

WINCH CONTROLLER

Operation Instructions

The new controls buttons to operate the height of the microphones are:

- Standby = ceiling height
- Set #3 = Mid point/height
- Set #2 = Lowest height

#NB: Signs with this information will be posted next to the controllers next week.



AV TRAINING – Recording Systems

East Recital Hall, Sydney Conservatorium.
Tuesday, February 27, 2007.

Presenter: Peter Loxton (Technical Officer)

Overview: To provide you with the skills to operate the recording systems.

Content:

- A. Presentation on the recording system and its components.
 - B. Demonstration of recording system.
 - C. Staff to trial the systems with technical support on hand.
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Components:

The recording system consists of three components:

- A. The Winch System (includes fixed microphones).
 - B. The Pre-Amp (sets the volume level of a recording).
 - C. The CD/DVD Recorder (records the audio).
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A. The Winch System:

The winch raises and lowers the fixed microphones to a predetermined height, depending on which option you chose (one of three).

Control location:

The controls for this system are located at the back room, off the side of stage, next to the controls for the acoustic curtains.

How to operate:

A plastic cover restricts users to a handful of buttons: 1) Power, 2) Memos 1-3, 3) Start and 4) Emergency Stop.

To operate the system, following these steps:

1. Turn the unit on by pressing the power button.
2. Chose the microphone height by pressing Memo 1 2 or 3.
3. Commence this process by pressing the flashing start button.
4. In an emergency, press the emergency stop and seek assistance.

Choosing the right height:

Memo buttons 1-3 allow to user to choose the recording height and in-turn, type of recording they will end up with. (These heights are set by technical staff with consultation from acoustic professionals.)

- Memo #1: Stored height (ceiling level) when not in use
 - Memo #2: High recording level (overall, ambient sound)
 - Memo #3: Low recording level (close, sensitive sound)
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B. The Pre Amp Unit:

This unit provides the appropriate high quality signal from the microphones.

Location:

This unit is stored in the lectern system but doesn't require interaction with this system. As long as there is power to the touch screen, the Pre Amp is on.

Controls:

The few controls on the face of the unit are as follows:

- **Power:** The switch turns power on and off with the light indicting this.
- **Volume knobs:** Two large knobs that control the audio levels of the left and right microphones.
- **Phantom Power:** Located to the right of the volume knobs, it is required to be on with the supplied microphones (will not work if it's off).
- **Gain Buttons:** Located to the right of volume knobs and labeled A and B, these buttons boost or reduce the amount of gain (volume) sent to the CD/DVD recorder unit.
- **Signal Indicators:** Located towards the top and labeled SP and OL, these indicate audio levels traveling through the unit. SP flashed green when an approximate good level of audio is being received. OL flashes red when the audio levels are too high.

How to use:

Setting the recording level is the most important step in the recording process. This needs to be done in conjunction with the CD/DVD Recorder Unit. See instructions at the end of these notes.

C. The Recording Unit:

This unit records the audio that is received by the microphones and Pre Amps.

Location:

This unit is stored in the lectern system but doesn't require interaction with this system. As long as there is power to the touch screen, the Pre Amp is on.

Choosing the right media:

<u>CODE</u>	<u>REC TIME</u>	<u>RE-WRITABLE</u>
• CDR	80 mins	No
• CD-RW	80 mins	Yes
• DVD	290 mins*	No
• DVD-RW	290 mins*	Yes

* Disc time = 290 mins with a maximum track length of 135 mins.

Controls:

- **Power:** Turns unit off and on.
- **Headphone input and volume control:** allows the user to monitor the audio recording.
- **Open/Close button:** Open and closes the CD tray.
- **Monitor button:** sends audio signal to the recording head, which is then visually indicated on the display panel.
- **Function buttons:** allows access to many functions via the display panel.
- **Operation buttons:** gives users control over the disc in use.
- **Remote Control:** provides users with an easier way to access the various functions and operations.

