

# STUDIO 59

## Procedures (REV 11/00 djm)

Available as a PDF Download:

<http://www.uwplatt.edu/~meinhard/studio59procedures999.pdf>

### I Set Levels

#### Use Tone

- Select “B” Source (Illuminated) on 3<sup>rd</sup> channel (TT1, Patch 1)
- Patch 1 is tone (Make sure there are no patches in this input in WSUP control room)
- Turn Channel on (RED button)
- Slide fader up to obtain 100% Tone on Program VU Meters

#### Set Level on Cart Machine

- Insert Cart in Machine - Tape first
- Press Record on Cart machine (RED Button)
- Use LEVEL KNOB to set meter on cart machine to 100%
- Press STOP

#### Set Level on Cassette Machine

- Insert Cassette with Record Tab
- Press Record and Pause Button at the same time
- Adjust MASTER RECORD Level to 100% VU on Cassette machine
- Press Stop

#### Set Level on Mini Disc

- Input Button -Analog
- Press Record Button
- Set Level with “Rec Level” to -8 (Digital Recorders set lower)
- Press Stop

#### Set Level on Open Reel Machines

- MONITOR Buttons -Both buttons IN (MONITOR SOURCE)
- RECORD MODE - Both buttons IN (ON) to enable recording
- Adjust concentric LINE knobs (Inner is Left, Outer is Right) until open reel’s meters are at 100%

**Pot Down Channel 3 on Board** – Levels for all equipment should now be calibrated

## II The Audio Console (Board)

### **SOURCE A/B Switch**

- Selects the input source on the channel (2 inputs per channel)
- UP position (No Light) is the “A” input
- DOWN position (Lighted) is the “B” input

**ASSIGN Group** – Determines the separate Output channels

### **PGM = Program**

- Program should always be selected
- Light will illuminate when selected
- This feeds the distribution amplifier the goes to:
  - Cassette input
  - Cart input
  - Open reel inputs
  - Patch Panel in WSUP control room
- Monitor Levels with the Program VU Meters

### **AUD = Audition**

- Secondary Output from Board
- Separate from Program
- Light will illuminate when selected
- This is routed to the Patch Panel in WSUP control Room
- Monitor Levels with the Audition VU Meters

### **TEL = Telephone**

- Phone interface NOT IN USE
- Light will illuminate when selected

### **CUE Switch**

- Preview of Audio – Can hear channel Without going over Program
- Light will illuminate when selected
- Use CUE KNOB (right side of board) to adjust volume on cue speaker

### **Faders (Sliders, Pots)**

- Slide UP to INCREASE volume
- Slide DOWN to DECREASE volume

### **Channel ON**

- Red Button
- Turns channel ON
- If selected on a MIC input, it will Mute the studio Monitors and Illuminate the outside “ON-AIR” light
- Will reset the timer if the timer is in the “Auto Restart” mode
- Button provides remote start for only the Turntables

### **Channel OFF**

- Yellow Button
- Turns channel OFF regardless of fader position

### **Control Room Strip (EXT, PGM, AUD, TEL)**

- Determines which sources will be monitored by control room speakers  
**EXT = EXTERNAL** – Monitors WSUP Radio  
**PGM = Program** - Monitors Program  
**AUD= Audition** - Monitors Audition  
**TEL = Telephone** –NOT used

### **Monitor Volume Knobs**

- CUE** – Cue volume of speaker in Board  
(Does NOT effect VU levels)
- STUDIO** – NOT used
- HDPN** = Headphone – Controls Volume of headphone jack on board  
(Does NOT effect VU levels)
- CR** = Control Room – Controls Volume of Monitor Speakers  
(Does NOT effect VU levels)

### **TIMER**

#### **AUTO RESTART**

##### **Switch Up**

- Green light will illuminate
- This will reset the timer when the “ON” channel button is depressed
- Will not function on MIC channels

##### **Switch Down**

- Use the manual buttons

#### **START / STOP**

- Starts and stops timer Without resetting time

#### **RESET**

- Resets counter back to ZERO

#### **HOLD**

- When Held Down – Stops counter from advancing
- When Released – Show Cumulative time

### III Cart Machine

- Flip switch to “On”
- Insert Cart- Tape side first
- Cue Cart
- Start Button – (Green) Play
  - Start Button + Toggle (Advance) – Fast Cue
- Stop Button – (Red) Stops playing and recording

SEC – Puts inaudible 150 hz “Secondary” tone on tape (DO NOT USE)

TER – Puts inaudible 8 khz “Tertiary” tone on tape (DO NOT USE)

### TO RECORD ON CART

- **Bulk Erase Cart**
  - Use Hand-held Eraser from studio “B”
  - Or Use Eraser / Splice finder
  - Or Use Video Tape Eraser in TV Engineering control
  - Do NOT use if you have a Heart Condition
  - Take off watch
  - Look out for Credit Cards or anything magnetic
  - Keep cart an arms length away, turn on switch then bring cart to eraser
  - Erase all surfaces of cart
  - Bring cart an arms length away before turning off switch
  - Check to make sure there is no “Heartbeat”
- Load Cart into Machine
- Press Red Record Button
- Press Green Start button to commence recording

### IV CASSETTE

- Load Cassette- Tape facing down
- Timer – Off
- Mode – Toggle to show “Real Time” not Counter
- Clear – Resets Real Time and Counter to Zero
- Dolby Noise Reduction

Left Button

- IN – Dolby On – USE THIS POSITION
- OUT – Dolby Off

Right Button

- Dolby B – Use DOLBY B
- Dolby C

Bias - Don't Touch

Preset - L & R – Don't Touch

### **TO RECORD**

- Load Cassette
- Press Red Record and Pause – At the same time
- Press Play – To Start Recording

## **V Open Reel**

- Place Supply Reel on Left Spindle
- Pull and Turn Spindle to lock
- Thread:
  - Under Idler
  - Over Guide
  - Under Heads
  - Between Capstan & Pinch Roller
  - Over Guide
  - Under Idler
  - Thread tape through slot in Take-up reel
  - Wind take up reel 2 turns counter clockwise

### **To Play**

- Speed control in (Low) 7.5 ips
- Monitor – Out (Tape)
- Output Knob – At approximately “8” (Or record 100% tone on tape. Play back adjusting Output knob until it reads 100% on Board)
- Push Play Button ▶

### **To Record**

- Speed control in (Low) 7.5 ips
- Monitor – In (Source)
- Record Mode- In (Record enable)
- Place Machine in Pause
- Press Record and Play at the same time.
- Release Pause to start recording

**NOTE – Do Not pot up the machine if Monitor switch on reel is in the “Source” position. If you do it will cause loud feedback.**

## **VI Turntable**

- ON-OFF- Turn Knob, red light will glow when turntable is on
- START-STOP – Starts or stops turntable rotation- Will not automatically move head shell to the record
- Pop – Up Light- Leave in off position (Down)
- Pitch Control – Speeds up or slows down RPMS thus changing the pitch  
Middle position (Green Light)- No Change in speed  
+ Faster  
- Slower
- Strobe lights- 2<sup>nd</sup> row from bottom the “Dots” should be stationary when the speed is not changed
  - “Dots” should go forward when speed is faster
  - “Dots” should go backward when speed is slower

### **TO CUE a RECORD**

1. Find the start point of a song and hit STOP
2. Back Cue to the start point of song
3. Back off another **1/4<sup>th</sup> turn**
4. Press Start to begin

## **VII CD Player**

- Load Disc
- Pause
- “Skip” to desired Track
- Press PLAY to start
  - \*Auto cue will stop the player after playing the track
- Search =FFWD & RWND

## **VIII Mini Disc Recorder**

### **To Play**

- Load Disc Label up, Arrow pointing IN
- Press Pause
- It will take a moment for the TOC (table of contents) to scan in
- Rotate AMS knob to choose a track
- Press Play to Begin
  - \*Auto Pause will stop the player after playing the track

## **Mini Disc Recorder**

### **To Record**

- Set Input to Analog
- Set REC Mode to Stereo
- Load Disc with Record Tab Enabled, Label up, Arrow pointing IN
- Press STOP
- Press Record Button (remember we want Rec Level -8 to -4)
- Press Play Button to Start Recording

### **To Erase a Track**

- Press “EDIT/NO to Display “Edit Menu”
- Turn AMS until “ERASE” appears in Display
- Press AMS
- Turn AMS to desired Track Number
- Press AMS
- Track will now be deleted and the number of tracks will be decreased

### **To Name Disc / Track**

- Press “EDIT/NO to Display “Edit Menu”
- Turn AMS until “Name In” appears in Display
- Press AMS
- Turn AMS Select “Disc” or Desired Track Number
- Press AMS
- Press Display / CHAR to Select Uppercase, Lowercase or Numbers
- Turn AMS to Select a Character
- Press AMS or Use Right Arrow to go to Next Position
- Use Right Arrow to leave a Blank Space
- There are a variety of Symbols that can be used, turn AMS to find
- When Finished press Yes

### **Using the Display**

- Press Stop
- Press Display/Char to scroll through:
  - Total # of Tracks and Total Play Time
  - Remaining Recordable Time Left on Disc
  - Disc Name
- Turn AMS to Desired Track
- Press Display/Char to scroll through:
  - Track Number and Playing Time of Current Track
  - Track Number and Remaining Time of Current Track
  - Track Name

## Mini Disc Recorder

### Moving Recorded Tracks (Changing the Order)

- Press Stop
- Press Edit / No button to display “Edit Menu”
- Turn AMS Until “Move” option is displayed
- Press AMS
- Turn AMS until the track number you want to move is displayed
- Press AMS
- Turn AMS until the new track position is displayed
- Press YES
- When finished “Complete” will be displayed

### Dividing Tracks

- Play desired Track
- Pause at approximate dividing point
- Press Edit / No button to display “Edit Menu”
- Turn AMS Until “Divide” option is displayed
- Push AMS
- “Rehearsal” will repeatedly preview the dividing point
- Turn AMS to fine tune the point (Clockwise back, Counterclockwise forward)
- When the point is found press Yes
- The Machine will divide the tracks into 2, increasing total number of tracks by one (the new track will have no title)

### Combining Tracks (Must be back to back, if they are not move them)

- Press Stop
- Press Edit / No button to display “Edit Menu”
- Turn AMS Until “Combine” option is displayed
- Push AMS
- Turn AMS until the number of the First Track is displayed
- “Rehearsal” will repeatedly preview the Combining point from the first track to the next numbered track
- If this is ok press Yes (If not press Edit / No)
- When the tracks have been combined “Complete” appears and the Total number of tracks will be decreased by one

### Misc. Mini Disc

- Auto Space places 3 seconds of silence between tracks (Press A space until shows on display)
- There are a limited number of Generations that can be made (See Manual for Guide to Serial Copy Management System)

## Mini Disc Recorder

### To Edit Out a Mistake

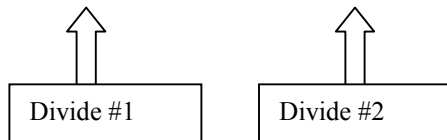
- Divide the track at the Beginning of the Mistake
- Divide the new track at the end of the Mistake
- You will now have a track “between” that is the isolated mistake
- Delete the “Isolated Mistake”
- Combine the 2 tracks together

**MISTAKE:** This is Bob Smith, uhh I mean Johnson with the Five O’clock news

**CORRECT:** This is Bob Johnson with the Five O’Clock news

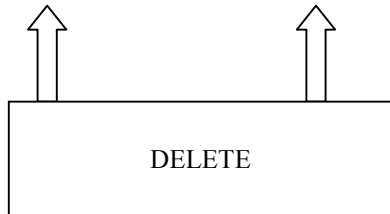
- 1) We would first divide just before “Smith” (this would make an additional track)
- 2) We would then divide the new track just before “Johnson” (this would make a new Incorrect Isolated track (Smith, uhh I mean))

**This is Bob Smith, uhh I mean Johnson with the Five O’clock news**



- 3) We would delete the Isolated incorrect track

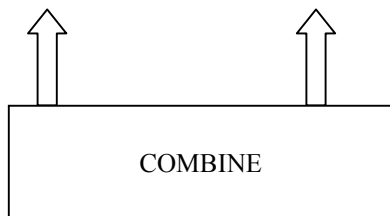
**This is Bob Smith, uhh I mean Johnson with the Five O’clock news**



- 4) Finally we would Combine the “This is Bob” track with the “Johnson with the Five O’clock news” track

**This is Bob**

**Johnson with the Five O’clock news**



**Correct Track: This is Bob Johnson with the Five O’clock news**