



# RECORDING STUDIO HANDBOOK

# BACKGROUND

The Edge's Recording Studio provides access to near-professional equipment and specialist software for recording, mixing, editing and mastering. It uses Mac hardware and also provides access to an Akai keyboard, ProTools Custom Keyboard, ProTools HD, Ableton Live 9 Suite, Logic and Final Cut, JBL Studio Monitors and a Sony Bravia 46" TV. Additional equipment, including microphones, is available on request.

Use of this space is free, however at least one member of your group must first complete an induction, which runs approximately once every three weeks. The inducted user must be present for each recording session and bookings will be made under their account.

Dates for upcoming sessions are listed on The Edge website. Scheduled sessions will only go ahead if all places are filled. In the instance that the session is cancelled a full refund or a credit for the next session will be offered.

The costs for this session are:

- \$160 for those with no Pro Tools experience: this three hour session will include an introduction to the Recording Studio environment and an introduction to Pro Tools
- \$50 for those with Pro Tools experience: this one hour session will introduce users to the Recording Studio environment

Once you have completed an induction session you will be able to book the studio online, up to two weeks in advance.



# SPECIFICATIONS

## TECHNICAL EQUIPMENT

The Recording Studio has the following equipment installed:

- 1 x Digidesign 96i I/O Audio Interface
- 1 x Digidesign 96i Audio Interface
- 1 x Digidesign ProTools Custom keyboard
- 1 x Digidesign Command 8 Control Surface
- 1 x Recording Computer
  - Mac Pro Tower
  - 27" Cinema Display
- 2 x JBL Two-way Bi-Amp Powered Studio Monitors
- 2 x Focusrite 8Ch Pre-Amps
- 1 x Behringer 8Ch Headphone Amp
- 1 x Akai MPK49 Midi Keyboard
- 1 x Ableton push controller
- 1 x Native Instruments Mashine MKII production studio

All cabling is permanently installed in the rack and should never be changed for any reason. Patching into the pre-amps is up to each patron for their specific use. Microphones, stands and cables are all issued upon request.

## SOFTWARE

The entire recording studio is designed around the Digidesign ProTools platform. The following software is installed:

- Digidesign ProTools HD10 Software bundle
  - ProTools HD10 Software
  - ProTools HD Pack 10 plug-ins

We also provide the following software for those wanting to develop expertise in alternatives to ProTools.

- Ableton Live 9 Suite
- Logic Studio

- Adobe Soundbooth
- Garageband

To ensure The Recording Studio is used as a recording facility only, internet access and access to other applications has been disabled.

If you wish to use the internet, Final Cut Studio or the Adobe Creative Suite please book a Mac in Digital Media Lab via The Edge website [www.edgeqld.org.au](http://www.edgeqld.org.au).





# BOOKINGS

To book the Recording Studio you must first complete an induction, which will allow your online booking account to be activated.

**You can book your sessions in The Recording Studio at [www.edgeqld.org.au/book/book-the-recording-studio](http://www.edgeqld.org.au/book/book-the-recording-studio)**

Your booking will be automatically confirmed by email.

To keep the booking process fair for all users the following terms of use apply:

- Booking on Tuesdays to Saturdays are allocated in 4 hour blocks, either 12-4pm or 4-8pm.
- Bookings on Sundays can be either 12-4pm or 4-6pm, accounting for shorter opening hours.
- No bookings are available on Monday as The Edge is closed to the public.
- You can only make two bookings per week and only one booking per day to ensure that we can meet demand for the space.
- The Studio is not to be used as a rehearsal space or 'dead' space for projects.
- Bookings can only be made two weeks in advance.
- In the interest of equality there is a first in, first served policy.

On arrival at The Edge please always check in with the staff at Reception.

## TERMS OF USE

When using the facilities in The Recording Studio you have a responsibility to avoid activities that may be malicious or

illegal. This includes re-patching permanent cabling, trying to install crack plug-ins or damaging equipment. Be aware that security cameras operate at all times in the studio. Anyone suspected of conducting themselves in an illegal or inappropriate manner will be banned from using the Studio and compensation may be sought.

## LATE ARRIVALS/CANCELLATIONS

If you need to cancel a confirmed booking please let us know at least 30 minutes before your start time to allow us to confirm someone else's booking.

If you are running late for a booked session please let us know. If we do not hear from you within 30 minutes of your start time, your booking will be cancelled to allow others to use the studio.

Contact us by phone 07 3842 9400 or email [theedgevso@slq.qld.gov.au](mailto:theedgevso@slq.qld.gov.au)

## BOOKING EQUIPMENT

A range of equipment, including microphones, stands and cables, is available for use during your session. You can request these items upon arrival, but if you require a large amount of equipment please email your request through in advance to [theedgevso@slq.qld.gov.au](mailto:theedgevso@slq.qld.gov.au). Use of this equipment is covered by the Equipment Loan agreement completed during the induction.

## EQUIPMENT RETURN

At the end of your session please return all equipment to Edge reception. Please ensure all items are returned in good order, and items are all accounted for. You are responsible for reporting any damage to borrowed equipment so it can be assessed by The Edge team.

# YOUR SESSION

## STARTUP PROCESS

1. Turn on in sequential order:
2. Both the Digidesign 96i I/O and 96i Audio Interfaces
3. Focusrite Pre-Amps
4. Command 8 Control Surface
5. Mac Pro Tower
6. JBL Studio Monitors

The computer is left last as all the sound hardware must be on first for the software and PCI card to recognise the connected equipment. Failure to do so can result in Pro Tools not operating properly.

## LOGIN

The Recording Studio computer has a standard login for all users.

**Username:** studioedgeuser

**Password:** edgeuser

## QUICK START DIALOGUE BOX

A quick start dialogue box should open. Choose 'create blank session'. You now have several options for session parameters.

- Audio file type – normally BWF (WAV) for maximum compatibility
- Bit depth – normally 24bit
- Sample rate – normally 48Khz
- I/O settings – choose Edge I-O Standard (if this is not chosen you will not have pre mapped audio paths and will have to enter them manually or import the audio I/O settings via the 'setup' drop down menu).

## SAVING WORK

It is important to save your work regularly throughout your session. Technology can be unpredictable and we would be disappointed to hear you lost all your work due to a computer crash after a four hour recording session.

There are two options for saving your work.

1. **Personal Storage Device** – we encourage you to use your own external hard drive or memory stick for saving your recording sessions.
2. **Scratch Disk** - You can save directly to the computer's scratch disk.

Part of the ongoing maintenance procedures for the Studio

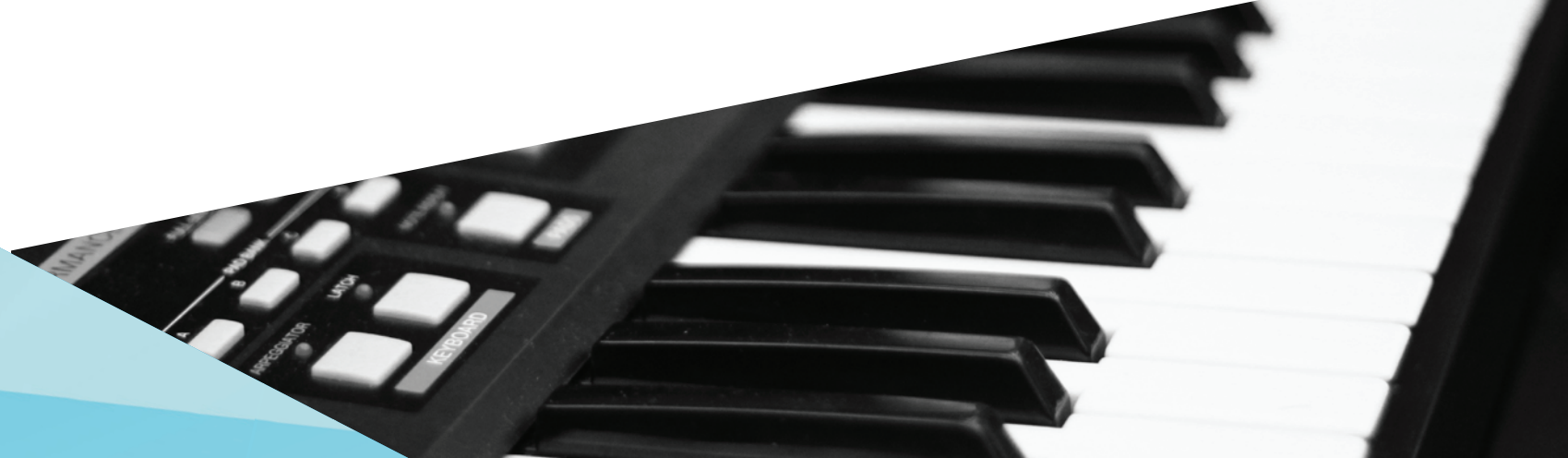
includes deleting personal recording files from the scratch disk at the end of each month. Saving to these storage devices should be a temporary measure only and the following method is available for saving files for 30 days only. After this period you will need to save projects to your own CD/DVD media or external device.

## SHUTDOWN PROCESS

Essentially, this is the reverse order of the startup process. Shut down in sequential order:

1. JBL Studio Monitors
2. Pro Tools Software
  - a. If there is a booking following you just quit the current Pro Tools session.
  - b. If you are the last to use the space please shut down the computer.
3. Command 8 Control Surface
4. Focusrite Pre-Amps
5. Both the Digidesign 96i I/O and 96i Audio Interfaces

Care must be taken at all times when powering equipment up and down. If you are ever unsure please do not hesitate to seek assistance from the staff at reception.



# AVAILABLE EQUIPMENT

NB. All clips are to remain with microphones in black pouch.



## SHURE SM58

**Use:** Vocals

**Type:** Cardioid Dynamic Microphone



## SHURE SM57

**Use:** Guitar, Snare Drum, Brass, Woodwind

**Type:** Unidirectional Dynamic Microphone



## SHURE BETA 58A

**Use:** Vocals

**Type:** Dynamic Supercardioid Microphone



## RODE BROADCASTER

**Use:** Radio Broadcasts, Voice Overs

**Type:** Condenser Microphone (Large Diaphragm)



## AKG CK91

**Use:** Acoustic instruments, Orchestral, Drum Overheads

**Type:** Condenser Microphone (Cardioid)



## RODE PODCASTER

**Use:** Radio Broadcast, Podcasts, Voice Overs

**Type:** Dynamic USB Microphone



## AUDIO-TECHNICA PRO25

**Use:** Kick Drum, Floor Tom

**Type:** Dynamic Instrument Microphone



## AUDIO-TECHNICA PRO63

**Use:** Snare drum, Guitar amp, Brass

**Type:** Dynamic Instrument Microphone

# AVAILABLE EQUIPMENT

NB. All clips are to remain with microphones in black pouch.



## POP FILTER

**Use:** Reduces/eliminates “popping” sounds from vocalists

**Type:** Attach to microphone stand



## 1/4" JACK TO JACK CABLE (MONO)

**Use:** Electric Guitars, Amplifiers, Keyboards, Electric Drum Kit, Insert Cable

**Type:** Usually unbalanced audio connector (one black circle – mono – tip, sleeve TS)



## DIRECT INPUT (DI) BOX

**Use:** Keyboards, Guitar, PC Audio, CD Player

**Type:** Converts any RCA, 3.5mm or 1/4" Jack to an XLR/Mic output



## 1/4" JACK TO JACK CABLE (STEREO)

**Use:** Electric Guitars, Amplifiers, Keyboards, Electric Drum Kit, Insert Cable

**Type:** Usually unbalanced audio connector (two black circles – stereo – tip, ring sleeve TRS)



## XLR MICROPHONE CABLE (MALE – FEMALE)

**Use:** Connection for all professional microphones and audio equipment

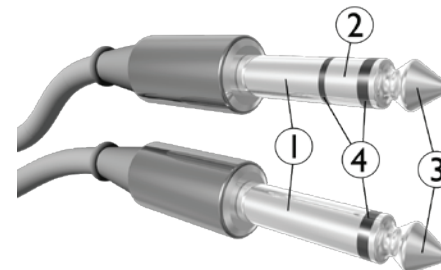
**Type:** 3 pin connector for balanced audio



## STEREO RCA TO STEREO 3.5MM

**Use:** PC Audio (stereo)  
CD Player (stereo)  
iPod (stereo)  
iPhone (stereo)

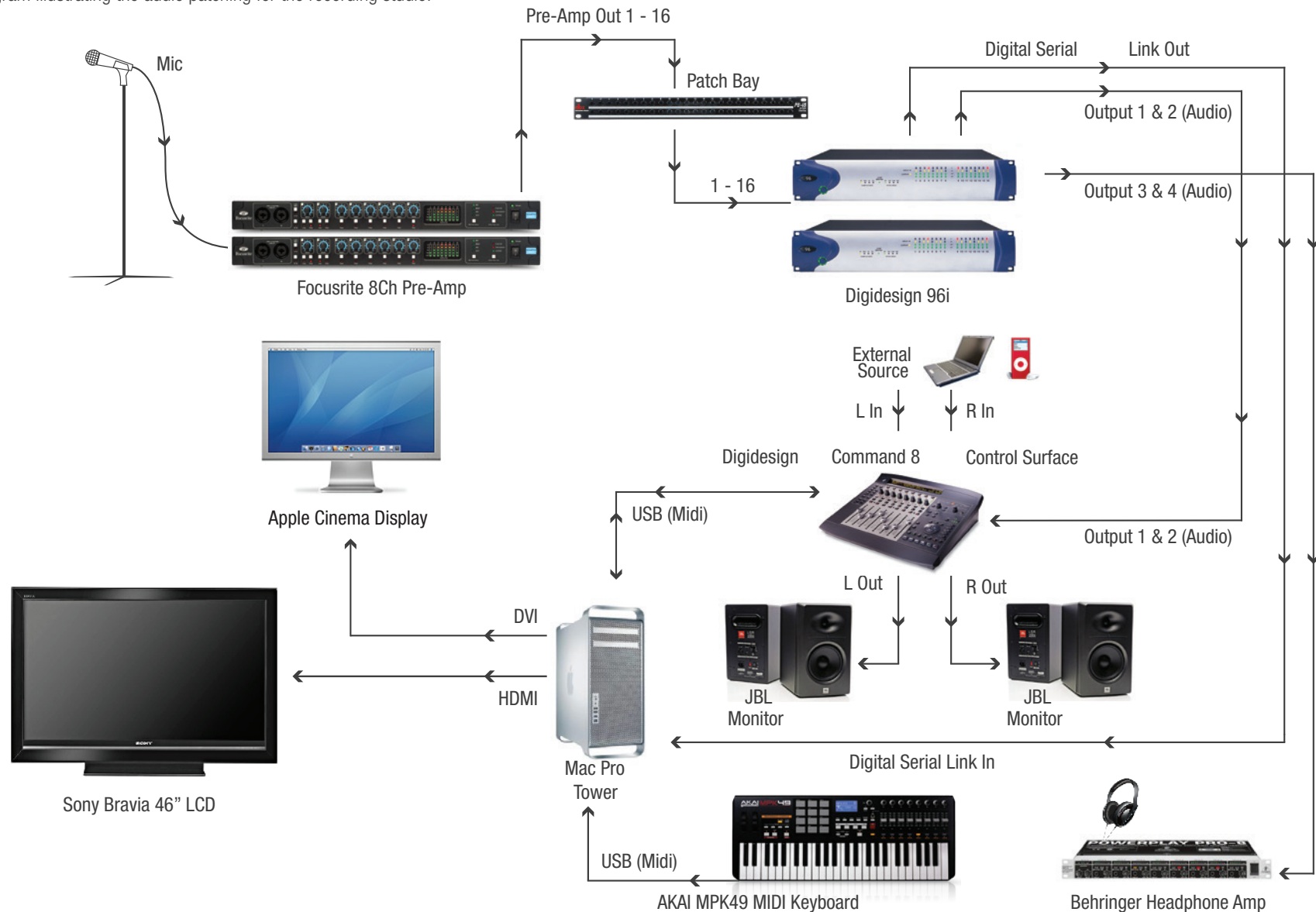
**Type:** TRS 3.5mm to left (white) and right (red) RCA



1. Sleeve: usually ground
2. Ring: Right-hand channel for stereo signals, negative polarity for balanced mono signals.
3. Tip: Left-hand channel for stereo signals, positive polarity for balanced mono signals.
4. Insulating rings

# PATCHING DIAGRAM

Below is a diagram illustrating the audio patching for the recording studio.





# TROUBLESHOOTING FAQs

## 1. I'VE OPENED A PROTOOLS SESSION, BUT I STILL CAN'T HEAR ANYTHING?

- Are you using the correct I/O paths? You may need to 'import I/O settings' from 'Setup/I/O'. Choose 'The Edge Standard'. You may need to manually change your I/O stings in the mixer or edit window. Your main monitoring outputs should be 'bus 1-2 monitoring'. Please ensure this is selected.
- Have you turned all the equipment on in the correct order? (see startup process)
- Check the volume level on the Command 8, and make sure you are monitoring the main not external input, and the mute button is not lit.
- Check the volume level at the back of the JBL speakers; this should be between 5-7 clicks up from zero.
- Have you placed a stereo file on a mono track? Or vice versa?

## 2. WHY CAN'T I SEND TO THE HEADPHONE AMPLIFIER?

- Are you using the correct I/O paths? You may need to 'import I/O settings' from 'Setup/I/O'. Choose 'The Edge Standard'. You may need to manually change your I/O stings in the mixer or edit window. Your main headphone outputs should be 'bus 3-4 headphone amplifier'. Please ensure this is selected.

## 3. WHY IS MY MICROPHONE RECORDING DISTORTED?

- Check the level on Focusrite pre-amp and the 96 I/O and make sure the meters are not showing red.
- Check the buffer setting in the core audio driver.

## 4. AUDIO TRACKS ARE PLAYING BACK OUT OF TIME IN PRO TOOLS, EVEN THOUGH THEY APPEAR IN TIME IN THE EDIT WINDOW?

- You've inserted RTAS and TDM plug-ins in the wrong order, or you have inserted too many plugins with a large plug-in delay. Check the plug-in delay command by clicking the track volume display, and make sure you have RTAS plugins before TDM plug-ins.

## 5. I'M HEARING WEIRD CLICKS AND GLITCHES IN SOUND?

- This is usually a digital word clock issue. On the hardware, check the top 96 I/O the lights for "loop master" and "Int" are lit. The bottom 96 I/O should have the "loop" light lit.

## 6. WHY ARE AUDIO TRACKS PLAYING BACK AT THE WRONG PITCH?

- This is most likely a mis-match between the ProTools session sample rate and the sample rate of the audio files. Check the session sample rate on the front of the top 96 I/O, then check the sample rate for the audio files by locating them in the Workspace window.

## 7. WHAT LEVEL ARE THE WORKSHOPS GOING TO BE AT?

- Check the "How to" videos in the Studio Edge User movies folder. If you can do most of the techniques in these videos then you are ready for some more advanced workshops.

## 8. HOW CAN I LISTEN TO MY IPOD?

- Using a 3.5mm minijack to RCA lead with a pair of RCA to phono adaptors (which can be borrowed from Reception) plug into the External In of the Command 8.

