

Sound Booth Volunteer Checklist for Weekly Services

Step-by-step routine for running sanctuary screen captions, phone broadcast, and livestream captions.

Keep this sheet at the sound desk so any volunteer operator can start and verify live captions in under two minutes.

15 Minutes Before the Service Starts

- 1** Check Audio Input: Confirm the aux/line-out cable from the sanctuary soundboard is plugged into the caption laptop (via USB Sound Card or audio interface).
- 2** Mute Music Channels in Aux Send: Make sure only speaking microphones (pulpit, lectern, wireless pastor mic) are routed to the caption feed, not instruments or choir mics.
- 3** Open Zip Captions: Launch <https://zipcaptions.app> in Chrome and select the USB Sound Card as the microphone input.
- 4** Start Broadcast Room: Enable Broadcast mode using your congregation's static room code so pew cards and QR codes connect automatically.
- 5** Verify Sanctuary & Stream Outputs: Check that captions appear on the main projection screen and in OBS Studio (WebSockets) or vMix (Zip vMix Extension).
- 6** Do a 10-Second Mic Check: Speak into the lectern mic and verify words appear cleanly on screen and on a test phone.

Troubleshooting Quick Tips

- * If no text appears, check that Chrome has permission to use the USB audio input and that the mixer aux send is unmuted.
- * Pause captioning during musical worship sets, and resume when readings or announcements begin.