General Studio Usage

Quick Start Guide



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ATTENTION This document is for reference only, and it is **not a training manual**. Users of these studios must take the relevant courses covering their setup and usage.

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Do not unplug or rearrange power cables or audio cables without resetting them to their Zero Setting at the end of your session. If a cable is not specified in the Zero Setting, take a picture of it so you can reset it.

Startup

Do in exactly this order to avoid causing damage to the speakers

1. Turn on ZEDi-10 Mixer
2. Turn down main mix slider all the way and plug in mics or line devices
3. Turn on speakers/amps
4. Configure routing on computer (if relevant)
5. Turn main mix slider back up slowly to desired volume while playing sound through the mixer

Shutdown / General Zero Setting

Do in exactly this order to avoid causing damage to the speakers

1. If you haven't already, restore studio-specific Zero Setting as defined on the TIMARA Wiki (tinyurl.com/ycyutwae) (also should be posted inside space)
2. On general use mixer, turn down main mix slider to 0 and zero out EQ and reset mixer parameters you may have changed
3. Close all software and **Logout of Studio Computer** (if relevant)
4. Erase Whiteboard (if relevant)
5. Return any chairs or other furniture that you brought into the studio to their original homes
6. Return any items borrowed from supply closest to the correct bin or hook
7. Check space for personal items and trash and recycling and remove items from the studio.
8. Turn off TV and lights

Zero Setting

Zero Setting is how the space should be configured and arranged when not in use. It sucks to walk into a space where everything is a mess and nothing is working. Help Abby and your fellow peers by restoring spaces to their Zero Setting. A complete Zero Setting guide should be posted in every room and is also available on the Wiki (tinyurl.com/y8toeucb).

Changelog

June 4, 2020	**V1.0**	Created Documentation