

Recording Church Services to CD

Detailed Instructions for Use

1st, don't panic, while the new mixer has lots of knobs and sliders and things, the job remains basically the same - make sure everything is turned on, pop a couple of CDs into the recorder, and hit record at the beginning of the service, and hit and hold the stop button at the end.

The mixer has already been preset, and little white labels mark where things are supposed to be set.

Recording equipment is in the closet to the left of the kitchen doors.

- 1) Turn on the **master power switch** (it might already be on). It is at the top, right side of the closet.
- 2) Ensure the CD Burner, PA Amp and Mixer are turned on. There are some labels on them to show where the power switches are located. (Please do not turn the individual equipment off, only use the master power switch)
- 3) Press the button to open both CD drawers on the left CD recorder.
- 4) Remove any CD(s) in the drawers and place them in an envelope.
- 5) Grab a blank CD, and write the day's date on it using the sharpie pen. Place the CD in the left tray, and gently push the tray to close the drive.
- 6) Watch the menu screen, as it will take a few moments for the unit to recognize the CD. If you get an error, such as the CD you just put in the drive has already been written to, remove it and replace it with a fresh CD. But once recognized, the display should indicate blank disc.
- 7) Approximately 5 to 10 minutes prior to the beginning of the service, or a few minutes before the choir or Brian may start playing, press the Record Button – this will allow for sufficient continuous recording.
- 8) After the benediction, go back to the CD recorder and **press and hold** the stop button. If you just press stop, it will stop recording. Pressing and holding the stop button will stop recording and finalize the CD. This will take a few moments, after which the CD will pop open. Remove the CD, and place, and place it in a paper sleeve.
- 9) **Turn off the master power switch.**
- 10) If you know of people that would like to receive recordings of the sermon, please let us (congregational care) know.