Basic Tech Booth Operations

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Sunday Morning Startup and Shutdown

Master checklist: Detailed operating instructions for each system follow in the equipment sections.

Startup Order

IMPORTANT: The main soundboard must be powered on before the livestream soundboard.

1. Tech Booth: Turn on Stage Rack and Stage Power, then power on the main soundboard.
2. ProPresenter Station: Power on the ProPresenter iMac if needed, turn on the separate monitor, log in, and open ProPresenter. The ProPresenter iMac normally remains powered on after services.
3. Lighting: With Universe 1 (House Lights) and Universe 2 (Stage Lights) set to WALL, power on the QuickQ20, select the first/pre-service option, then move both universe switches to CONSOLE.
4. Livestream Audio Room: Power on the livestream soundboard first, then power on the livestream sound iMac, log in, and open the LifePoint LiveStream/Ableton session.
5. Wall Equipment Rack: Turn on both rack power strips by pressing the switches toward the center. Power on the video matrix and verify the amplifier for the outside speakers is powered as required.
6. Production / Video: Turn on the master power switch underneath the video switcher. This powers the Blackmagic ATEM video switcher, production monitor/TV, and projector.
7. Livestream Video Station: Verify the livestream video iMac is on and log in if necessary. This computer normally remains powered on after services.

Shutdown Order

Best practice is to power equipment down in the reverse order. The ProPresenter iMac and livestream video iMac should remain powered on.

IMPORTANT: The livestream soundboard must be powered off before the main soundboard.

1. Production / Video: Turn off the master power switch underneath the video switcher.
2. Wall Equipment Rack: Turn off both rack power strips by pressing the outer sides of the two switches. Power down the video matrix as required.
3. Livestream Audio: Close Ableton Live, shut down the livestream sound iMac, wait until it is completely off, then power off the livestream soundboard and place its cover on the console.
4. Lighting: Move Universe 1 (House Lights) to WALL, shut down the QuickQ20, wait until the console is completely off, then move Universe 2 (Stage Lights) to WALL and cover/protect the switch area as normal.
5. ProPresenter Station: Leave the ProPresenter iMac powered on. Quit ProPresenter only if needed. Turn off the separate monitor using its lower-right power button.
6. Main Soundboard: Shut down the console from its interface, wait for shutdown to complete, then turn off the physical power switch on the back-right of the soundboard.
7. Tech Booth: Turn off Stage Rack and Stage Power.

DO NOT shut down the ProPresenter iMac or the livestream video iMac during normal Sunday shutdown. Only the livestream sound iMac should be shut down.

Sound Board

Powering On

1. Turn on the two wall-mounted switches labeled Stage Rack and Stage Power. They are located on the wall immediately behind and to the right of the soundboard.
2. Power on the soundboard using the switch on the back-right side of the console, beneath the power cable.

POWER ON THE MAIN SOUNDBOARD BEFORE THE LIVESTREAM SOUNDBOARD.

Basic Operations

Batteries and Microphones

- The sound tech is responsible for placing batteries in every microphone and wireless body pack.
- Batteries are located in the prayer room, immediately to the left inside the microphone rack.
- At the conclusion of the 11:00 service, return batteries to the charging ports.
- Microphones and body packs should be located at the door to the Green Room.
- All headset microphones should be stored in the drawer by the soundboard.

Mixing Basics

- Adjust channel volume by moving faders up and down. As a starting point, keep faders near unity (0 dB) when practical.
- The master fader is the right-most fader and controls the overall main volume.
- Some channels are located in another fader bank. Change banks using the arrow keys on the right side of the soundboard.
- Mute a channel by pressing the red button above its fader.
- Adjust EQ by tapping the EQ diagram on the screen below the channel name.
- Adjust input gain by tapping the channel name and using the red knob on the right side of the screen.

Powering Down

1. Tap the logo in the top-left corner of the right screen.
2. Select Restart or Shutdown.
3. Wait for the shutdown/power icon to appear and for the console shutdown to complete.
4. Turn off the physical power switch on the back-right side of the soundboard.
5. Turn off Stage Rack and Stage Power.

For audio faults, see Appendix A - Troubleshooting Guide.

ProPresenter Computer

Powering On / Opening ProPresenter

1. If the ProPresenter iMac is not already on, press the power button behind the screen. A wall-mounted reference shows the button location.
2. Turn on the separate monitor using the power button underneath the display.
3. Log in.
4. Open ProPresenter from the Dock/taskbar.

The ProPresenter iMac normally stays powered on after services. Do not shut it down during normal Sunday shutdown.

The projector receives power from the production-room master switch underneath the video switcher. It does not need to be powered on separately during the normal startup sequence.

Basic Operations

Navigating ProPresenter

- The left-most pane contains Presentation Libraries and Playlists.
- A Playlist is a collection of Presentations.
- A Presentation can be a song, sermon, announcement, or other visual element.
- To add a Presentation to a Playlist, find the Presentation in the Library and drag it into the desired Playlist.
- Click slides or use the arrow keys to move through a Presentation.

Displays

- Display Preview is located in the upper-right area of ProPresenter.
- Change the preview using the down arrow in the lower-right of the Display window. The default is Main Projector.
- Use Clear to Logo to quickly return the output to the LifePoint logo.
- Clear lyrics, verses, and points using the third clear layer tab from the bottom on the right side of the Display window.
- Clear backgrounds using the second clear layer tab from the bottom on the right side of the Display window.
- Configure the Stage Display under Screens > Edit Layouts.
- Configure outputs under Screens > Configure Screens.

Editing Slides

- Select Edit from the upper menu to edit slide text.
- Type directly to change the selected slide.
- Rearrange slides by dragging them.
- Select multiple slides by dragging through the blank space between slides.
- Apply a theme by right-clicking a slide and selecting Themes.
- The default lyric theme is under Lyric Styles > Black Box > Lines Only - All Caps.

Adding Slides

Verses

- Select Bible from the upper menu.
- Enter the Scripture reference and press Enter.
- Verify the correct translation.
- Select the generated slides and copy/paste them into the desired Presentation.
- Apply the appropriate background from the Media Bin.

Pictures / Videos

- Download the media from Dropbox, email, Google Drive, or the appropriate source.
- Open the corresponding Media Bin folder, typically Sermon Assets.
- Select the small plus below the Media Bin and choose From Finder, or drag the file directly from Finder.
- Drag the imported image/video into the desired location in the Presentation.

New Songs

- Select File > Import > SongSelect.
- Search by song title or CCLI number.
- Select the song and choose Import.
- Apply an appropriate background from the Media Bin.

Sermon Points

- Type over existing sermon-point slides.
- Copy and paste an existing point slide if additional points are needed.

Media Bin

- The Media Bin stores backgrounds, graphics, pictures, and videos.
- Open it using the Media Bin icon in the upper-right corner.
- Media is organized by folders on the left side.
- Add media using the small plus below the Media Bin and From Finder, or drag files directly from Finder.

Countdown

- Select View > Calendar.
- Verify the date and time, then click in the calendar window to make changes.

End of Service

1. Leave the ProPresenter iMac powered on.
2. Quit ProPresenter only if needed.
3. Turn off the separate monitor using the power button at the lower-right of the monitor.

For display, NDI, or projector/video faults, see Appendix A - Troubleshooting Guide.

Light Board - QuickQ20

Powering On

1. Verify both lighting universe switches are set to WALL: Universe 1 - House Lights and Universe 2 - Stage Lights.
2. Power on the QuickQ20 using the power button on the rear of the console.
3. Wait for the console to boot and select the first/pre-service option.
4. Move Universe 1 - House Lights from WALL to CONSOLE.
5. Move Universe 2 - Stage Lights from WALL to CONSOLE.
6. Verify the expected pre-service lighting is active.

Basic Operations

- Cues are located on the left side of the light board. A cue may represent lighting for a song, speaker, or other service element.
- Press PLAY under the cue you want to activate.
- Press the STAR button above the previously selected cue to cancel it.
- Press SELECT under a cue fader to view the complete cue list for that fader.
- To view the cue list, select the icon containing pause, stop, and play symbols in the lower-left area.
- Select the icon showing a light over a grid to return to the standard view.

Powering Down

1. Move Universe 1 - House Lights to WALL. This returns the house lights to wall control.
2. Using the stylus, select File > Shutdown Console.
3. Confirm shutdown and save changes when prompted.
4. Wait until the QuickQ20 is completely powered off.
5. Move Universe 2 - Stage Lights to WALL.
6. Verify the stage lights are off as expected and stow the stylus in the lower compartment.
7. Close/cover the lighting switch area as normally configured.

Livestream Sound Board

Powering On

1. Power on the livestream soundboard using the switch on the back-right side of the console.
2. Power on the livestream sound iMac using the button on the back-left side.
3. Log in.
4. Double-click the LifePoint LiveStream session / sound application (Ableton Live).
5. Verify that audio is passing correctly.

Power on the livestream soundboard BEFORE powering on the livestream sound iMac.

Basic Operations

- Mute and unmute individual channels using the red button above each fader.
- Use the right bank of faders to mute and control groups of channels.
- Mute effects when the worship leader is speaking.
- Mute Instruments and Drums when the band is not playing.
- Aim to keep the mix near 0 dB as an operating reference.

Powering Down

1. Close Ableton Live. Save changes if appropriate.
2. Shut down the livestream sound iMac.
3. WAIT until the iMac is completely shut down.
4. Power off the livestream soundboard using the switch on the back-right side.
5. Place the protective cover on the soundboard.

For Ableton routing, channel mismatch, or no-audio problems, see Appendix A - Troubleshooting Guide.

Wall Equipment Rack

Powering On

1. Locate the wall equipment rack on the right side when entering the livestream/production room.
2. Locate the two power strips underneath and behind the rack equipment.
3. Turn on both power strips by pressing their switches toward the center, toward each other.
4. Power on the video matrix.
5. Verify the amplifier that drives the outside speakers is powered as required.

Basic Operations

- The video matrix distributes closed-circuit video to displays throughout the building.
- The rack amplifier drives the outside speakers.

Powering Down

1. Power down the video matrix as required.
2. Turn off both rack power strips by pressing the outer side of each switch - away from the center.

For shared video/NDI signal problems, see Appendix A - Troubleshooting Guide.

Video Switcher and Camera Control

Powering On

1. Locate the master power switch underneath the video switcher in the production room.
2. Turn the switch ON. This powers the Blackmagic ATEM video switcher, production monitor/TV, and projector.
3. Verify that the production display and video switcher are powered and passing video.

Basic Operations

Video Switcher

- Cue an input using the row of buttons that lights green. The selected source appears in Preview.
- Press AUTO or use the transition fader to move the selected source to Program.
- The source that is live/on Program is indicated by the row/button lighting red.
- Control audio for supported switcher inputs using the knobs at the upper-left of the unit. The Center Camera is the only input noted in the existing procedure as carrying audio and should be set to 0.
- To change the projector AUX feed, press AUX near the unit display and then select the desired source from the buttons that light white.

Camera Control

- Select a camera using the left-most keypad.
- Camera 1 is the left camera and corresponds to Camera 5 on the video switcher.
- Camera 2 is the middle camera and corresponds to Camera 6 on the video switcher.
- Camera 3 is the right camera and corresponds to Camera 7 on the video switcher.
- Use the joystick to move the selected camera.
- Use the middle keypad for camera presets.
- Use the right keypad for focus and exposure controls.

Powering Down

1. Turn off the master power switch underneath the video switcher. This removes power from the ATEM video switcher, production monitor/TV, and projector.

For camera-control, NDI, ProPresenter video, or other signal-path issues, see Appendix A - Troubleshooting Guide.

Streaming Computer - Livestream Video

Powering On / Logging In

1. The livestream video iMac normally remains powered on. If it is off, power it on using the power button at the upper-right/back area as documented at the station.
2. Log in using the Broadcast user account.
3. Open OBS.
4. Open Chrome and use the bookmark for Restream.io.
5. Open YouTube and Facebook in separate Chrome tabs for monitoring.

The livestream video iMac should remain powered on after services. Do not shut it down during normal Sunday shutdown.

Basic Operations

1. In Restream, update the livestream title with the correct date and sermon title. From Dashboard, select Update Titles.
2. Copy the stream key using RTMP Settings on the right side of Restream.
3. In OBS, paste the stream key under OBS > Preferences > Stream.
4. When ready, select Start Stream in the lower-right area of OBS.
5. Monitor YouTube and Facebook to confirm the livestream is working.
6. Use Stream Deck controls to add lyrics, the live animation, or two-view mode for sermon points and verses.
7. At the end of the service, select End Stream where Start Stream was.

End of Service

1. End the stream in OBS/Restream.
2. Close applications only if needed for normal housekeeping.
3. Leave the livestream video iMac powered on.

For OBS, NDI, ProPresenter-source, or video-signal problems, see Appendix A - Troubleshooting Guide.

Appendix A - Troubleshooting Guide

Troubleshooting is centralized here so the same signal-path procedures can be referenced from the soundboard, ProPresenter, ATEM/video switcher, and livestream sections.

Main Sound - No Volume

Sources show signal, but no sound is heard

- Verify the Main output is not muted.
- If the Main L+R connection from the rack must be reseated, turn the system OFF before unplugging and reconnecting it.

No sound and no sources show signal

- Verify the D-Rack Ethernet connection is connected at the back of the soundboard.

Livestream Audio / Ableton Live

No Volume

1. In Ableton Live, open Live > Preferences and select the Audio tab.
2. Locate Input Config and Output Config.
3. Verify all required inputs and outputs are enabled/highlighted yellow. Scroll through the complete list and confirm all 80 input and output channels as used by the current session.
4. Use Save Live Set As and overwrite the existing session file if the configuration was corrected.
5. Close and relaunch Ableton Live.

Channels do not match the expected sound / mix sounds hollow

- Close and relaunch Ableton Live.

ProPresenter / Computer Audio

No Audio from Videos

- Verify the audio cable is connected to the computer/headphone output as currently configured.
- Verify the computer is not muted and that output volume is set appropriately (the existing procedure specifies maximum volume).

Shared Video / NDI Signal Path

Use this section when ProPresenter video is missing on the ATEM/video switcher, livestream, projector feed, or another destination that relies on the same NDI/source path.

ProPresenter source shows no video

1. Verify the ProPresenter Look is not set to Stage TV Only or Clear Screen.
2. From the livestream computer, open Chrome. The browser should be logged in as LifePoint Video (red L in the upper-left).
3. Open the browser shortcut labeled Projector.
4. Select the User Name field and choose Default Admin. The saved credentials should populate automatically.
5. Open Video settings and verify Resolution is set to Follow Input and that 1920x1080 60.0p 16:9 is active.
6. If Video settings are correct, open Source and verify the source is ProPresenter.
7. If the source is correct but video is still missing, select Admin in the upper-right and choose Reboot.
8. If the device webpage cannot be reached, inspect the NDI device/cabling under the desk. Verify it is connected; unplug and reconnect it to perform a manual reboot if necessary.

Wrong video source is displayed

- Use the same login procedure above, open Source, and verify Source is set to ProPresenter.

No signal to the projector / production room

- Determine whether a signal is reaching the production room.
- If signal reaches the production room but not the projector, the issue is downstream between the production room and projector.
- If no signal reaches the production room, troubleshoot the ProPresenter output and shared NDI/video path.
- Verify the black video cables at the back of the ProPresenter computer are connected.
- In ProPresenter, verify the required displays are enabled under Screens > Configure Screens.

ProPresenter Application

ProPresenter is unresponsive

- Quit ProPresenter by right-clicking its icon and selecting Quit.
- Relaunch ProPresenter.

Camera Control

Camera does not respond

- Disconnect the camera-control Ethernet cable and reconnect it.

Camera repeatedly loses focus

- Disable autofocus using the right camera-control keypad and adjust focus as needed.

Appendix B - Advanced Operations

Operations that are easier to explain in video form are maintained in the Advanced Operations playlist. Scan the QR code below.

