

Contemporary Arts Center
Music Recording Studio
(CAC 1103-1104)

Beginner's Tutorial

Before You Begin:

Key and/or keycard access is needed to get into the xMPL space.

Key and/or keycard access is needed to enter the CAC recording studio (CAC 1103-4).

Access to the Google Calendar for the CAC Recording Studio is needed to schedule time in the space.

Powering On:

In recording room:

- Turn on lights.

In control room:

- Turn on lights.
- Use red key in left rack to turn on power for most devices. (Leave key in!!)
- Wait for all devices to power on (approximately 30 seconds)
- Open IsoBox (glass cabinet to the right of console).
- Press power button on Apogee Symphony I/O interface to turn it on.
- Press power button on Mac Pro to turn on computer.
- In top rack of IsoBox, locate the Monoprice video switcher.
- On the Monoprice switcher, press the Select button of Output A once and the Select button of Output B twice. Blue light of Output A should be on 1, blue light of Output B should be on 2.

Obtaining Mics and Equipment:

- Get yellow key off top shelf of IsoBox.
- Open large metal cabinet behind you.
- Get a microphone (a C414 condenser mic, for example).
- Get an XLR cable.
- Get a mic stand (to the left of the cabinet).

Setup Procedure:

In recording room:

- Set up microphone on mic stand.
- Connect one end of the XLR cable into mic.
- Connect the other end to the wall box jack labeled Input 1.
 - There are two boxes of input jacks. The one containing Inputs 1-8 is located low on the wall facing the xMPL space.

In control room:

- On Grace m802 preamp (in left rack of console desk).
- Use wheel to scroll to channel 1, push to select.
- Push 48V button to turn on phantom power if using a condenser mic.
- Verify by viewing the channel's level meter that you are receiving audio from the mic.
- Use wheel to adjust gain for channel 1 as needed.

To Start Recording:

- On the Mac, launch Pro Tools.
- Create a new session.
- Go to the top Pro Tools audio interface box 1 in IsoBox.
- Verify that input channel 1 is receiving audio (by viewing input level meters).
- Create a new mono audio track.
- Via menu, open Setup > I/O... window.
- Go to 'Input' tab and verify that there is a mono audio path (M) assigned to audio interface box 1, analog input 1. If not, create a new path by clicking 'New Path...'.
 • Click 'OK' when done.
- In edit view, set the input for the mono audio track you've created to the input associated with analog input 1.
- Enable recording for the track.
- Verify that the level meter in Pro Tools for that track is receiving the audio signal.
- In the Monitor area of the D-Command (located in the top right), make sure the master Mute button is off to hear the audio.
- Press the Record button in the Transport area to arm recording.
- Press the Play button to start recording.
- Press the Stop button to stop recording.

Listening to Playback Audio:

For sending audio to the speakers in the recording room:

- Turn on speakers in the recording room.
 - Flip the white switch on the wall outlet under each speaker.
- On the D-Command, in the Monitor area, in the STUDIO strip...
- Press the Studio LS button.
- Press the On button to enable sending audio to the recording room's speakers.
- The Assign TB button should be on to send the talkback signal.
- Adjust the level of the signal using the encoder knob.
- Make sure the to turn off the On button if you don't want to send audio while recording.

For setting up the Furman headphone units.

- Take a Furman headphone unit from the metal cabinet.
- Take one blue and one grey ethernet cable from the metal cabinet.
- Take a headphone from the metal cabinet.
- Take a mic stand if you want to mount the Furman unit on it.

In the recording room:

- Go to the wall unit with audio inputs 1-8.
- View the headphone jacks in the bottom right of the panel.
- Connect one end of the blue ethernet cable into the jack labeled blue, the grey cable into the jack labeled grey.
- Connect the other end of the cables into the Furman headphone unit (blue and grey, respectively).
- Connect headphone to unit.
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For sending audio to the headphone units in the recording room:

- On the D-Command, in the Monitor area, in the STUDIO strip...
- Press the Cue 1 In button.
- Press the On button to enable sending audio to the Furman headphone unit.
- The Assign TB button should be on to send the talkback signal.
- Adjust the level of the signal using the encoder knob.
- Adjust the headphone volume level using the master stereo level knob on the Furman headphone unit.
- Submixes correspond to Protools channels B-5, B-6, B-7, B-8 (use "Sends" in Protools)
- The headphone units can be chained in any order and they will all receive the same audio. The level of each submix is controlled directly on the Furman headphone unit.

When You're Done:

In control room:

- Set master Mute button in Monitor area of D-Command to on.
- On Grace m802 preamp, turn phantom power off for all channels (no channel should be showing '48V' indicator).

In recording room:

- Turn off switches for speakers.
- Disconnect microphone cables.
- Disconnect headphone unit cables (blue and grey).
- Put headphones, headphone unit, cables for headphone unit back in metal cabinet.
- Put microphones, mic cables back in metal cabinet.
- Put mic stands back in control room.
- Lock metal cabinet.
- Put yellow key back on the top shelf in the IsoBox.
- Close IsoBox.
- Shut down the computer using the Shut Down... command in the Apple menu.
- Turn off master power using red key (remember there is a delay when the power goes off).
- Turn off lights in control room.
- Turn off lights in recording room.

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