

# Horizon

SOLUTIONS

audio - lighting - video

## Your simple Audio System Cheat Sheet

### BEFORE POWERING ON SYSTEM

1. Quickly check the mixing console for faders that are out of line (pushed all the way up) and adjust if necessary. This will help guard against accidental feed back when the system is initially turned on. Accidental feedback is not only unpleasant but can also damage your audio system in a second.
2. Ensure that mics are plugged in to their appropriate input and placed in their necessary location.

*Helpful Hint – Ensuring that mic stands are placed out of the way of traffic, and that mic cords are neatly coiled can help to prevent a tripping hazard.*

### POWER ON THE SYSTEM

1. Turn system power on beginning with the mixer and then the amplifiers. If your system features power sequencing this is a single step process.
2. Perform a soundcheck to confirm reasonable levels. With a person talking, or singing at the mic, check input gain on meters by pressing PFL (Solo) switch.

*Helpful Hint – It's always a good idea to go through each instrument even though "it worked a practice a couple days ago". Most churches have the potential of many hands touching a mixer, amplifier, EQ or microphones. It's always a good idea to be able to confirm everything is as you expect before the service starts.*

3. If monitors are being used, slowly bring up level in monitor until singer is satisfied.

*Helpful Hint – "Show Time" is not the right time to start a power struggle with your musicians over stage volume. That's not to say it shouldn't be addressed. Obtaining a good stage volume, monitor mix and room volume is a very important part of worship team or choir practice. Record these levels on paper if required to ensure you can have a reasonable level to start from when the service begins.*

4. Ensure master faders are at '0'

5. Slowly bring up volume of input channels until desired volume is reached. Adjust the Gain control if necessary.
6. Repeat steps 2 – 5 for each mic or line source (computer, dvd player etc) input being used.
7. Take note of the levels for use during the performance, or use the mute button to mute channel for a quick recall during the performance.
8. Good luck and remember what you are doing and why.

***Remember! As an operator of the audio, video or lighting system in your church, you are an important member of the ministry team. The state of the audio, video and lighting has a huge impact on the ministry in the sanctuary. Allowing yourself to be distracted or unprepared for the job at hand will always come back on you. It doesn't have to be a hard job and it's a lot easier when you're prepared.***

## **SHUTTING DOWN THE SYSTEM**

1. Turn down input faders or press MUTE buttons on each channel.
2. Return any drastic, out of the ordinary settings you have made to the mix, inputs, outputs or outboard equipment helping to ensure the next operator will not be surprised by something.
3. Turn off system power. Amplifiers first. Mixer second.
4. Take down mics and monitors and put carefully in storage (if required). Coil cables neatly for storage and tidy up stage (this helps protect the equipment, and makes for easier setup for the next service).
5. Secure loose equipment.

## Simple Trouble Shooting you can do yourself

<b>Problem</b>	<b>Possible Causes</b>	<b>Solutions</b>
<i>No Sound</i>	Power not On	Turn power on  Check to make sure that all equipment is powered up
	Not all equipment is powered up	Ensure power switches are in ON position  Check power cables for firm connection  Check for voltage at receptacle  Call Horizon Solutions
<i>Mic not working</i>	mic not plugged in	Ensure mic is plugged in to proper input
	bad cable	Check to see if microphone works with a different cable
	gain not set properly	Check with PFL (Solo) switch to ensure input gain is correct – peaking at around the “0” mark on the meters
	mute switch enabled	Unmute channel
	not assigned to proper output	Assign to main output with L/R (Mix) button  Ensure PAN knob is in 12 o’clock position
	phantom power not on	Turn on phantom power (+48V) for the channel (or entire console)

fader not up                      Put channel fader up to '0' position

main fader not up                Put main fader at '0' position

---

*Feedback*

A mic channel is too loud      1. Turn down master fader slightly to control feedback  
2. isolate the cause of the feedback by checking for input faders that are out of line (pushed all the way up)  
3. turn down culprit faders

Mic is incorrectly positioned    Relocate mic even slightly to ensure that it is not pointing at a speaker

Feedback which occurs often can be the result of a system which requires additional equalization or tuning.      Call Horizon Solutions for assistance.

---

*Fader is too low or too high*

Gain improperly adjusted      Adjust gain volume (knob at top of channel strip) so that fader is at around the '0' mark achieving the same volume level.

---

*No audio from wireless microphone*

Transmitter is off                Turn on transmitter power switch

Transmitter is set to a different channel or band      Match the transmitter band, group, and channel to one displayed on the receiver

No / dead battery in transmitter      Insert fresh battery in transmitter

---

*Other wireless problems*

Refer to Trouble Shooting Guide found in your wireless system owners manual

---

---

<i>Feedback noise when tape deck is put into record</i>	Tape playback channel turned up	Turn off tape playback channel when recording
---	---------------------------------	---

---

When you have a problem with a piece of equipment, or even if you are not sure if there is a problem, but something is not working quite the way you think it should, do not hesitate to give Horizon Solutions a call.

Many times we can diagnose the problem over the phone, avoiding headaches for you as an operator, and keeping everyone else satisfied with the sound system. And if there really is a problem with some equipment, we can quickly look after it and keep you 'on your way'. We want you to have success in the operation of your sound system.

Horizon Solutions  
1069 Clarke Rd.  
London, ON  
N5V 3B3

519-453-3368  
800-698-8796 Toll Free

[info@horizonsolutions.org](mailto:info@horizonsolutions.org)  
[www.horizonsolutions.org](http://www.horizonsolutions.org)