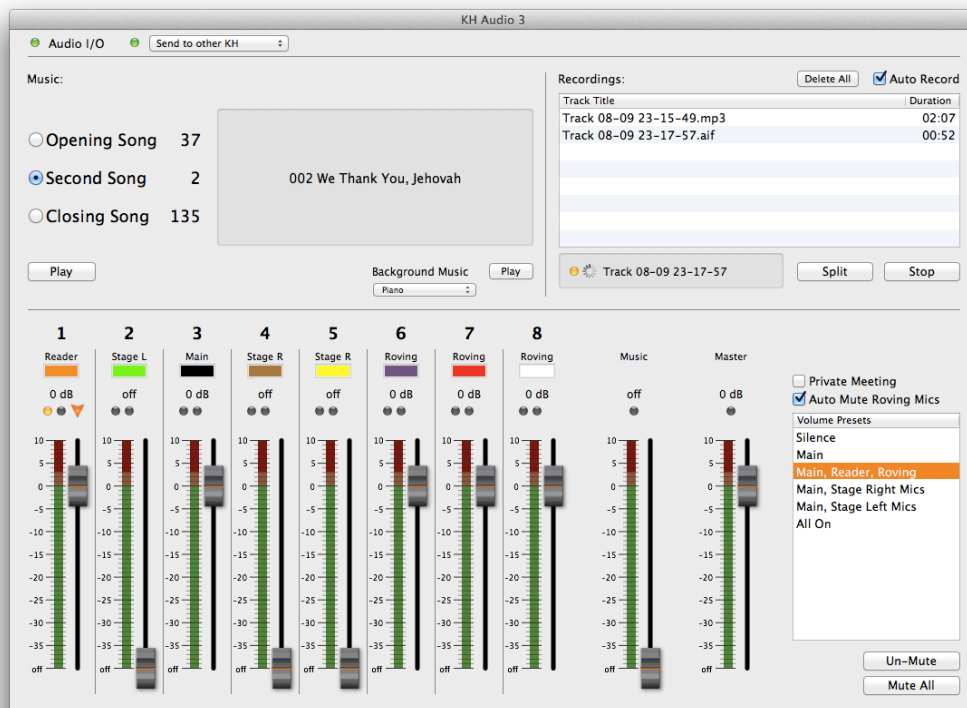


Kingdom Hall Audio 3

User Manual

V 3.2



August 11, 2012

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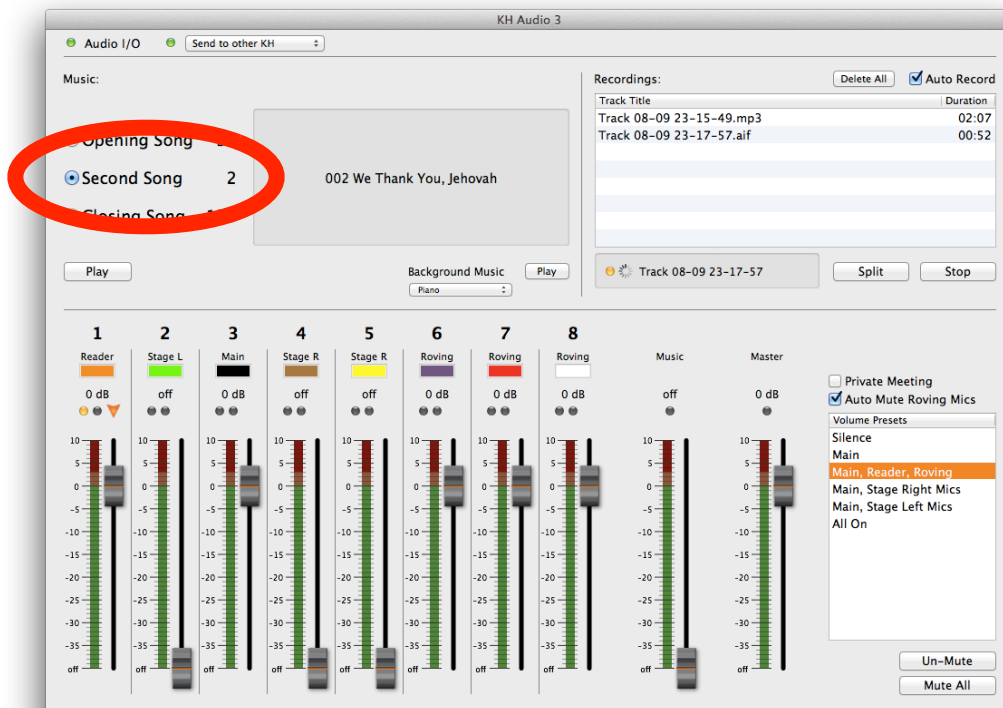
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Music

Selecting the song to change or play

First :

- Click the **button** in front of the song to change
- or **click the text** of the song to change
- or push the **return key** or **enter key** until the correct song entry is selected.



Changing a song number

After you have selected the song entry:

- Hold **Command** and Enter the **number** of the song using the numerical keys of the keyboard.
- Push the **return** or **enter key** if you want to select the next song.

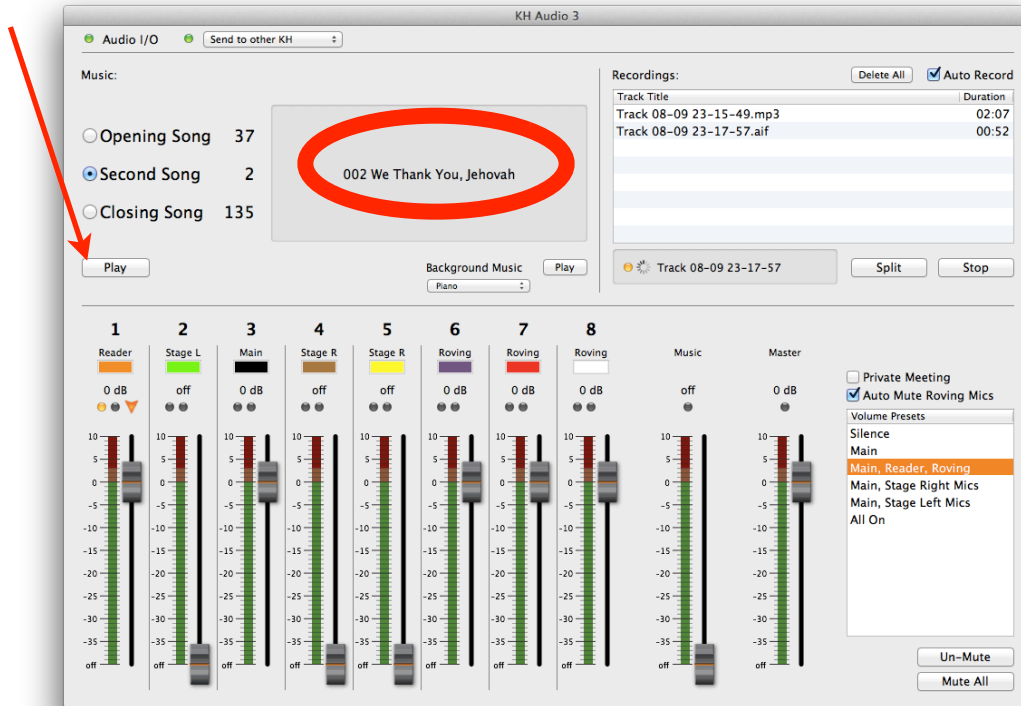
The entered numbers are displayed behind each song. If no music is playing, the number and title for the selected song are displayed in the track window.

Playing a song

Make sure that the *correct number and title* of the song to play are indicated. You can do this by selecting the correct song as shown above.

To start playback :

- Click the **Play** button
- or push the **spacebar** on the keyboard



The song will start playing and the Play button will now change into a Stop button. If you don't stop the playback yourself and the song plays all the way to the end, it will stop automatically. The selection will advance to the next song. In this way, you are immediately ready for the next song. Songs cannot be paused and restarted. Playing the song again will start it from the beginning.

Side Note: All input channels other than music will automatically fade out when a song is started and will return to their appropriate levels when the song ends or is stopped.

Stop playing any music

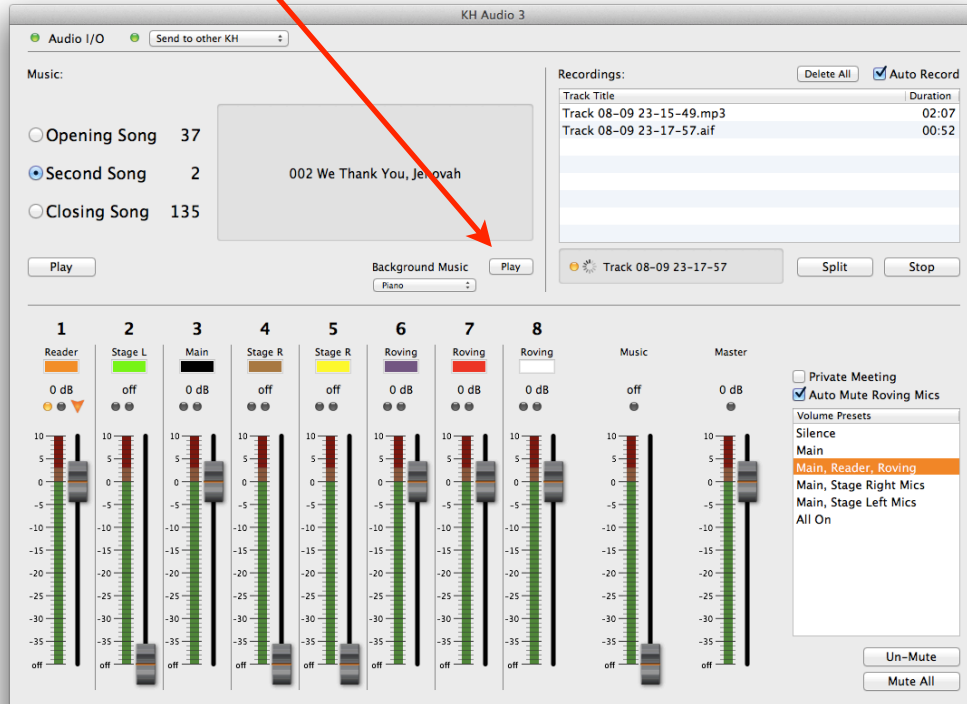
To stop playing background music or a song :

- Click any of the **Stop** buttons
 - or push the **spacebar** on the keyboard
- After this you are immediately ready to play the selected song.

Playing background music

To play background music before or after the meeting:

Click the **Background Music Play** button. The computer will play Vocal Renditions until you click **Stop** or push the **spacebar** on the keyboard. At this point the system is immediately ready to play the selected singing song.

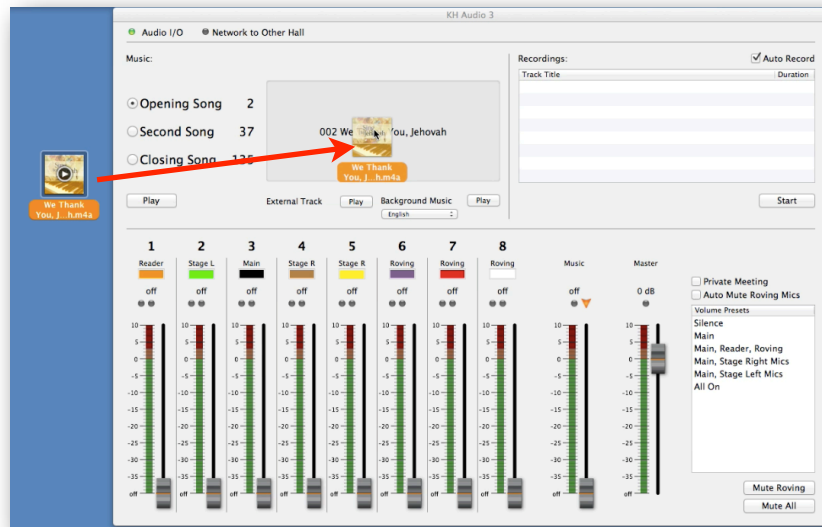


When you stop playing the background music, the system will fade out the music and then stop playing.

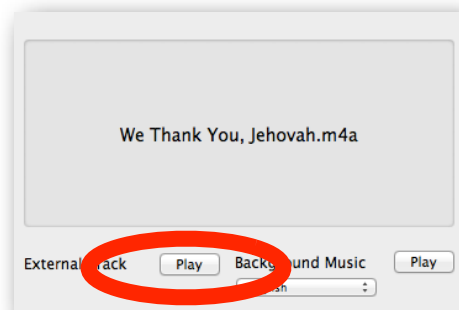
Side Note: Playing background music does not fade out other channels. You still want a chairman to be able to walk up to a microphone and start talking to call for attention.

Playing External Tracks

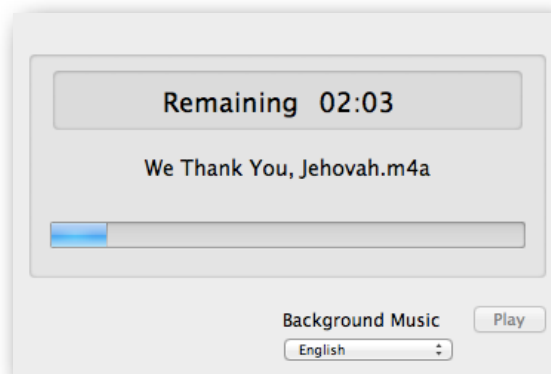
For special occasions like weddings, you may have a custom made track with the desired music. To play this type of external track just drag the track onto the music playback window.



When the track is dropped on the window a new **External Track Play** button will appear below the track window:



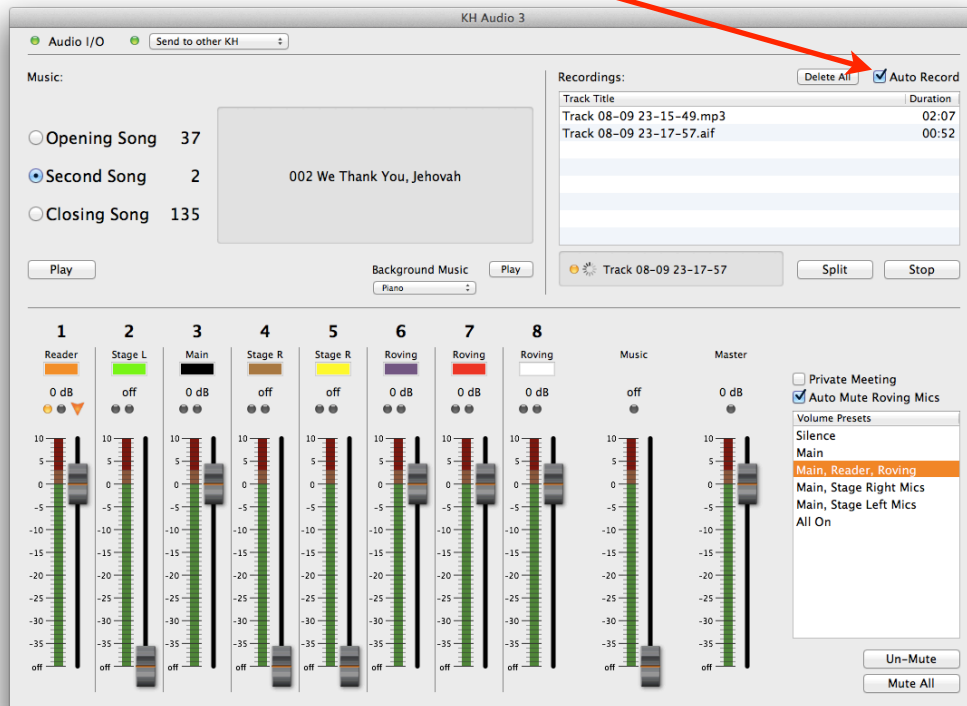
When this track is played, the button disappears. This and any other external tracks must be drug into the window to play again. There is no pause.



Recording

Automatically recording meeting parts

If you want to automatically record the meeting parts from the opening song and the closing song, make sure the **Auto Record** checkbox is checked.



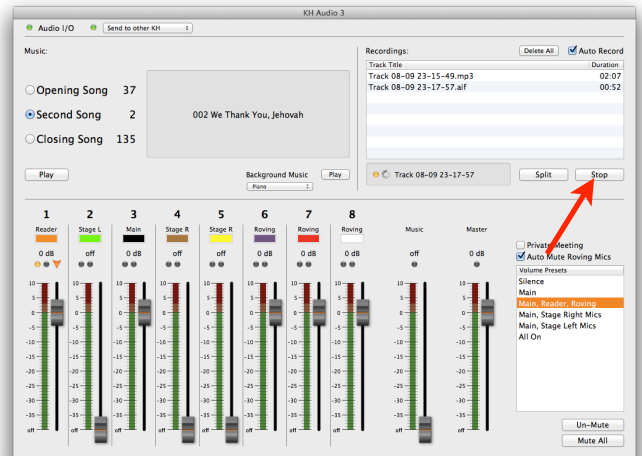
After the closing prayer (and not before !), you will be ready to burn the tracks to CD. See **Burning an MP3 CD** below.

Manually recording talks

If automatic recording is not checked, you can manually start recording. You can do multiple recordings (any amount of parts you want) and they can be burned onto an MP3 CD after the meeting.

To start recording

Click the **Start** button. You can stop the recording at any time by clicking the same button, which will toggle to **Stop** during recording.



Splitting tracks

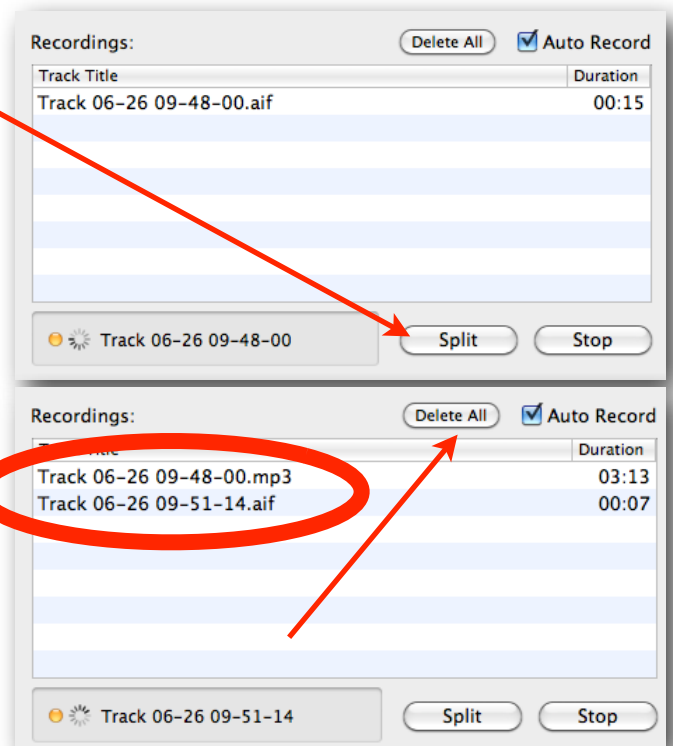
To create a new track for a talk during a meeting, while the recording is progressing, click the **Split** button to create a marker for a new file.

A new track is created, and the previous one is already converted to .mp3

Press **Stop** to finish recording, or system will stop automatically 5 minutes after the meeting is over.

Only press **Delete All** if you want to erase *all recordings*.

Songs that are automatically recorded are split into another track.

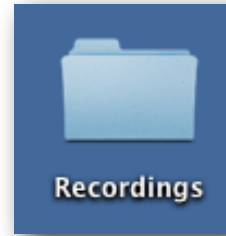


Burning an MP3 CD

You should not attempt to burn a CD while the meeting is still in progress. Wait until after the closing prayer before burning any CDs !

To burn an MP3 CD:

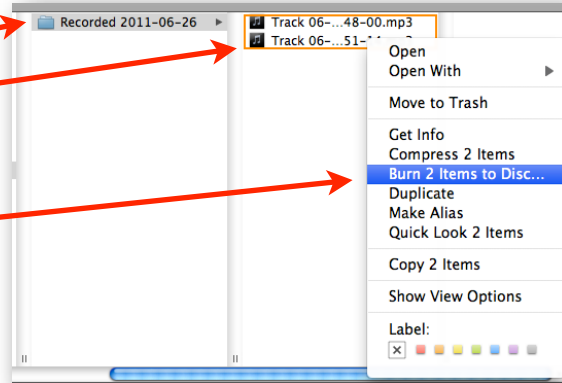
A folder named **Recordings** has been created on the desktop.
Open the folder.



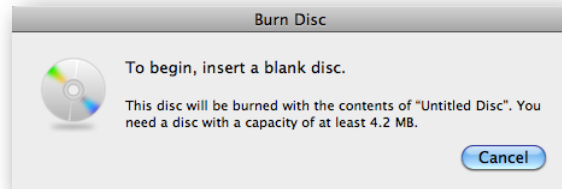
Select the date of the recording to be used.

Select files

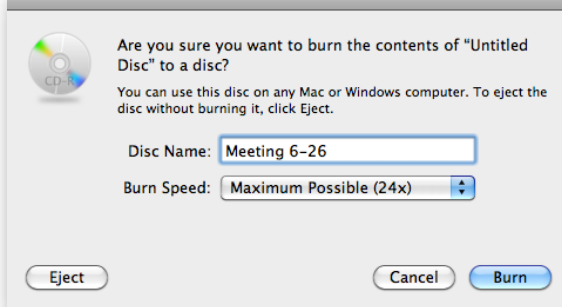
Select Burn Items to Disc



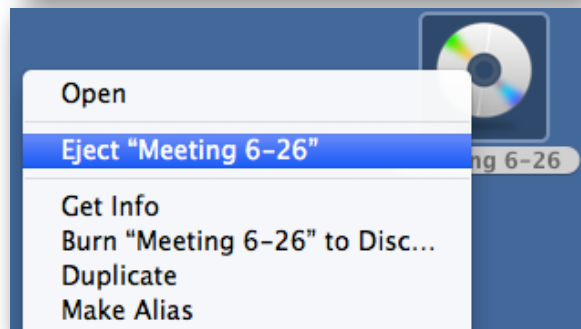
Insert a blank disc



Name the disc



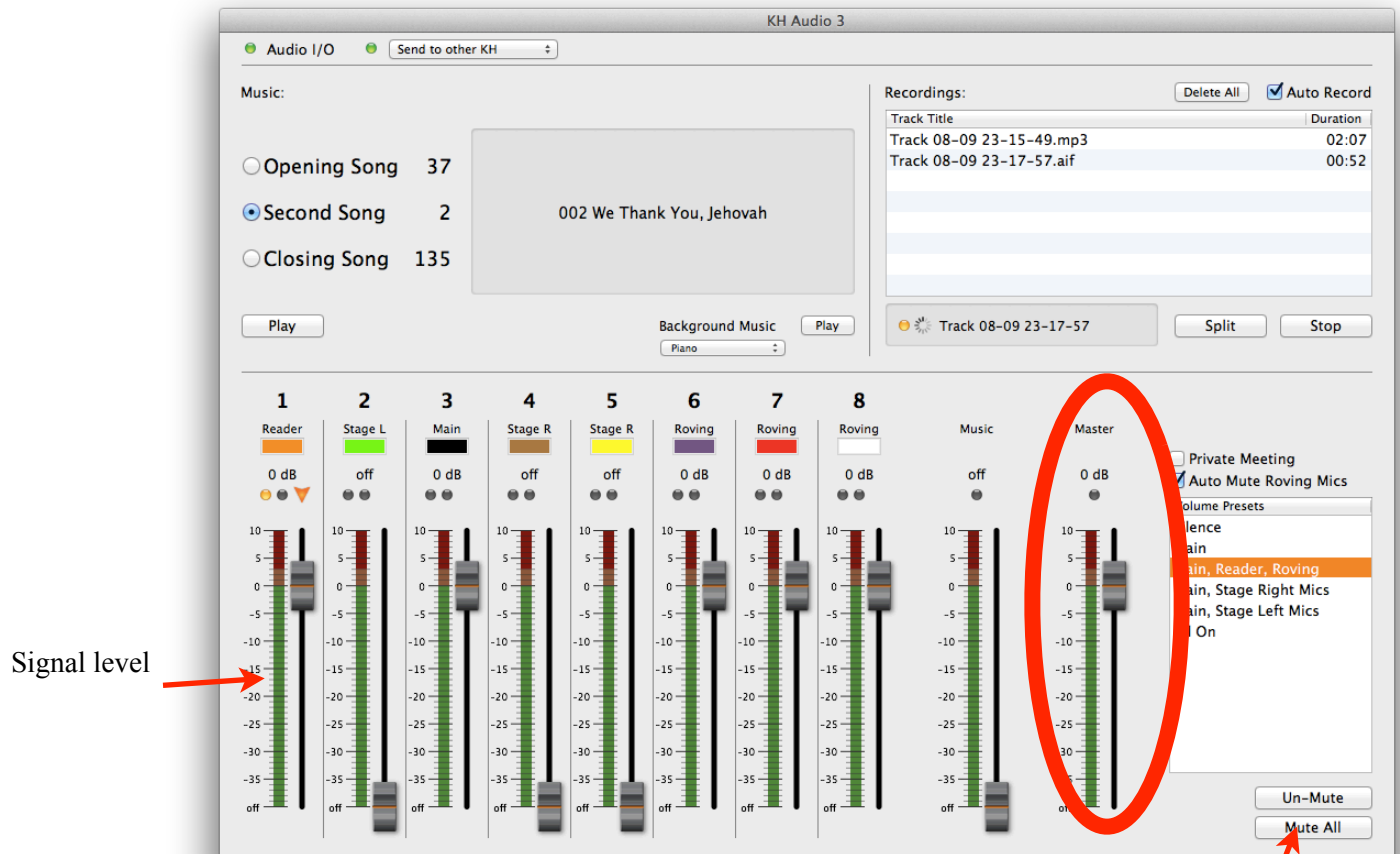
When burning is complete, eject disc



Mixer

Master

The **Master** volume slider provides a way to lift or lower all volumes at once. Typically you would not use this slider. As **Volume Presets** do not include the **Master** volume, this slider needs to be at an appropriate level during the meetings. You should only use it to adjust the general volume level of the audio system. Standard is 0db.



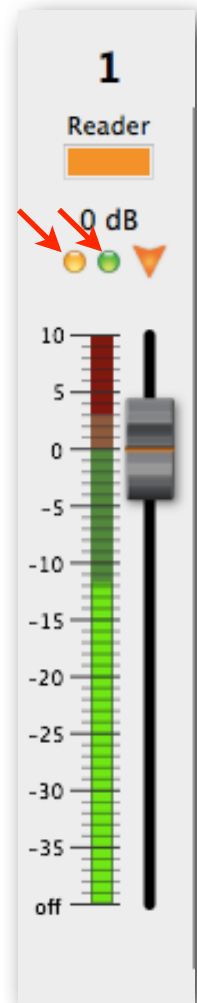
The master **Mute All** button can be held down with the mouse to temporarily mute all signals flowing through the system. As soon as you let the mouse button go, the master will return to its previous level. This is very useful when attendants are adjusting the microphones on stage. Hold it while they are moving the mikes to avoid unwanted sounds through the system. You can also do this by holding down the **[M]** key on the keyboard.

Microphones

Green signal indicators in the middle show you where the system detects an audio signal. Orange signal indicators on the left show you which channels have an open gate. The level meters of each channel show you the signal levels controlled by the volume you set.

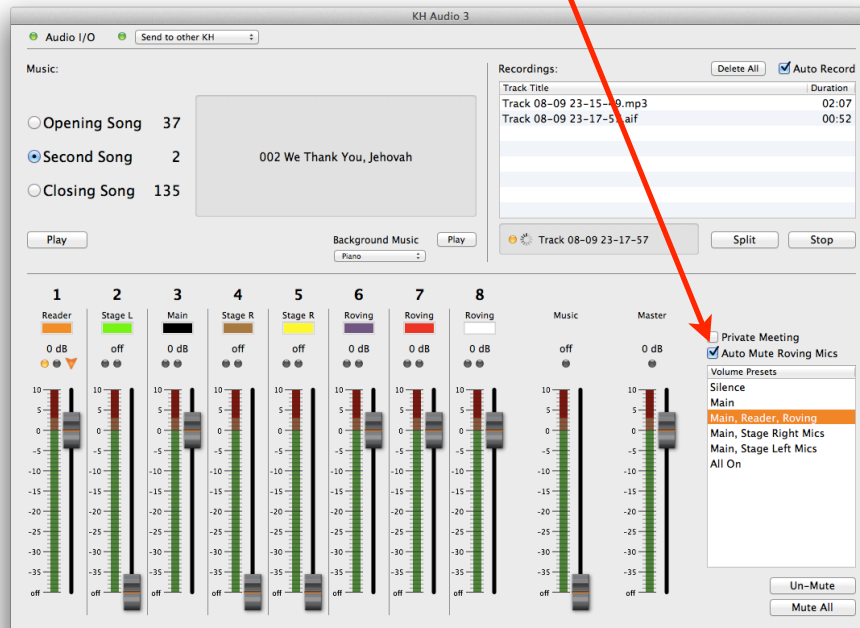
Changing levels

- In order to change a volume level, you can click on its slider knob and move the mouse up or down.
- You can also click somewhere in the slider to have the knob move directly to that level.
- Pressing the number key corresponding to a mic channel will bring that channel up to its preset level.
- You can also adjust the volume of the microphone that is currently being spoken into by watching for the following indicator: ▼ This indicator shows you which microphone someone is currently speaking into. You can adjust the indicated channel by pushing the **plus [+]** or **minus [-]** key on the keyboard.
- Pressing the **[R]** key will lower all mic channels one notch each time it is pressed.



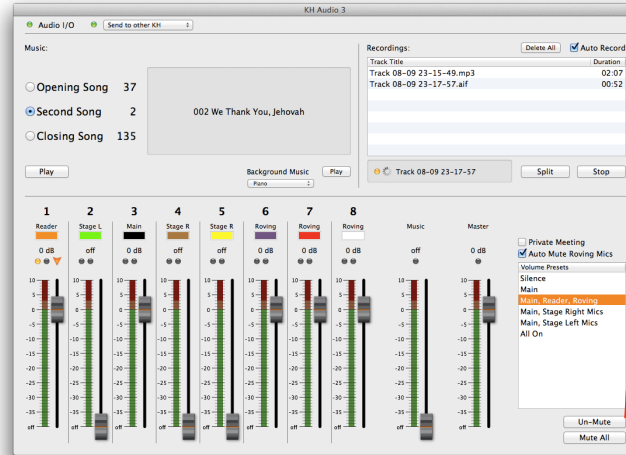
Automatically muting the roving microphones

The system can automatically mute the roving microphones as soon as a signal is detected on the designated reader microphone. When a signal is seen again on the main microphone, the roving microphones will be faded in immediately. So the system will automatically mute the roving mics when a paragraph or scripture is read and un-mute when the conductor starts speaking again. To enable this feature make sure you have checked **Auto Mute Roving Mics**.



Manually muting the roving microphones

To manually mute the roving microphones, click the **Mute Roving** button. The **Mute** button toggles into **Un-Mute**. To bring the microphones back to their original level, click it again or push the **Command +[R]** key again. This can also be done if the microphones were muted automatically.



Volume Presets

Volume presets are provided to significantly reduce the need to handle each individual microphone channel manually. If you click on a **Volume Preset**, the volume of all microphone channels will automatically move to the stored default values for that preset. Feel free to change sliders at will. You can always reselect any preset at any time.

Side Note: Volume presets do not affect the music volume at any time. If you select a Volume preset while playing a singing song, the preset will be selected and the microphone volumes will go to their appropriate settings 5 seconds before the song ends or if the song is stopped.

Private Meeting

To conduct a confidential meeting check the **Private Meeting** checkbox above the Volume Presets. This disables the channel 2 amplifier output (libraries), FM Transmitter output and the Telephone System output. No audio will be broadcasted other than through the channel 1 amplifier which should only be connected to the main auditorium loudspeakers (amp channel 2 is connected to libraries, restrooms, office, etc.).

Keyboard Shortcuts

Number key on keypad changes the song number

Number key on keyboard toggles the input

[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.

[R] Reduce all microphone channels by one notch.

[Cmd] + [R] Mute and un-mute roving mics

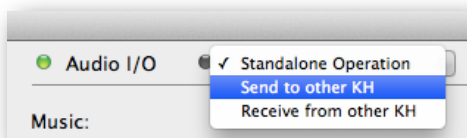
[+] Raise the volume a notch on the microphone currently being spoken into as indicated by: ▼

[-] Lower the volume a notch on the microphone currently being spoken into as indicated by: ▼

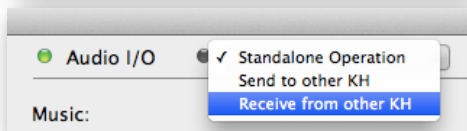
Connection to other KH

If it has been setup by the installation team, you can connect to another KH's feed.

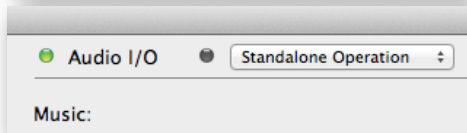
Select: Send to other KH



To send to another KH, Select: Receive from other KH



Default is: Standalone Operation



Special Notes

Feedback or Suggestions

This computer software can be adapted, so please send any feedback or suggestions for improvement to Br. Tony de Rijk at the following email address: ton@me.com.