



Sunday checklist for the sound desk

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Purpose: One page for the sound desk: start-up order, the sound check, and who to call. Website: <https://interscribe.io/docs/use-cases/church-services>

Start-up, in this order

- ☐ Plug the computer into power, and connect it to the router with a network cable.
- ☐ Connect a spare output of the mixer to the computer's line input or a USB audio interface.
- ☐ Unmute the channel that feeds InterScribe on the desk. A muted channel sends silence.
- ☐ Open the InterScribe Agent. Its Overview shows "Agent is connected" while it waits, and LIVE while it sends sound.
- ☐ Check Audio settings > Microphone is the mixer's input. Turn on "Use mono audio" if the input carries two channels.
- ☐ Under "Keep this computer awake", choose "While broadcasting (recommended)". Closing a laptop lid still puts it to sleep.

Sound check

- ☐ In the Console, select "Run a sound check", speak at the pulpit and wait for "audio heard".
- ☐ Or select "Test audio" on the agent's card in Rooms & audio > Agents, and watch for "We can hear it".
- ☐ Check the connection badge at the bottom right of the Console reads Good or Fair.
- ☐ Put the QR code on the screen and at the door.

During the service

- ☐ Leave the agent open until the service ends, and install no updates: an update restarts the agent.
- ☐ If listeners hear nothing, check the desk channel is unmuted and the agent shows LIVE.

Who to call

- ☐ The person running the Console: _____ Phone: _____
- ☐ Your IT contact for the network: _____ Phone: _____
- ☐ InterScribe support: in the agent, Help & Support > Report a bug, with "Include connection diagnostics" ticked.