**Setting up for a mass**

1. Things from the darkroom
   1. Box
   2. Mix Box
   3. Wireless Lapel (not the headset)
   4. Snake (In the coffin)
   5. Both screens
   6. 2 AA batteries from Cips
2. Setup both screens ASAP
3. Setup the stage, as follows:

REMEMBER TO LOCK THEM FROM UNDERNEATH!

1. Get 2 caf tables and put them between the 2 gyms (Where they normally go)
2. Find Racki and ask her how many mics she’s going to need (Ask her to keep it simplistic)
   1. Get however many mic stands are needed from the music room
3. Have someone get 2 projectors and run the VGA cables for them (1 form the studio, 1 from the library)
   1. Use the VGA splitter found in the box, the projectors both plug into any of the 4 “Monitor” plugs and the PC/MAC plugs into the “Computer” plug on the splitter.
   2. If there is no output, check the source settings on the projector, they should be set to “Computer 1”
   3. If that does not work, check to make sure the VGA cables are plugged into the right spot; you have to unplug the cables that go from the computer on the cart to the projector and plug our VGA cables in there.
      1. Make sure they are not plugged into the “Monitor Out” plug on the projector
4. Have someone get the podium and put it on the stage
5. Run the snake behind the stage
6. Plug the podium mic into the stage using a green cable
7. Connect all the mic’s required for the choir to the snake (Most should be find with yellow cables, a green/blue may be needed if it is farther away)
   1. Don’t forget the mic behind the piano, it uses the little stand inside the box
8. Sound check all mics, if there are people already entering into the gym’s use the headphones to sound check
   1. To make the sound run to the headphones, click the button that says ‘PFL’
   2. The dial to control the volume for the headphones is in the top right of the mixer, it is labeled “Phones” and is black

**Trubleshooting**

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| Symptom | Solution |
| No audio coming from mixer, headphones included | * Check the “Phones” level on the mixer * Check the adapter that is used to plug the headphones into the mixer, it may be broken, try wiggling it a bit or using a new one form the tackle box. * Are you sure the mic is plugged in properly * Check the gain for that mic, it is the dial at the very top of the channel * Try using a different cable * Try using a different mic |
| No audio coming from mixer, working from headphones | * Is the line from 8 from the caf plugged into “Group 1” on the back of the mixer? You will need the XLR to ¼” adapter in the tackle box. * Do not use the “Main Levels” on the far right of the mixer, you need to bring up Group 1 and Group 2. They are the blue faders. * Make sure the Group 1 and Group 2 faders are not muted at the top. * Did you change the setting on the stage to set what gyms the sound will come from? (set it to “All gyms”) * Each channel for the mics have a button that says 1 / 2 (near the mute button) make sure that it is pressed down |