

# KMVT How-To Guide

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How to operate the audio board – 11/11/14



You will need:

- Fingers to turn knobs
- Ears to listen
- And Eyes to see

Control room volume is adjusted by the knob pictured in image #11. It is located above the audio patch panel.

1. Zero the board
  - a. Zeroing a board means to set everything to its default settings
  - b. Reference images below shows where everything should be. Images 1-6
2. Locate where each input you are receiving is
  - a. Either check the studio panel inputs or perform a mic check
  - b. Label Each input with tape and a pencil
  - c. Press the L-R button for each channel that you are using. (Image #9)
3. Perform mic checks
  - a. Set the channel slider to U. (Image #7)
  - b. Set the main slider to U. (Image #10)
  - c. Have the talent begin speaking or singing at the same level that they will during the performance
  - d. Adjust the gain knob (Image #8) until the VU meter (Image #5) peaks just above zero on average
  - e. Mute that channel
  - f. Move to the next input
4. Prepare for the start of the show
  - a. Prepare any tape/CD to the correct track for playback
  - b. Set all b-roll and tape/CD channel sliders to zero and unmute them
  - c. Set all microphone channel sliders to U and mute them
5. The show begins
  - a. Mute and unmute microphones as needed
  - b. Use sliders to bring in and out any b-roll or music audio
  - c. Use sliders to adjust audio level during the show

6. The show is over
  - a. Reset the audio Board to the default settings. (Images #1-6)

Notes: This document is intended to cover a specific task. In many cases you may need additional skills to complete the project. Please refer to one of our other How-To Guides or consider enrolling in one of our training courses for more advanced training.

Image #1



Image #2



Image #3



Image #4



Image #5

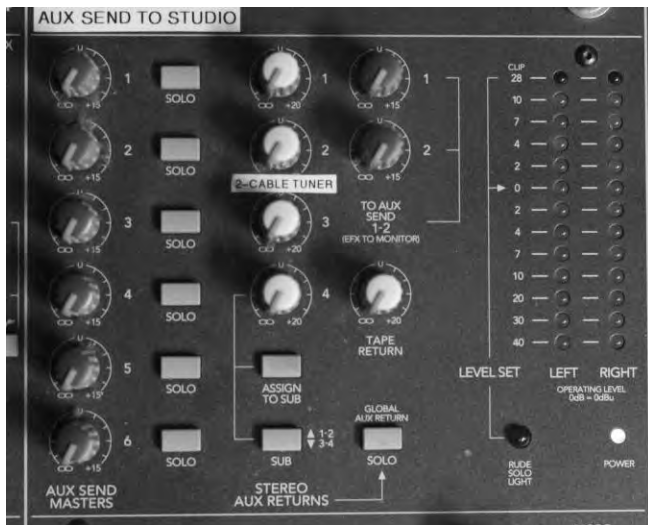


Image #6



Image #7

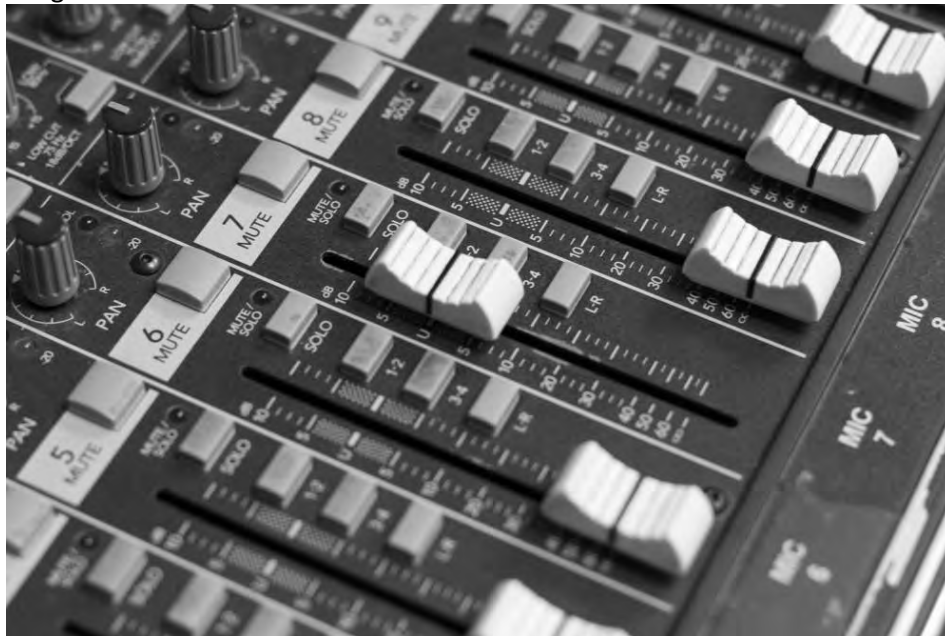


Image #8



Image #9



Image #10



Image #11

