

# Operation Instruction Manual

Convent of the Transfiguration

## Oratory Sound and Video

Power UP:

1. Locate the main power switch at the top of the rack. See the green arrow below  
Turn on the switch. This will power on the rest of the system



2. After the system is on you should see a blue light on the two JBL pieces shown below with a red arrow.



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3. If either of these do not have a blue light around the switch check to make sure that the unit is powered on by pressing the button.
4. The wireless mics and the hearing assist systems should all also be lit up.

**Power DOWN:**

- a. Using the switch as indicated by the green arrow, power the system off. All of the units will power down except the main control unit shown with the blue arrow.





### Volume level operations:

1. The input channels are as follows:
  - Channel 1 is the earset mic
  - Channel 2 is the lavalier mic on a stand
  - Channel 3 is the second earset mic
  - Channel 4 is the third earset mic
  - Channel 5 is the computer – zoom or other sound from the computer
2. The output volume controls are as follows:
  - Master 1 controls the sound going to the computer.
  - Master 2 controls the sound going to the room speaker



## **Camera/Video**

The camera and the joystick controller stays powered on all the time. Adjust the camera angles and zoom to meet the need for the moment.

## **Computer settings for Zoom operations.**

For the Zoom to work with the system there are two USB cables that must be attached to the computer. One is for audio and the other is for video (camera).

## **Sound:**

To check for the sound settings, go to the control panel and search for sound settings

Both the input and the output must be set to the Focusrite device.

Once the settings in the computer are correct then the levels are set as follows:

To adjust the level of the sound from the computer into the room speaker use volume control # 5

To adjust the volume of the room mics going to the computer (Zoom) use the Master 1 volume control.

## **Video:**

Computer settings for camera or video must be set to the PTZOptics Camera.

7-27-2023

