

# SCM AUDIO PROTOCOL FOR SINGLE CAMERA SETUP

## **MICS**

- Set up 1 table (floor) mic midway between each pair of SC members. Place Mr. Bart's 2 mics at the head table and our 4 mics on the side tables
- Be sure to face them forward (tape side) toward the SC members
- Adjust the position of the mics as necessary to avoid blockage from computers, etc.
- Run cable under tables and across floor to field mixer (at camera station) in one path
- Turn the room's intercom volume all the way OFF

## **FIELD MIXER – Back panel**

- Set up the field mixer on a desk immediately to the left of the camera position
- Set inputs to MIC on all channels
- Connect mic cables into channels 1-6 numbering from stage right to stage left.

## **FIELD MIXER – Front panel**

- Set limiter to ON
- Set individual channel levels to 4.
- Set master to the 9 o'clock position
- Set headphone level to the 10 o'clock position

## **CAMERA**

- Connect the field mixer headphone output to camera mic input via provided 3.5mm cable. Be sure to connect the Y-cable end to the mixer to avoid stress on the camera input jack
- Connect your headphones to headphone or a/v output on camera
- Set the camera menu so that:
  - Mic attenuator is ON (not on auto)
  - Output is set to headphones NOT a/v
  - Headphone volume is comfortable (don't max is out as that creates artificial noise)

## **OPERATION**

- Adjust individual channel levels on the mixer as necessary to maintain clear tone and balance between all members of the committee
- Turn the headphone level on the mixer down during periods of applause, boisterous laughter, or other loud noises to avoid clipping of the signal. Be sure to return the level to normal right away.
- During PUBLIC COMMENT, raise the level of mic 1 or 6 (whichever is appropriate for the position of the speaker in the room) so that they can be heard in the mix. Remember to LOWER that level back to normal following their remarks

## **CLEAN UP**

- Field mixer and power cable is to be placed in its case and returned to the closet in the back of Mod 3
- ALL other audio gear is to be placed in the provided box and returned to the closet in the back of Mod 3