Information for

Visiting Organists

*Please scan the QR code above
to access the instructions online.*

St Stephen's Uniting Church, Macquarie St, Sydney

VISITING ORGANISTS

Information on how to use the St Stephen's organ

(Please contact Mark Quarmby on 0413 166 803 or
mark@ssms.org.au for further information)

Opening and turning on the organ

1. Lift up and gently roll back the cover.
   The cover should not be locked.
2. Lift up the music desk until it snaps into place magnetically.
3. Turn the organ on by turning the key under the Great stops
   from 3 o'clock to 6 o'clock.

Please note these stops are not working:

1. Choir Open Diapason 8' is yet to be installed.
2. Choir Harmonic Piccolo 2' is yet to be installed.
3. Choir Tierce 1-3/5' is yet to be installed.
4. Choir Larigot 1-1/3' is yet to be installed.
5. Choir Dulciana Mixture 12.15 is still being voiced.
   Use with caution, particularly if playing in the top octaves.
6. No Tremulants work - yet to be installed.
7. The Swell Flute Celeste is currently playing the old Twelfth 2-2/3'.
8. There are no pipes present for the top octave of the
   Swell Clarion 4' - yet to be installed.
9. Blank stops are not connected

Divisional Memory

There are 10 memory levels available which can be selected by rotating the numbered dial knob below the Choir stops. Levels 5 - 10 are available for visiting organists although levels 1 - 4 can be used but not changed.

Level 1 has service playing registrations using the SCOPE function.

Level 2 has service playing registrations without SCOPE.

Level 3 is for the Organist.

Level 4 is for the Organ Scholar.

Levels 5 - 10 are for visiting organists.

Please do not change settings on any level which is locked. After you have set up your pistons, please lock your level and then unlock it when you have finished with it. Please see page 4 for how to lock and unlock memory levels.

Pistons are set in the usual way by drawing the respective stops, holding the SET piston in and then pushing in the piston you wish to set.

General Memory

There are 999 levels of General piston memory and each level has 12 pistons. To scroll between one level and the next, push the left hand up or down arrows as required. Clear levels will have a 'C' showing next to the level number while locked levels will have an illuminated padlock icon. Alternatively, to see which levels are free (if the details have been entered), please scan this QR code or click on the link: **Organ Memory Levels.** You can enter your own details here to reserve memory levels for an extended period or just leave a note on the organ.

General pistons are set up in the usual way by selecting the stops you want, holding SET and pushing in the piston you wish to set. A red S lights up when setting a piston.

To CLEAR a General level, select the level you wish to clear, press SET and push CLEAR. To CLEAR any scoped settings on that level, CLEAR that level twice. A 'C' will appear next to that memory level number and the red light beside CLEAR will illuminate.

To COPY a General level to another General memory level, select the original level, hold SET and press COPY. Scroll to the new level, hold SET and press COPY again. The red light beside COPY will illuminate when copying memory levels.

Please note that CLEAR and COPY only work on the Generals. To clear or copy Divisional levels, these must be done manually, piston by piston. Any SCOPED Divisional pistons will need to be individually SCOPED back to their normal settings.

BLIND CHECK is used to see which stops are set on the Tutti piston. Push the Blind Check button and then push Tutti and all the stops which are normally 'blind' will come out. Remember to turn off Blind Check when playing.

Locking the memory levels

There are two memory locks, one for the General memory levels and the other for the Divisional memory levels. Each has its respective key lock beside its memory level adjustment controls.

To lock a level, twist the key to the right and release it. For the General memory, a padlock icon will illuminate in the display panel and an 'L' appears to the left of the General level number. For the Divisional memory, a little red light beneath the key will turn on.

To unlock a level, twist the key to the right and release it. For the General memory, the illuminated padlock icon will turn off and the 'L' will vanish. For the Divisional memory, the little red light will turn off.

Please do not unlock memory levels that other organists have locked.

Scope Function

The SCOPE function allows any stops and couplers to be set on any piston. In the case of Divisional pistons, this means being able to set stops and couplers not associated with that Division (like a General piston). An example is if you want to play a Trumpet solo on the Choir while accompanying on the Great, and the Swell and Choir are already coupled to the Great. You can SCOPE a Choir piston to bring on the Choir Trumpet and turn off Choir to Great and Choir to Pedal at the same time. Likewise, you can also restrict stops from being set on a General piston by using SCOPE. Some examples of this could be to create more Divisional pistons by using some of the Generals or to turn the General toe pistons into Swell toe pistons.

If you wish to use this facility, draw all the stops you would like to have available on a given piston, then hold both SET and SCOPE (this piston is located just to the right of the SET piston) and push the piston you want these stops to work on. Release all the pistons and then use the SET piston in the normal way to set all those stops on that piston.

If you set just one stop on a piston using SCOPE, it will become a reversible piston. An example may be setting the 4' Flute to go on and off by repeatedly pushing the same piston.

If you wish to see which stops have been previously set on a scoped piston, hold the SCOPE piston in and push the piston required. Those stops which are available to be set on that piston will come out.

Sequencer

The sequencer scrolls through the General pistons in order and once piston 12 has been reached, it will continue onto piston 1 on the next memory level. Please make sure if you are using more than 12 General pistons in your sequence that you select several adjacent memory levels which are not being used currently.

Inserting a step

If you wish to insert a registration step into an already set up sequence, scroll through to the piston number before where you wish to insert a step, hold SET and push the top right hand button with the arrow pointing down (INSERT). An 'a' should appear along side the number of the previous piston used. You can insert up to 8 steps between each exisiting General piston, 'a - h'.

Pushing that number piston several times will scroll through the inserted levels. For example, 1-1a-1b-1c etc depending on how many steps you inserted at that point. When the correct step is showing on the display, select the stops you wish to set, hold SET and push the piston (in this example, General 1).

1. Press or step to the point where you wish to insert a step (this example uses Level 1, General 1)

2. Hold SET and press the INSERT button to add an Insert '1a'.

3. Press the General 1 piston and the system will now cycle through each inserted step on General 1 including General 1 itself. ie. 1-1a-1b…1

Deleting an inserted step

To delete an inserted piston, select the inserted step you wish to delete, hold SET in and push the bottom right button with the waste paper basket on it (DELETE). The inserted step is now deleted.

Skipping Generals

If you want to skip a General piston from your sequence, select the General you wish to skip, hold SET in and push the bottom right button with the waste paper basket on it (DELETE). An 'S' will be displayed next to the General piston number showing that that General piston is 'skipped' and will be passed over by the sequencer.

A skipped General is only skipped while progressing through the sequence, you can still use that General by pressing the physical General piston.

To return a 'skipped' General piston to the sequence, simply 're-delete' it and it will return to the sequence.

Changing the settings on an Insert

1. Press the General piston related to your Inserted step until the desired Insert appears on the display.

2. Hold SET and press the General piston again to save the new setting onto that inserted step.

Leaving the organ

When leaving the organ, please make sure you have locked the memory levels you have used and leave a note at the console indicating which levels you are using.

Turn the organ off by rotating the key under the Great stops from 6 o'clock back to 3 o'clock. Gently fold the music desk down and pull the roll-top cover down over the keys. Please do not lock this cover.

TOTAL RECALL

This is not to be used by visiting organists.

USB socket

Please note this is not for charging devices. Please do not touch. Devices can be charged by using the chargers in the power points by the left of the console. Cables can be found in the box under the shelf. Please return when finished. This USB socket is only for backing up and restoring the organ's computer system using the control panel immediately to the right.

Backup Level - backs up the current level's data to the USB drive

Restore Level - restores the current level's data from the USB drive

Backup Library - backs up all levels and settings to the USB drive

Restore Library - restores all levels and settings from the USB drive

The Backup/Restore system may work with other USB sticks, but the supplied USB sticks will have been formatted [MS-DOS (FAT16)], tested and checked for full compatibility, and are therefore more reliable.

To Backup a Level

1. Plug your supplied USB drive into the USB socket on the console.

2. Select the memory level you wish to backup.

3. While holding the SET button in, press and hold the Backup Level button for approximately one second. Release both buttons.

4. Wait for the system to backup your data. The display will count down from 9 to 1 while the system is in operation. A single level should take no more than half a minute to complete before the memory level display returns to normal.

To Restore a Level

1. Plug your supplied USB drive, to which you have previously backed up a level, into the USB socket on the console.

2. Select the memory level you wish to restore to.

3. While holding the SET button in, press and hold the Restore Level button for approximately one second. Release both buttons.

4. Wait for the system to restore your data. The display will count down from 9 to 1 while the system is in operation. A single level should take no more than half a minute to complete before the memory level display returns to normal.

To Backup a Library (all data on all levels)

1. Plug your supplied USB drive into the USB socket on the console.

2. While holding the SET button in, press and hold the Backup Library button for approximately one second. Release both buttons.

3. Wait for the system to backup your data. The memory level display will indicate that the system is backing up. A green line on the far right of the display will rotate while the system is in operation. This will take about 20 minutes to complete before the memory level display returns to normal.

To Restore a Library (all data on all levels)

1. Plug your supplied USB drive, to which you have previously backed up all levels and data, into the USB socket on the console.

2. While holding the SET button in, press and hold the Restore Library button for approximately one second. Release both buttons.

3. Wait for the system to restore your data. The memory level display will indicate that the system is backing up. A green line on the far right of the display will rotate while the system is in operation. This will take about 20 minutes to complete before the memory level display returns to normal.

Last updated 4 February 2022