Power Up

Lighting
1. Plug in the power cord on top right.
2. Turn on domestic plug switches on ground floor of theatre usually for backstage lights that are permanently on – walk around perimeter of theatre.

Sound
1. Ensure master faders are fully down (two grey ones, right hand side)
2. Turn on amps in tech cupboard
3. Turn on soundboard (switch on top right, back edge, level with Channels 19/20)

nb. If no sound is coming out, press the ON buttons above each fader (they will light up). Make sure the faders are at low levels when doing this or you run the risk of blowing a speaker.

Master Faders, bottom right: Amps in Cupboard: Power switch, top right, back edge:

Miscellaneous
Turn on **little lights fixed to top of soundboard** using dial to the left of their base.

Plug in any **USB lights** you need.

Turn off the **neon lights in theatre** (main switches by main doors)

Turn off the **tech gallery light** (by tech gallery door, to left as you exit)

Computer
If lighting and soundboards are on, turn computer on (button half-way down front right edge).

Windows Password: showrunner

Open the show folder, and open up the relevant SCS11 file

Shut Down

Lighting

1. If you have been programming, ensure all changes are saved
2. Toggle the channel/playback button to Playback (right of faders)
3. Press the Clear button several times if it is lit up (bottom right)
4. Pull down the master fader – all lights should go out
5. Pull out the power cord on top right

nb. Only pull out the power cord if ALL lights are off.
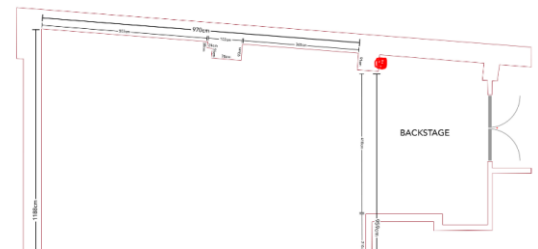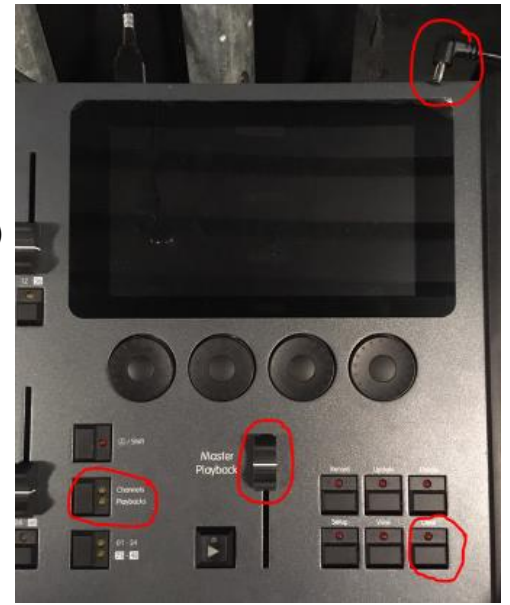
Turn off tech gallery neon/disc lights
Switch to left of door when exiting gallery

Turn off domestic plug switches on ground floor of theatre
These are usually used for backstage lights – walk round perimeter of theatre.

Turn off blue lights backstage –
    switch for the wings is marked by red dot on diagram →
    switches for workshop are behind door that leads to stairwell
    (next to toilet), and also to right of door to accessible toilet.

Sound

1. Pull master faders down (two grey ones, right hand side)
2. Do **NOT** turn off the individual lit up buttons on board
3. Turn off soundboard (switch on top right, back edge, level with Channels 19/20)
4. Turn off the two amps in tech cupboard

Master Faders, bottom right: Power switch, top right, back edge: Amps in Cupboard:

Miscellaneous

If sound and lighting boards are off, **turn off the computer** (using normal Windows shut down icon).

Turn off **little lights fixed to top of soundboard** using dial to the left of their base.

Unplug any **USB lights**, phone chargers etc from the extension lead on top of counter.

The DMX rack (stacked under soundboard) has green/red LED lights – these stay on at all times.

Do not unplug anything underneath the desk.