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Bill Toppin Room

Equipment is located in the first cupboard outside the Toppin Room doors next to the stage.

Note: remember to lock the cupboard upon completion of the event.

Note: most staff at Hutchins have key

Audio

Turning on
1. Turn on amplifier using switch on far right of device.
2. Turn both dials on amplifier clockwise until maxed.
3. Check that ALL faders on mixing console are down.
4. Plug in Mic/PC/Etc. to patch panels in Toppin Room.
   Note: plug the Microphone into socket 1 and the PC into the 3.5mm socket.
5. Set the “Main Mix” faders to unity (this is the bottom of the white tape).
6. Set the volume of individual inputs by raising the corresponding fader.
   Note: it is helpful to have sound playing through the input to know where to set it.
   Note: if you hear a ringing sound immediately reduce the volume of the input.

Turning off
1. Turn all faders down.
2. Turn both dials on the amplifier counter-clockwise to the off position and turn the power switch off.
3. Unplug the microphone and lead, returning it to the cupboard.

Equipment readily available
   1x Shure Sm58 microphone
   1x XLR mic cable
   1x 3.5mm audio cable
   1x Mic stand with Sure Sm58 mic clip
   2x EV speaker (built-in)
   1x EV amplifier (rack mounted)
   1x Behringer mixing console (rack mounted)

Visual

Turning on
1. Using the remote stored inside the cupboard turn on the projector using the red power button.
2. Plug the VGA cable into the wall socket located at the back of the stage and the corresponding socket on your device.
   Note: some adapters are available from IT Services if your device does not support VGA.
3. If your device does not automatically display try editing it’s settings
   a. On a Microsoft Windows computer press $+$ until either duplicate or extend desktop is selected.
   b. On Apple OSX go to preferences select displays and select either duplicate or extend desktop.
Turning off

1. Using the remote press the power button and follow any instructions displayed on screen.
2. Unplug cable and return equipment to the cupboard.

Equipment readily available

1x Projector (built-in)
1x VGA cable

Lighting

Not Available

XLR inputs 1-4.
Tip: plug microphone into socket 1.

3.5mm input and VGA input.
iPod/PC connections

Dial A and B control volume of the system.
Tip: set both to full.

Faders 1-4 represent XLR inputs 1-4.
Fader 5/6 represents 3.5mm input.
The two “Main Mix” faders control overall volume left and right speakers respectively.
**Burbury Boarding House Dining and Games Room**

Equipment is located in the cupboard inside the main Burbury Boarding House Office/Reception

Note: remember to lock the cupboard and office upon completion of the event.

**Audio**

**Turning on**
1. Plug XLR cable into socket on wall in dining room and connect microphone.
2. Plug in the RCA to 3.5 cable into the socket on wall in dining room and connect laptop/iPod.
3. Turn on power button.
4. Turn on Radio Mic’s- Small power button left side. Then Switch on radio mic.
5. Select the area you would like to use E.g. Dinning, Games or Both. Then turn up Master Volume to Full
6. Turn up volume for each mic that is required. Talk into the mic as you turn it so you can hear it when it works.

**Turning off**
1. Turn all settings to zero and power down the amplifier.
2. Disconnect all cables, returning equipment to the cupboard.

**Equipment readily available**
- 1x 5 Channel Amp (Rack mounted)
- 1x XLR mic cable
- 1x RCA to 3.5mm cable
- 1x AKG microphone
- 1x Mic stand with Sure Sm58 mic clip
- In-roof speakers
- 2x AKG wireless microphones
- 2x AKG wireless receivers (Rack mounted)

**Visual**
Not Available

**Lighting**
Not Available
Terence Butler Auditorium

Equipment is located in the Tech Box at the back of the Auditorium.

Note: remember to lock the Tech Box upon completion of the event.

Note: only trained and authorised personnel are allowed in the Tech Box.

Audio

Turning on

1. Turn on mixer at back of device.
2. Turn on the PowerPoint closes to the door with the white power cord plugged in.
3. Wait for rack to fully power up.
   Note: if you listen carefully you can hear a click as the compressor finishes start up.
4. Turn on power switch labelled speakers.
5. Plugin and patch any microphones and other inputs.
   Note: there are multiple ways to patch this system.
   - Straight into the mixer
   - Via one of the three in stage boxes. Terminates at Tech Box.
   - Via one of the two patch bays behind the proscenium wall. Terminates at Tech Box.
6. Set the Master Left and Master Right Faders to unity (0).
   Note: These are the two left most red faders out of the three.
7. Slide the faders corresponding to your patch up to a suitable level.
   Note: high volume levels even for the briefest of time can cause long term hearing damage.
   Note: rarely will the fader ever need to go above unity (0).
   Note: if there is no sound coming through the speakers try the following likely causes:
   - The channel may be muted – check that there is no red lights above the channel’s fader or either of the master faders.
   - The input volume may be too low – check sound is playing and try increasing the gain by turning the knob at the top of the channel clockwise.
     Note: do this slowly as volume will increase greatly.
   - Check if the input requires phantom power (48V). - This is controlled by the button at the top of the channel.
     Note: Condenser microphones require phantom power.
     Note: If in doubt turn it on. UNLESS you are using ribbon microphones these are rare but phantom power will damage them!

Turning off

1. Turn all faders down.
2. Turn off speakers via the switch on the wall.
3. Turn off audio rack.
4. Turn off mixer at back of console.
5. Reset system patch.
6. Return equipment to Tech Box.
Equipment readily available

- 1x Shure Sm58 microphone
- 2x Shure wireless Sm58 microphones
- 4x Shure Sm93 microphones
- 4x Shure WcB6 headset microphones
- 4x Shure ULX D1 wireless transmitters
- 1x Shure Gooseneck microphone
- 1x Powered lectern
- 1x Lectern power supply
- 1x Lectern light
- 2x AKG 3000 microphones
- 3x XLR mic cable
- 1x Dual core XLR cable
- 1x 3.5mm to 6.5" cable
- 1x 3.5mm to RCA cable
- 1x 3.5mm audio cable
- 1x Mic stand with Sure Sm58 mic clip
- 2x Mic stand with no clips
- 4x Mackie speakers (built-in)
- 1x Shure ULX D4 wireless receiver (rack mounted)
- 1x Dual Channel Compressor (rack mounted)
- 1x Dual Channel Equaliser (rack mounted)
- 1x Dual bay CD player (rack mounted)
- 1x 8 core multicore
- 1x 20x4 core multicore

Visual

Turning on

1. Connect device using VGA cable supplied.
   Note: by default this should be connected to the computer located under the desk.
2. Using the touch panel located in the centre of the Tech Box desk select the input from the options available.
   Note: Selecting an input from the main screen will lower screen and turn on projector automatically.
   Note: There are four available options
   - Tech Box
   - Video (Blu-ray player)
   - Stage Box 1 - stage left (Junior School side)
   - Stage Box 3 - stage right (Middle School side)
3. If your device does not automatically display try editing it's settings
   - On a Microsoft Windows computer press $$+P$$ until either duplicate or extend desktop is selected.
   - On Apple OSX go to preferences select displays and select either duplicate or extend desktop.
4. You can swap inputs at any time but selecting the input on the panel.
5. You can manually put the screen up or down via the panel.
6. You can blank the screen in PowerPoint or Keynote by clicking the “B” button on your keyboard.

Turning off
1. Using the touch panel located in the centre of the Tech Box desk select the “Shutdown” option on the main screen.
   Note: This will turn off the projector and raise the screen.
2. Unplug device returning equipment to the Tech Box.

Equipment readily available
- 1x Projector (built-in)
- 1x Desktop computer (windows)
- 1x VGA cable
- 1x CAT5e Ethernet cable
- 1x Blu-ray player (rack mounted)

Lighting

Turning on
1. Power on the lighting console using the power button on the front of the device.
   Note: the device will power up and launch into the required application automatically. Continue with the next step while this takes place.
2. Power on the dimmer racks by flicking the switches on all three-phase power outlets.
   Note: the dimmer racks are located behind the proscenium wall stage right (Middle School side).
   Note: an orange indicating light will turn on.
3. By now the desk should be fully operational.
4. If you wish to have the moving lights on you must now click the following buttons on the desk itself in the following order: “group” “1” “enter” “about”.
   Note: “group” “1” “enter” will select all Martin moving lights.
5. Using the mouse double click the “Lamp On” option on screen.
   Note: if the desk asks for confirmation in the command line on screen press enter on the desk or keyboard.
6. Hold down the “Fader Control” button on the desk until the fader desk’s built in screen.
7. If the screen shows “Channel Control” in the bottom right hand corner release button. If not press the button below where it displays “Sub Control”
   Note: this ensures that pre-set scene sub-masters are loaded to the faders.
8. Slide the “Master Fader” to 100%
9. Using the other faders you can now operate different pre-set lighting scenes

Turning off
1. “1” “Thru” “5000” “At” “Out”
2. “At” “Home”
3. “Group” “1” “Enter”
4. Using the mouse double click the “Lamp Off” option on screen.
   Note: if the desk asks for confirmation in the command line on screen press enter on the desk or keyboard.
5. Power off the dimmer racks by pressing the yellow circuit breaker on all three-phase power outlets.
Note: the dimmer racks are located behind the proscenium wall stage right (Middle School side).
Note: an orange indicating light will turn off.
Note: this ensures power to the lights is quick and clean reducing risk of damage.

6. On the lighting desk click “live” and then “displays”.
7. Using the mouse select “power off console” and confirm when prompted.

Note: Do NOT turn off/ unplug screens or desk as it will scramble screen settings.

Equipment readily available
- 1x ETC ION lighting console
- 1x ETC ION fader wing
- 2x Display Monitors
- 2x DVI cable
- 3x IEC leads (Jug plugs)
- 1x Digital dimmer rack
- 2x Dimmer rack
- 2x Martin Mac 250 profiles
- 2x Martin Mac 250 washes
- 4x Martin Mac 300 washes
- 4x RGB LED
- 4x RGB LED
Conference Centre
Equipment is located in the box on the front wall.

Note: remember to lock the box upon completion of the event

Note: keys are available from reception.

Audio

Turning on
1. Using the supplied 3.5mm audio cable plug in device
2. Turn on projector using labelled button on control panel in the box.
   Note: the projector must be on for the speakers to work.
   Note: volume is controlled via labelled buttons in box.

Turning off
1. Turn off projector using labelled button on control panel in the box.
2. Disconnect device.
3. Return cables to box.
   Note: remember to lock box when event is complete.
   Note: please return keys to reception.

Visual

Turning on
1. Connect device using the supplied VGA cable.
2. Turn on projector using labelled button on control panel in the box.
3. If your device does not automatically display try editing it’s settings
   a. Click the “PC” button on the control panel in the box.
   b. On a Microsoft Windows computer press ¥+P until either duplicate or extend desktop is selected.
   c. On Apple OSX go to preferences select displays and select either duplicate or extend desktop

Turning off
1. Turn off projector using labelled button on control panel in the box.
2. Disconnect device.
3. Return cables to box.
   Note: remember to lock box when event is complete.
   Note: please return keys to reception.

Equipment readily available
1x Projector (built-in)
1x Projector screen (built-in)
1x VGA cable
1x 3.5mm Audio cable
2x Speakers (built-in)

Lighting
Not Available
Max Darcey Trophy Room

Equipment is located in the box on the wall near the trophy cabinet.

Note: remember to lock the box upon completion of the event

Note: keys are available from reception.

Audio

Turning on
1. Using the supplied 3.5mm audio cable plug in device
2. Turn on projector using labelled button on control panel in the box.
   - Note: the projector must be on for the speakers to work.
   - Note: volume is controlled via labelled buttons in box.

Turning off
1. Turn off projector using labelled button on control panel in the box.
2. Disconnect device.
3. Return cables to box.
   - Note: remember to lock box when event is complete.
   - Note: please return keys to reception.

Visual

Turning on
1. Connect device using the supplied VGA cable.
2. Turn on projector using labelled button on control panel in the box.
3. If your device does not automatically display try editing it’s settings
   a. Click the “PC” button on the control panel in the box.
   b. On a Microsoft Windows computer press $\text{Ctrl} + P$ until either duplicate or extend desktop is selected.
   c. On Apple OSX go to preferences select displays and select either duplicate or extend desktop

Turning off
1. Turn off projector using labelled button on control panel in the box.
2. Disconnect device.
3. Return cables to box.
   - Note: remember to lock box when event is complete.
   - Note: please return keys to reception.

Equipment readily available
1x Projector (built-in)
1x Projector screen (built-in)
1x VGA cable
1x CAT5e Ethernet cable
1x 3.5mm Audio cable
2x Speakers (built-in)

Lighting
Not Available

Last Updated By: Jack Pereira
Turbo Rig

Audio
Equipment is located in the cupboards outside the Toppin Room.

Note: keep these cupboards locked at all times.

Note: lights in the cupboard are on a motion sensor and will turn on and off automatically.

Turning on

Turning off

Equipment readily available
Visual
Not Available
Lighting
Not Available
Sports PA
Equipment is located in the cupboards outside the Toppin Room doors next to the stage.

Note: remember to keep the cupboards locked.

Note: most staff at Hutchins have key

Audio
Turning on
1. Turn all amplifier settings to off or 0 (zero).
2. Plug two of the speakers into the back of the amplifier using the 6.5 to Speakon cables.
3. Plug the remaining two speakers into the first set of speakers using the two Speakon to Speakon cables.
4. Plug the power into the back of the amplifier using the IEC cable.
5. Plug the XLR into the back of the amplifier and connect it to the microphone.
6. Turn the master volume to about halfway.
7. Set the volume of individual inputs by turning the corresponding knob.
   Note: it is helpful to have sound playing through the input to know where to set it.
   Note: if you hear a ringing sound immediately reduce the volume of the input.

Turning off
1. Turn all settings to zero and power down the amplifier.
2. Disconnect all cables, returning equipment to the cupboard.

Equipment readily available
1x Behringer 5 Channel Amp
1x IEC cable (Jug Plug)
1x Short Speaker Lead – 6.5 to Speakon (Amp to Speaker)
1x Long Speaker Lead – 6.5 to Speakon (Amp to Speaker)
2x Long Speaker Leads – Speakon to Speakon (Speaker to Speaker)
1x Long XLR mic cable
1x RCA to 3.5mm cable
1x SM58 microphone
1x Long power extension lead
1x 4 Port power board
1x Mic stand with Sure Sm58 mic clip
4x Speaker stand
4x Speakers

Visual
Not Available

Lighting
Not Available
One of the Speaker Cables is longer than the other one. So place Mixer/Amp closer to one Side of the Speakers.

The Links Between the Speakers are Speaker to Speaker. Doesn’t really matter which Plug they go out and in off the back.

This is what the cables look like from Mixer/Amp to Speakers.

This is what the cables look like for between the speakers.

XLR Cable for Mic

RCA to 3.5mm Jack
FRONT OF MIXER/AMP

REAR OF MIXER/AMP
Contacts

AVL Bookings and Support
For bookings please supply the following information:

- Event Name
- Staff Member in Charge
- Location
- Time, Date and Duration of Event
- Audio Requirements
- Lighting Requirements
- Visual Requirements (Projectors/displays etc.)

Email: Helpdesk@hutchins.tas.edu.au
Extension: 325

AVL Technician
Mr. Ryan Lynch
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Extension: 325
Office: IT Services – Nettlefold Library

Contractors and Casuals
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