KMVT How-To Guide

How to operate the audio board – 11/11/14

You will need:

Fingers to turn knobs
Ears to listen
And Eyes to see

Control room volume is adjusted by the knob pictured in image #11. It is located above the audio patch panel.

1. Zero the board
    a. Zeroing a board means to set everything to its default settings
    b. Reference images below shows where everything should be. Images 1-6
2. Locate where each input you are receiving is
    a. Either check the studio panel inputs or perform a mic check
    b. Label Each input with tape and a pencil
    c. Press the L-R button for each channel that you are using. (Image #9)
3. Perform mic checks
    a. Set the channel slider to U. (Image #7)
    b. Set the main slider to U. (Image #10)
    c. Have the talent begin speaking or singing at the same level that they will during the performance
    d. Adjust the gain knob (Image #8) until the VU meter (Image #5) peaks just above zero on average
    e. Mute that channel
    f. Move to the next input
4. Prepare for the start of the show
    a. Prepare any tape/CD to the correct track for playback
    b. Set all b-roll and tape/CD channel sliders to zero and unmute them
    c. Set all microphone channel sliders to U and mute them
5. The show begins
    a. Mute and unmute microphones as needed
    b. Use sliders to bring in and out any b-roll or music audio
    c. Use sliders to adjust audio level during the show

6. The show is over
    a. Reset the audio Board to the default settings. (Images #1-6)

Notes: This document is intended to cover a specific task. In many cases you may need additional skills to complete the project. Please refer to one of our other How-To Guides or consider enrolling in one of our training courses for more advanced training.

Image #1   Image #2   Image #3   Image #4
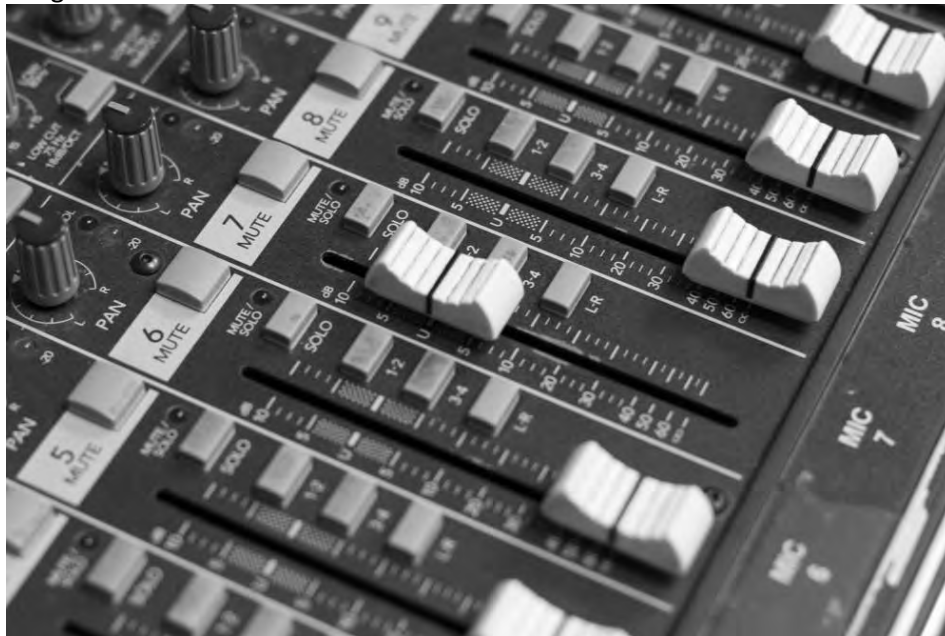

Image #5   Image #6

Image #7

Image #8

Image #9

Image #10

Image #11

CONTROL ROOM VOLUME

INPUT

PHONES

MIN   MAX

NEUTRIK

3   4   1   2   3   4   5   6   L   R   L   R   L   R   L   R
OUT   MACKIE MAIN OUT   MACKIE AUX OUT   TV TUNER   MSTR CTRL TIE   EFFECTS OUT   CRTL RM OUT
STDO PNL 2   AUDIO DA 1   STUDIO AMP   PHONE EFFECTS   MACKIE AUX RETURNS   HEADSET MIXER
TIE 3 TIE 4   L   R   L   R   HYBRID MONO IN   1L   1R   2L   2R   3L   3R   4L   4R   L   R

NEUTRIK

L   R   1L   2R   3L   4R   5L   6R   7L   8R   9L   10R   11L   12R   13L   14R   15L   16R
                    AUDIO DA 1
                                        CASSETTE   EDITION   MSTR CTRL SEND