

## Quickstart Checklist

Whenever you use Source-Connect professionally, follow the steps outlined below. When you are new to Source-Connect, it is strongly recommended that you always perform an echo test the day before, to give you time to troubleshoot if you encounter any unexpected issues.

All of these steps have been covered during this course, so if there is something you're not sure about, you can check back.

1. Make sure your ethernet cable is connected and your WIFI is turned off.
2. Connect your interface (microphone and headphones).
3. Log in to Source-Connect.
4. Check the port status is showing 'open'.
5. Set your inputs and outputs to your interface. The input should be your microphone and the output your headphones.
6. If you need to add a contact, hit the "Manage Contacts" button and search for them by username on the online dashboard.
7. Open Q Manager if your studio asks you to, and leave it running in the background.
8. Make sure your sample rate is the same as the person you are connecting to.
9. If you are recording a backup, ensure that the sample rate in the recording program is also the same as the connection sample rate.
10. Select your contact and click the "Connect" button at the top.