

The Experimental Media and Movement Arts Lab (EMMA)

Using the EMMA Lab

Curtains, Scrim and Rear Projection Screen

Curtains on the track

There are two handles with hooks that are used to pull the curtains around the space, please be careful not to step on the curtains while pulling. Having two people on each end is the best way to move the curtains and scrim around the track, although it can be done with one person. The grey curtains only go around the outer walls of the space. The RP screen and the scrim go around and over the marley floor.

Moving the Curtains

First make sure that there are no objects blocking your path. Often cameras, tables and carts are in the way. Do not touch the curtains with your face or hands as oil and dirt from your skin will soil and damage the curtains. To move the curtains pull down on the locking ring at the end of the curtain to release it. Walk slowly and carefully around the space making sure to watch the curtain and where you are going. When the curtain is in the desired position release the locking ring. Do the same for the other side of the curtain. Getting too far away from locking rings when moving may cause the ring to slip back into a locked position. The larger curtains have extra rings marked by green tape on the pulleys, please use the rings as apposed to pulling on curtain or hooking onto pulleys themselves. When the curtains are in place put the hooks back on the wall next to the lightboard to prevent damage to the curtains.

Track Switcher

The black scrim, white scrim and rear projection screen can be configured in a variety of ways in the inner track. Use the track switcher above the downstage left corner of the stage space to get the correct screen into the space. Pulling down on the higher ring switches the track.

Modular Screens

There are two modular screens on stands that can be placed throughout the space. Please return the screens to the storage area after use.

Sound System

Using The Sound System

- ❑ Before using the sound system remove protective cover and make sure the speaker cables are plugged into the sound cart. Make sure all sliders are at 0 before turning on the system.
- ❑ Turn on Main Power first. The main power is a red switch on the upper right side of the top rack.
- ❑ Allow a few seconds for the system to power up then turn on the amps. The amps are the bottom two components in rack and can be identified by the labels Amp 1 left and Amp 2 right.
- ❑ Turn on CD player, if needed.
- ❑ Turn on Lights, if needed. Light switches are located on the right and left side of top component. A dimmer is located on the left side.
- ❑ The soundboard has 8 mono outputs and 2 stereo outputs.
- ❑ Computers and other mini or RCA devices can be plugged into DI boxes. There are two DI boxes plugged into channels 7 and 8 and 9/10 (DI boxes have 10ft cables and can be pulled out of the sound rack. Longer cables are available.
- ❑ Microphones should be plugged into one of the 8 Mono channels.
- ❑ Line feeds for video cameras can be plugged into any available jack usually 1-6 or they can be plugged into the DI Boxes.
- ❑ After your media is running, bring the master volume up to 0. The master volume is a red slider on the right side of the mixer. Then slide the input sound up to the desired level.

Turning Off Sound System

- ❑ Make sure all sliders are at 0.
- ❑ Turn off the amps, then turn off the main power.
- ❑ Unplug the DI boxes from computers or other peripherals.
- ❑ Unplug microphones or other devices from mono channels.
- ❑ Place protective cover over the sound cart.

Theatrical Lighting

Operating the light board

- ❑ Remove protective cover.

- ❑ Power up light board by turning the key to the on position.

- ❑ If monitor does not turn on, check the power switch for monitor under the front of the monitor screen.

- ❑ Make sure the Grand Master is turned all the way up to 10.

- ❑ Make sure stage is selected.

- ❑ Make sure multiscene is selected.

- ❑ Make sure normal is selected.

- ❑ On Scene X, sliders control individual lights. Submasters 1-6 are for systems of lights such as backlight, sidelight ect. Check magic sheet for individual lights and systems of lights.

Turning off light board

- ❑ Return all sliders to 0 and turn key to off.

- ❑ Replace protective covering.

- ❑ A manual for the Encore 48/96 Lighting control console is located in the file cabinet under the light board.

Programming the Light Board

Dimmers

There are 24 dimmers that lights can be attached to. A cable in the ceiling connects to the dimmer and a dimmer number is on the end plug of the cable. Plug the light into the dimmer cable and assign a channel to the light to operate it from the board. Dimmer numbers are set and cannot be changed. A dimmer can be assigned any number as its channel this is called a Patch. If you assign all of your blue down lights to channels 30-39 it makes it easier to know where those lights are and it does not matter which dimmer they are hard wired to.

Patch

Hit the patch key on the lightboard and that will bring up the Patch: By Dimmer screen. If it says Patch: By Channel hit the <S1> key to change it. Here you will see a list of dimmers and the channels that they are assigned to. You do not need to scroll because up or down because 28 of 96 possible dimmers will be shown and we only have access to 24 dimmers. To assign a channel to a dimmer hit the <dimmer> key near the number keys then hit the <@> key and finally enter a number for the channel. <dimmer> 24 @ 26 <enter> will assign channel 26 to dimmer 24.

Set Cues

Single Cue

Make sure the Stage screen is selected. Adjust the lights to the desired levels then hit <record cue>. Give the cue a number such as 100 then hit <time > enter the number of seconds you want for lights to arrive at the desired level and hit enter.

Note: If you do not select <time> the cue will be a manual cue, which must be adjusted by hand. *Note:* Cue 0 is always a black out and cannot be changed.

Delete Cues

Hit <Set up>

Hit <S9> Memory Options

Hit <S2> Clear items

Hit <S2> Clear Cues

Saving to Floppy Disk

Remember to save you work to a floppy disk. With stage selected. Insert a disk in the front of the light board and hit the S10 key and wait for the disk to write. Then remove the disk. Do this often when you are programming lights.

Operating House lights

A switch for house lights is on the right side of the light board (will need to plug in from cable on the wall labeled house lights).

Work Lights

Overhead florescent lights are located next to the door in the office area.

Hang and Focus

Hang and focus for performance should be done with the supervision of the EMMA GA. Currently there are 24 dimmers and 24 channels for lights in the EMMA space.

Side Lights

Side light can be put in the space on the floor with a wooden stand and connected to a dimmer in the ceiling.

Video Rack

Video Rack

The video rack contains a DVD player, a switcher, two scalers. You can plug multiple input and output sources into the video rack and assign them where to go.

Scaler

Takes a standard video signal, decodes it, and uses advanced digital signal processing technology to scale the image to the optimal or native resolution of a display device.

Circuitry that converts a video signal to a resolution other than its original format.

Scaling can involve upconversion or downconversion, and may also include a conversion between progressive- and interlaced-scan formats. A scaler can be built into a TV, HDTV tuner, or DVD player, or may be a standalone component.

<http://www.pricedrightllc.com/id30.html>

Switcher

A device which allows a selection between more than one source, such as: video cameras, VCRs, etc. In audio/video, switchers are a means of connecting an input source to an output device or a system. <http://www.pricedrightllc.com/id30.html>

Switcher

There are 4 VGA inputs and two scaler inputs. Using scaler 1 you can use component/RCA in, S-Video in, or DVD in. Scaler 2 you can use component/RCA in or S-Video in.

Scaler 1

There is 1 DVD input, 1 RCA input and 1 S-Video input for scaler 1. Only one signal at a time can be sent to the switcher.

Scaler 2

There is 1 RCA input and 1 S-Video input for scaler 2. Only one signal can be sent to the switcher at a time.

Outputs

There are 6 VGA outputs in the back of the video rack, which can be connected to monitors and projectors. Connect an output source (a projector or monitor) to one of the 6 VGA outputs on the back of the video rack. You can have up to 6 output sources but remember which port each is plugged into.

Freeze/Blank/Mute

Hit the freeze button to pause a DVD. Hit the Blank button to go to a blank screen and mute the sound. Hit the mute button to turn off the sound.

Audio

Connect the audio with the Line L out and Line R out RCA cables.

To Play a DVD

- ❑ Connect an output source (a projector or monitor) to one of the 6 VGA outputs on the back of the video rack. You can have up to 6 output sources but remember which port each is plugged into.
- ❑ Insert a DVD into the DVD player in the Video Rack.
- ❑ On scaler 1 under input selector hit the white button with the letters DVD so that it lights up red. It is also the component input.
- ❑ On the switcher (under the DVD player) hit the input 5 button, which is in the top row of numbered buttons. It will light up red.

Select an output source

- ❑ This will be one of the VGA ports where you plugged in your projector or monitor.
- ❑ You may have to look behind the video rack to see where your projector or monitor is plugged in.
- ❑ If your projector or monitor is plugged into VGA1 OUT select the 1 button from the bottom row of numbers on the switcher and it will flash green. Then hit enter.
- ❑ If you have more than one monitor or projector that you want to send the image to, select those as well.
- ❑ Other green lights may come on or as you hit the desired inputs, just ignore them.
- ❑ When you have your input selected in red and your outputs selected and flashing green hit the enter button and the image will show up on the monitor or projector.

Connecting a computer to a monitor or projector

- ❑ Connect an output source (a projector or monitor) to one of the 6 VGA outputs on the back of the video rack. You can have up to 6 output sources but remember which port each is plugged into.
- ❑ Connect the computer to one the 4 VGA inputs, which are labeled VGA1 IN, VGA 2 IN, VGA3 IN and VGA4 IN. You can connect up to four computers.
- ❑ On scaler 1 under input selector hit the white button with the letters V1 so that it lights up red. It is also the AV1 input.
- ❑ On the switcher (under the DVD player) hit the VGA IN 1-4, which, is in the top row of numbered buttons where your computer or computers are plugged into. It or they will light up red.

Select an output source

- ❑ This will be one of the VGA ports where you plugged in your projector or monitor.
- ❑ You may have to look behind the video rack to see where your projector or monitor is plugged in.
- ❑ If your projector or monitor is plugged into VGA1 OUT select the 1 button from the bottom row of numbers on the switcher and it will flash green. Then hit enter.
- ❑ If you have more than one monitor or projector that you want to send the image to, select those as well.
- ❑ Other green lights may come on or as you hit the desired inputs, just ignore them.
- ❑ When you have your input selected in red and your outputs selected and flashing green hit the enter button and the image will show up on the monitor or projector.

Connecting a Camera to a monitor or Projector

- ❑ Connect an output source (a projector or monitor) to one of the 6 VGA outputs on the back of the video rack. You can have up to 6 output sources but remember which port each is plugged into.
- ❑ Connect a RCA or S-Video cable to the camera and plug the cable into one of the two RCA or S-Video Ports on the back of the video rack labeled VI IN and SDVID 1 IN on scaler 1 and V2 IN and SDVID 2 IN on scaler 2.
- ❑ If the camera is plugged into scaler 1, under input selector on the front of scaler 1 hit the white button with the letters V1 so that it lights up red. It is also the AV1 input. Make sure it is not flashing. On the switcher (under the DVD player) hit the input 5 button, which is in the top row of numbered buttons. It will light up red.
- ❑ If the camera is plugged into scaler 2, under input selector on the front of scaler 2 hit the white button with the letters V2 so that it lights up red. It is also the AV1 input. Make sure it is not flashing. On the switcher (under the DVD player) hit the input 6 button, which is in the top row of numbered buttons. It will light up red.

Select an output source

- ❑ This will be one or more of the VGA ports where you plugged in your projector or monitor.
- ❑ You may have to look behind the video rack to see where your projector or monitor is plugged in.
- ❑ If your projector or monitor is plugged into VGA1 OUT select the 1 button from the bottom row of numbers on the switcher and it will flash green. Then hit enter.
- ❑ If you have more than one monitor or projector connected to the video rack that you want to send the image to, select those as well.
- ❑ Other green lights may come on or as you hit the desired inputs, just ignore them.
- ❑ When you have your input selected in red and your outputs selected and flashing green hit the enter button and the image will show up on the monitor or projector.

Projectors and other equipment

Using projectors

There are three Sanyo projectors that can be hung in the space. Please check the users manual located under the lightboard for instructions. There are three other projectors that can also be used. To use multiple projectors or the DVD Player use the switcher/scaler. To turn off projectors hit the off button twice. The fan will continue to cool down the bulb in the projector. Allow the bulb to cool and the fan to stop before unplugging or moving the projector.

Cables, Cords, Surge Protectors

Light cables, XLR cables, RCA cables, S-Video, VGA and surge protectors are located in the box next to the light board and on the wall behind the light board.

Ladder safety

Always wear shoes when using the ladder or scaffolding. Make sure the ladder wheels are locked before climbing the ladder. Please have a spotter whenever someone is on the ladder. Make sure the ladder is level before climbing.

Video Cameras

There are usually two video camera that live in the EMMA space. These cameras are the property of Motion Capture and you must get permission from Brian Windsor to use them.

Motion Capture Cameras

Motion capture cameras-cannot be touched or moved. Make sure that the motion capture cameras are not blocked on a long term basis.

Tools

Tools are located under the lightboard, please put tools back in the toolbox when you are done. You will be held responsible for any lost tools.

Computer

To use the EMMA computer you must have an ACCAD account. Login to the computer with your ACCAD user name and password. A list of available programs are in applications folder in your home space.

Leaving the Space

When you have finished working in the EMMA space please return cables/cords to the cable box or labeled drawers, return scrims and rear projection screen to the curtain storage area, log out of EMMA computers, turn off sound system, turn off lighting system, and turn off florescence lights.

I have read the above policies and have been trained to use the EMMA space as indicated above.

Name _____ Date _____

Approved By _____ Date _____