

Guide to Using UCC Theatre AV System

Sound System



To turn on the sound system:

- Reach to the back of the mixer and flip on the “ON” switch. The mixer is on the table and it is what you will use to adjust the volume.
- In the right corner of the room, there is a cart with a gray box. That is the equalizer, which is the system with two round, gray buttons. Press the two biggest round gray buttons to turn it on.
- Then, always make sure that this is the LAST of the three to be switched on. Reach down to the bottom of the cart where a white sticker says “SWITCH ON AMPLIFIERS LAST” and turn on both red switches.

NOTE: these are the only three systems that need to be turned on to be able to have audio. The other buttons on the cart will not make a difference in the sound being produced, so leave them off.

To turn off the sound system:

- Turn off the amplifiers in the bottom right of the cart.
- Press “A” in the top right corner of the mixer to reset the settings to DEFAULT.
- Turn off the mixer.
- Turn off the equalizer.

Microphone



To hook up the microphone:

NOTE: the microphone will be set up in Channel 1, so use the first column and its knob to adjust the sound for the microphone.

- Make sure that the master volume column is at 0, and is turned on. This is the red knob found on the very left side of the mixer. Make sure that the button above the column that says “ON” is lit up orange.
- To adjust the sound coming from the microphone, go to the Channel 1 column and adjust the knob to around 0. Adjust the knob downward if 0 is too loud. The microphone should NOT be much louder than the 0 mark on the volume column.
- Make sure that the “on/off” switch on the microphone is switched on to have audio.
- When adjusting the volume, also be sure that the “ON” button on the mixer is lit up orange. Otherwise no sound will be produced from the speakers.
- Once you have found a desired volume for the microphone, the “on/off” switch can be turned on and off without making any changes to the volume established on the sound mixer.

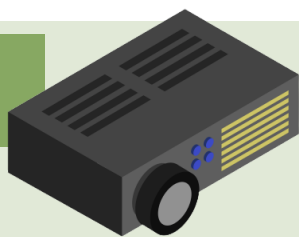
Computer/Phone Sound



To play sound through a computer or phone:

- Take the auxiliary cord/headphone cord plugged into the sound mixer and plug it into the auxiliary port on your computer, or into the adapter if a phone is being used.
- Once that is plugged into the computer, the volume can be controlled by a circular knob located at the top left corner of the sound mixer. The knob is labeled “aux/computer”.
- Make sure the “ON” button is lit up orange.

Projector



To turn on the projector:

- Use the white remote located in the sound booth.
- Press the “ON” circular button located in the top left corner of the remote.
- When pressing this button, aim the remote outside of the sound booth window and point it at the white projector box near the ceiling.
- When the projector has turned on, a small green light will flash.

*Optional Step - Lowering the projector screen:

- To lower the projector screen, head over to the right side of the stage (looking at the stage from the booth), or stage left.
- Go behind the black wall on the right side of the stage. Next to the white light switch, there is a separate switch with three bottoms on it that say “UP” “STOP” and “DOWN”.
- To lower the projector, press “DOWN” until it is lowered to the desired height, then press “STOP”.
- To lift it, press “UP” until it is lifted all the way, then press “STOP”.

NOTE: the projector can still be used without lowering the projector screen.

Computer projection:

- To project from a computer, take the HDMI cable from the left corner of the desk and plug it into the HDMI port of the computer.
- Check to make sure that the input of the projector is HDMI 1. To switch to HDMI 1, press the button that reads “HDMI 1” on the remote.
- Also, be sure to check that the projector is on the correct source. Press the “SOURCE ” button on the remote to switch between sources.

To turn off the projector:

- Once the projector is no longer needed, use the white remote control that was used to turn on the projector.
- In the top left corner next to the “ON” power button, there is a rectangular “STANDBY” button, which is what will turn the projector off.
- Point the remote out of the sound booth window and at the projector, then press the “STANDBY” button.
- A white rectangle should pop up on the screen. When that shows up, press “STANDBY” again to turn off the projector.