIN DOWN
- What if there is Feedback?
 - TURN DOWN MICROPHONE
 - Bring up Microphone volume slowly and softer than before
 - If still feedback, lower gain

Should I adjust EQ?

- NEVER

What if the wireless microphone isn't working?

- Check that microphone light is green (and not yellow=mute or off)
- Are the microphone batteries working?
- Check that the microphone receiver has not come unplugged
- (all other normal microphone solutions apply, such as mute, gain, etc)

SHUTTING DOWN

- 1. Lower (to off) microphone/CD channel volume and MASTER volume
- 2. Unassign channel from MASTER
- 3. Turn of rack
- 4. (Backstage) Turn off amplifier rack
- 5. Turn BOARD OFF LAST, then COVER BOARD!!!!
- 6. Collect microphone (including clip), cord, and stand from stage, return them to storage locations
- 7. Make sure booth is clean (i.e., throw away all trash).



Press this one! (red light comes on)