

# AJ SDA Church – A/V Procedures

## Power Down A/V Booth

1. Be sure to shut-down both computers before shutting off main power switches!
2. Shut-down the A/V Computer by selecting the “window” icon, then the Power icon, and then Shut-down
  - a. Wait for any updates to finish and the computer to power off
3. Shut-down the VMix Computer by selecting the “window” icon, then the Power icon, and then Shut-down
  - a. Wait for any updates to finish and the computer to power off
4. Turn off rear TV using the Visio remote aimed at the rear screen
5. Turn off Projector using Hitachi projector remote aimed at the screen
  - a. Pressing the power button once will display a message on screen to press the button again to power off
  - b. Press the power button again to shut off the projector
6. Turn off all channels on soundboard and set all sliders to the bottom
7. Turn off the Equalizer unit behind plastic shield lower-right of soundboard
  - a. Push button near red light at lower-left of plastic shield
8. Turn off the two main power wall switches:
  - a. #1 to left of soundboard
  - b. #2 on back of pillar at far end of PA booth