**Recommended Routine for LACCF Sunday Service**

Version: 05/2023

**Pre-Service:**

Power on the PA system following the order below

£ Power conditioner

£ Digital mixer

£ Amplifier

£ Wireless microphone receiver

£ The local computer

Initialize the audio system

£ Turn on all piano keyboards and set their volume at 50%

£ Turn on battery-powered handheld microphones and in-ear monitors

£ Pick a microphone (bodypack) for the sermon

On the local computer

£ Open Behringer X32 Mixer console terminal

£ **Load the default scene**

£ Check the input channels and the MAIN LR output

Initialize the video system

£ Turn on the projector and TV

£ Turn on the camera

£ Check the in/out channels of the HDMI switch/splitter

TIPS: (1) **press the button to switch BETWEEN the local and front computers.**

(2) make sure the indicator lights of BOTH out1 and out2 are on.

On the local computer

£ Open the Easyworship schedule and go “live”

**TIPS: turn off the transition effects to make it smoother when shifting between slides.**

£ Open OBS and check all inputs of video and audio (**soundblast k3+ only**)

**In-Service:**

£ Start OBS streaming

**£ Keep focusing on the Easyworship slides to match the hymns.**

£ Press the HDMI switch button (shift to the front computer for the sermon)

£ **Start OBS recording for the sermon**

TIPS: how to playback computer audio

For the front computer --- send audio via HDMI

For the local computer --- send audio via HDMI or via Behringer audio interface

**Post-Service:**

£ Stop OBS recording

£ Stop OBS streaming

£ Retrieve the microphone for sermon

£ **Make sure all battery-powered microphones and in-ear monitors are turned off**

£ Power off the system, including the projector, TV and camera

TIPS: follow the INVERSE order in the “Pre-Service” session except to turn off the local computer at last (It allows for Dropbox to upload the recordings).