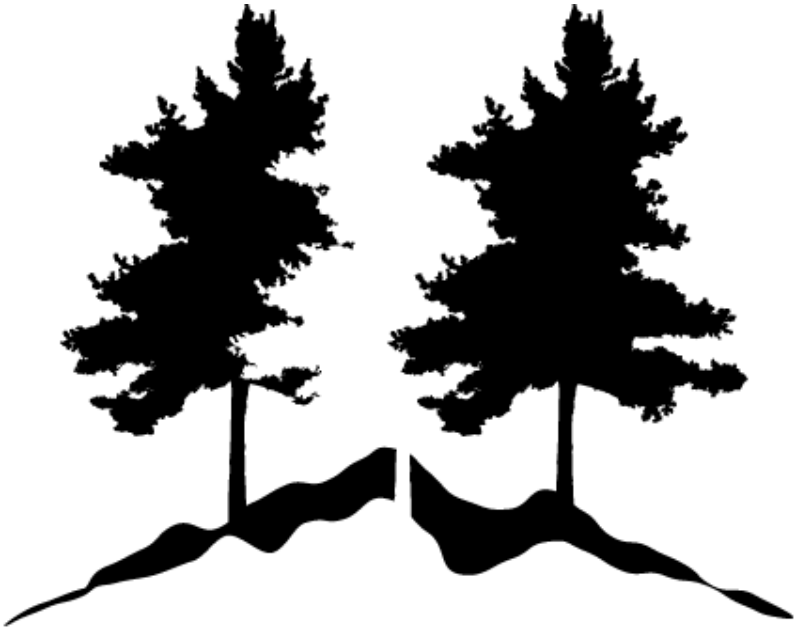


PONDEROSA

# CHAPEL AV OUTLINE Manual

## This is the Default Manual

Please do not modify or make changes to our A/V systems. There is a $200 fee for disconnecting our A/V systems if we have to bring in a tech to put it back together. This includes the balcony sound booth area. Please use our system as it is set up or make plans to bring your own system.

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## Chapel Sound System Operating Instructions

### Powering On the System

1. Locate the main power switch on the control device located on the bottom shelf on the right side.
2. Turn on the large main power switch.
3. This switch powers on the entire sound system. Do not turn on any other power switches.

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## Operating the Sound Board

- Each channel has a clear/yellow "ON" button.
- A channel is active when the button is illuminated yellow.
- Use the faders (sliders) at the bottom of the sound board to control the volume for each channel.

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## Shutdown and Reset Procedure (When Leaving the Chapel)

Before leaving the chapel at the end of your retreat, please return the sound board to the following settings:

### Faders

- Lower all faders completely down.

### Knobs

- Yellow row: Turn all yellow knobs fully to the left.
- Green knobs: Set all green knobs to the 12 o'clock position.
- Blue knobs: These knobs are not used.
- Lower white knobs: Turn fully to the left. - These control audio effects and are preset to Reverb (refer next section for FX).
- Bottom red knobs: These control left/right balance. Leave them centered at the 12 o'clock position.

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## Sound Effects (FX) Controls

The sound board allows you to apply audio effects (FX) to individual channels.

### Selecting an Effect

1. Locate the section of the sound board labeled "SPX Digital Multi Effect Processor."
2. Press the "Program" knob once
3. The display number will begin flashing, indicating that it is ready to be changed.
4. Turn the Program knob to select one of the 24 available effects.
5. Press the Program knob again to confirm and activate the selected effect.

### Adjusting Effect Strength

- The white knob labeled "Parameter" in the same section controls the overall intensity of the selected effect.

### Applying Effects to Individual Channels

- Each channel has a white knob labeled "AUX FX."
- This knob increases or decreases how much of the effect is applied to that specific channel.

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## Stage Audio Connections

Please note that there are two audio snakes available on the stage.

### Chapel Snake

- Located on the right side of the stage.
- Labeled "Chapel Snake."
- This snake is connected directly to Ponderosa's sound system and should be used when operating the chapel's built-in sound board.

### Guest Snake

- Located on the left side of the stage.
- Labeled "Guest Snake."
- This snake is provided for groups who bring and operate their own sound board.

If you are using your own sound board, you will find the corresponding input channels in the balcony, located at the far right side of the desk. These inputs allow you to connect the Guest Snake directly to your sound board.

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## Chapel TV and Media Connections

The two TVs in the chapel are controlled by a single remote.

To display content from a laptop, tablet, or other device, use the HDMI cable connected to Ponderosa's TVs.

- Devices that do not have an HDMI port will require an adapter.
- Please note that Ponderosa does not provide HDMI adapters, so guests must bring their own if needed.

The ⅛-inch (3.5 mm) audio jack attached to the HDMI cable can be connected to your device to send audio through the chapel speaker

system. If no sound is coming from the speakers, check the headphone or audio output settings on your device to ensure sound is being sent through the headphone/audio output.

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## Playing Movies (DVD)

When playing a movie:

1. Plug the TV's HDMI cable into the back of the DVD player.
2. Adjust the audio level using Channel 15/16 on the soundboard.

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## Soundboard Channels / Faders:

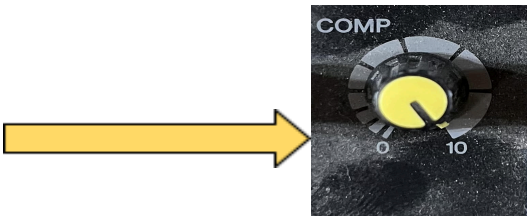
Channel 1 = RF1 (RED)
Channel 2 = RF3 (BLUE)
Channel 3 = RF5 (HDSET) (LAPEL)
Channel 4 = Stage 1
Channel 5 = Stage 2
Channel 6 = Stage 3
Channel 7 = Stage 4
Channel 8 = Stage 5
Channel 9/10 = Stage 6
Channel 11/12 = PC Audio
Channel 13/14 = MP3 IPOD
Channel 15/16 = DVD

- Our 3 Wireless microphones are labeled as RF1, RF3, & RF5. These are controlled on channels 1-3 on our soundboard
- Channels 4 - 10 on the soundboard are our 6 available channel inputs connected through our snake on the stage labeled "Chapel Snake"

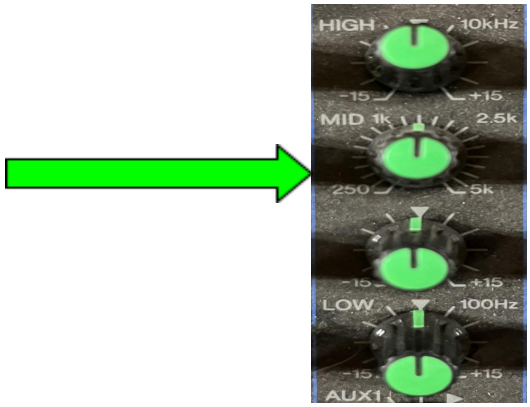
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## Knobs Default Setup:

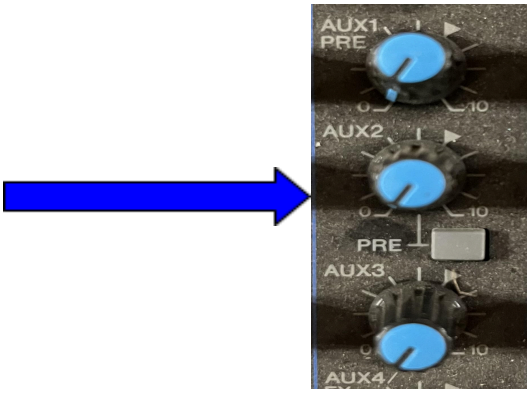
- All Yellow knobs will be in the 10 Position turned all the way to the right.



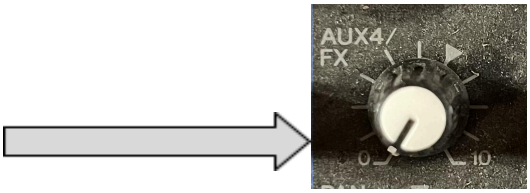

- All Green Knobs will be positioned at the 12 o'clock location



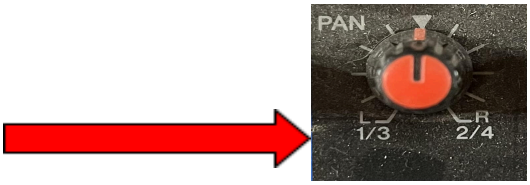

- Blue (Aux) knobs are not used on our Soundboard and can stay in the 0 position all the way to the left




- FX (White) knob default setting should be turned all the way down to the left at the zero position unless you are wanting "Reverb" in your channel.

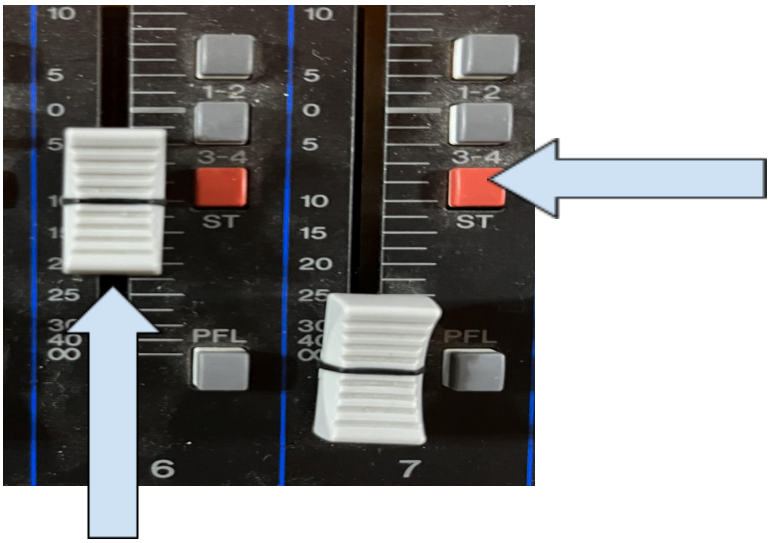



- The Pan (Red) knob will always stay in the 12 o'clock position; this knob controls left & right to speakers.



## Channel Faders & Buttons (1-16) & (FX RTN):

- All Red Buttons ST (Stereo) to the right of each channel's fader should be engaged and pressed down to send audio to the main fader (Red), besides the two Red buttons on the very right by the MAIN.

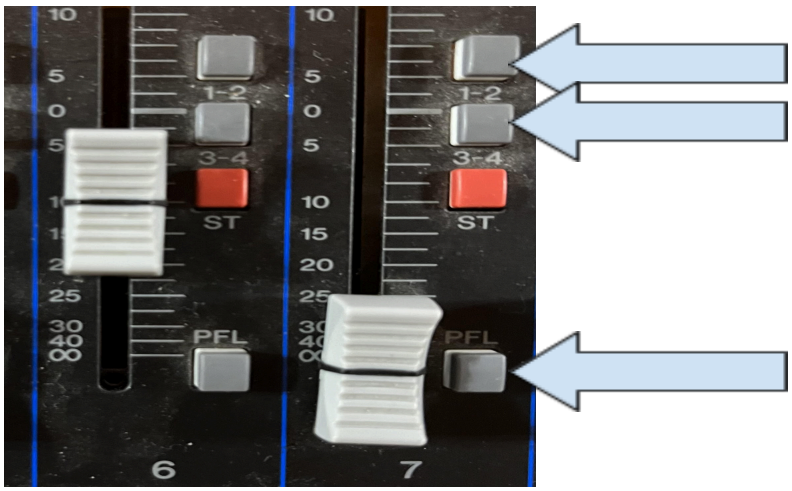



Red Button (ST)

Channel Fader

## Channel Faders & Buttons (Group 1-2) & (Group 3-4) & (PFL):

- All Grey buttons (1-2, 3-4, & PFL) to the right of each channel's fader (slider) should not be engaged and should be in the up position.

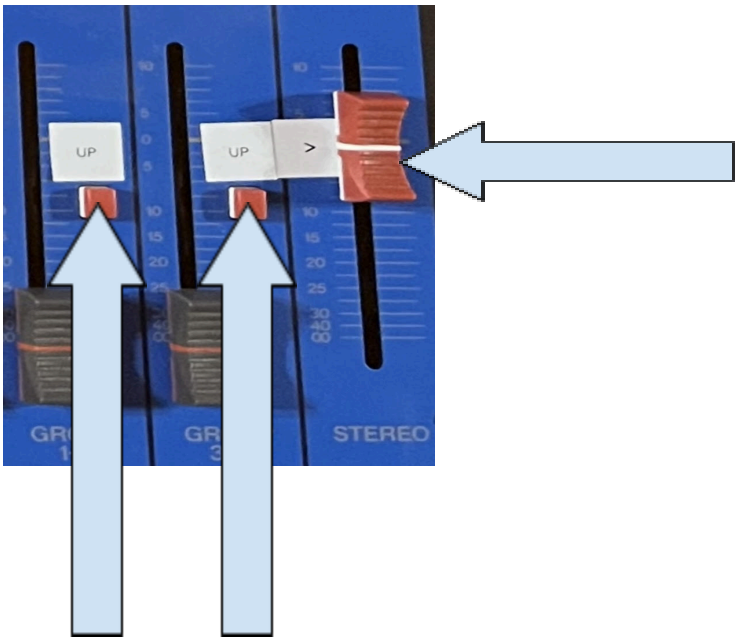



Grey Button (1-2 & 3-4)

Grey Button (PFL)

## Main Faders & Buttons:

- Both Red (ST) buttons should not be engaged because we do not use them thus they should be in the up position. Red Main fader (slider) should be at the starting arrow.




Red Main Fader

Red (ST) Buttons

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## Lightboard Operation:

### Turning On the Lightboard

1. Locate the power switch on the back of the lightboard and flip it to "ON."
2. Press the following buttons to control each listed fixture. Each fixture (1-4) can be controlled Simultaneously or in sync:

    - 1 – *Overhead Stage Wash*
    - 2 – *Stage Flood*
    - 3 – *Stage Power*
    - 4 – *Side Stage Flood*

3. After pressing any of the four buttons, press the one of the following buttons to use the lights.
    1. *Preset* - this function allows you to select a color from the choices on the board.
    2. *RGB Manual* - this function allows you to set the color by using the faders.
    3. *RGB Fade, Auto, Chase, Color Macro* - each button has a different function to control the lights in a different way.

*Note: this lightboard is pretty simple. If you are unsure of an action of the board or lights you will not damage anything by trying. If something goes wrong just turn off the lightboard or press a different button to change the function of the lights.*

### Turning Off the Lightboard

1. Select all 4 "fixtures" and hit the "Blackout" button in the bottom right corner of the board. This should turn off all the lights.
2. Flip the power switch on the back of the board to "OFF."

If (for some reason) the chapel lights remain on after turning the board off, flip the switch ON, then OFF again. This will reset the system and turn the lights off.

## Chapel AV Sound Kit:



4 1/4in. Jacks



Lapel Microphone (HDSET)



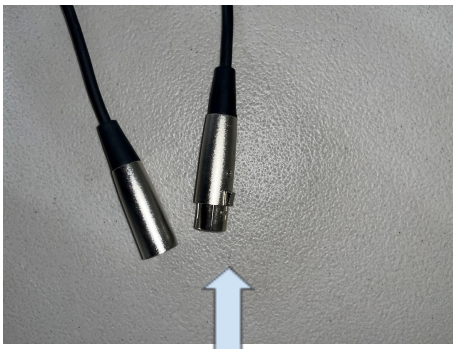

2 Direct Input Boxes




2 Wired Microphones




2 Wireless Microphones



4 XLR Cables

Main Power Switch:

- The main power switch turns everything on the soundboard off / on.

Main Power Switch

