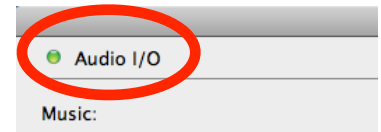


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Starting System

- Turn on equipment in audio rack (master power switch if there is one in rack).
- Wake up computer by moving the mouse. If necessary, press power switch on back of screen (lower left corner).
- In the audio rack verify Presonus light is solid blue (indicates it is connected to computer).
- Login as Sound Operator. KHAudio3 should automatically start.
- In upper left corner of KHAudio3 verify **Audio I/O** is green (indicates program is communicating).
- **Extremely Important:** Test by playing a few seconds of a song. Do this long before the meeting starts so you can troubleshoot if you have a problem.



Before Meeting

- Set up Songs - Select Song entry, type in desired song number
- Set Master to 0 normally
- Play Background music if desired
- Set Recording to Automatic if desired (records program between songs)

Starting Meeting

- Select **Main** preset to bring up main mic (click **Stop** when you want to stop the background music)
- Click **Play** to play songs (automatically closes and opens the mics at the right time)

Audience Participation Parts

- Select desired preset for audience part
- Turn on **Auto Mute Roving Mics** if its not already on (recommended)
- If roving mics fail to come on automatically, you can click **Un-Mute** button at lower right
- (Note - if using roving mic on the stage for a part, turn off Auto Mute during that part to keep the mic on)

Keyboard Shortcuts

Operator Shortcuts

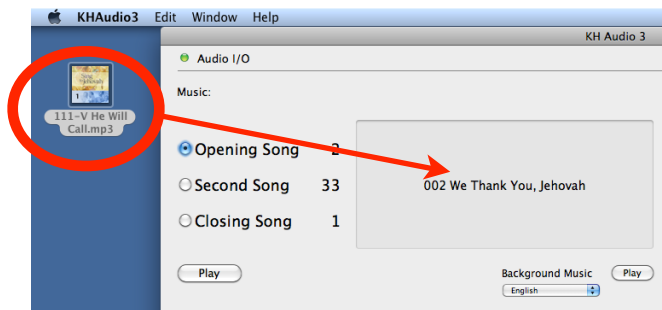
- | | |
|---------|--|
| [Space] | If music is playing, stop the music.
If no music is playing, start the currently selected song. |
| [M] | Mute all sound coming from any microphone as long as the key is held. |
| [+] | Raise the volume a notch on the microphone currently being spoken into as indicated by: ▼ |
| [-] | Lower the volume a notch on the microphone currently being spoken into as indicated by: ▼ |
| [R] | Lower ALL mic channels a notch to Reduce feedback |
| [End] | Returns roving mics to the currently selected preset level |

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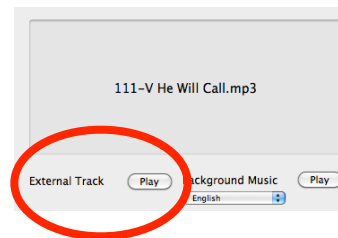
Playing External Music Tracks

At times there may be a need to play a custom music track for an event such as a wedding. Here is how you can do that:

- Bring the music file on a USB flash drive or on a disk.
- Copy the file to the desktop.
- Drag the file on top of the music playback window



- The track will be loaded and the External Track **Play** button will appear.
- Now you can play the track one time. At the end of the play (or if you stop it) the track will disappear from the program. It will still be on the desktop or wherever you placed it, but it is gone from KH Audio 3.



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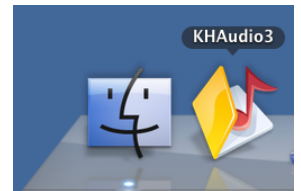
In Case of Trouble

No Sound? Check the following:

- Main audio power switch is on. It should automatically power up the equipment:
 - Presonus is on?
 - Power amp is on?
- When computer is on is the light on the Presonus at the far right side solid blue?
 - If it is red or continues to flash then there is a connection problem between the Presonus and the computer firewire input. Check the firewire cables at the back of the Presonus and at the back of the computer.

If the steps above were OK, then continue with these next steps:

- Login as Sound Operator. The KH Audio 3 program should start.
- Is the Audio I/O light at the upper left of the program green?
 - If it is off then the program is not communicating with the Presonus. Quit the KH Audio 3 program (in the menu at top). Then start it by single clicking the KHAudio3 icon in the dock (at bottom).



Audio I/O light is green but still no sound (most common failure):

- Quit KHAudio
- Turn off power to the Presonus (switch on the back on the right side). Wait a few seconds then turn it back on.
- Unplug the Firewire cable from the back of the computer, then plug it back in.
- Start KHAudio by clicking it once in the dock.
- If still no sound then repeat the 4 steps above but move the Firewire cable on the back of the Presonus to the second port (sometimes there is a connection problem there).

(Note: These problems are all caused by a Presonus lockup that makes it fail to communicate properly. Power cycling the Presonus and/or reconnecting to a different Firewire port usually clears the problem. This must be done while KHAudio is NOT running so quit it first.)

If the steps above are not successful, then you need to check if the Presonus device is correctly setup in the program:

- Open the KHAudio3 Preferences (password needed)
- Go to Devices (selector at upper left).
- The Presonus device should be selected for both Input and Output Device.
- If not, select it, click Change, then click Save.
- Quit KHAudio3 and start it again.

Feedback or Ringing

- Check that the Presonus input knobs are all at the correct levels. The normal level is 4 clicks back from full on (clockwise). These should not be changed or you will cause problems.
- Check that the master is at the normal level of 0. If feedback persists you may need to turn down the master a couple dB until the feedback is gone

Program Crashes when starting music.

- Usually caused when there is no connection to the Presonus. Go through the steps above to verify that it is connected and communicating.

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- Possibly there is no music tracks folders or the permissions do not allow access.
The music is all stored in **/Library/Application Support/KHAudio Tracks/Songs** or **Background Tracks...**