Dandenong Library
Recording Booth Induction
Booking and Check In / Check Out procedure

Powering on / off the studio

Familiarity of equipment and facilities

Setting up your recording session

Saving your work

Conclusion

Take the test
All patrons must have and bring a valid library card (with web access for patrons under 18). Without your card we will not be able to provide access to the sound booth, even if you have made a booking.

All patrons must complete this induction prior to booking or using the recording booth for the first time.

The recording booth can be booked by phone or in person at Dandenong or Springvale libraries.
When you’re booked in to the sound booth, ensure that you always bring your...

- Library Card
- USB
When you arrive at Dandenong Library, inform a staff member of your booking. The staff member will then,

- check your library card is current/up to date
- sign you off on the booking sheet
- unlock the sound booth and
- check with you that all the equipment is set up

Please note: the Library staff will retain your library card for the duration of your booking.
Check-out Procedure

Before finishing in the sound booth, you are required to:

- Eject and take your USB(s), as well as any other belongings with you
- Power off the iMac and the mixer (in that order)
- Put the headphones back onto their stand and the microphones into the upright position
- Ensure the studio is clean and ready to be used by the next person
- Inform a staff member that you’re finished. They will check all equipment and return your library card.

Remember to report any faults to the Library staff.
Powering on/off the studio

(Click on each device to find out how to power it on and off)
The on/off switch is located on the right hand side of the mixer.

The blue light will indicate that it is turned on.

*Ensure that you turn the mixer on before turning the iMac on.*
The on/off switch is located on the left hand side of the iMac. The screen will illuminate when it is powered on (this may take a few minutes)

*Ensure that you turn the iMac on after turning the mixer on.*
To turn off the iMac, click on the Apple symbol in the top left hand corner and choose Shut Down...

*Ensure that you turn the iMac off before turning the mixer off.*
You can use the same power switch to power off the mixer. The blue light will turn off when the mixer is powered off.

Ensure that you turn the mixer off *after* turning the iMac off.
When you sing or produce a sound into the microphone, that sound will travel into the mixer.
The sound then travels from the mixer into the iMac, is processed and recorded by your DAW (Digital Audio Workstation - eg. Garageband, Adobe Audition)
The iMac sends the sound back out into the mixer, and out to the headphones
Click on each device to find out what it does.
The Sound Booth is set up with 2 Shure SM58 Microphones. These microphones will allow you to record vocals and/or acoustic instruments.
The sound booth is set up with a ZEDi 8 Mixer/USB Interface. This is the device that will receive the signal from your microphone or instrument, and send it out to the iMac for processing.

It will also receive sound back from your iMac, and send it to your headphones.
On the top of the mixer are your channels. The upper 4 inputs should already have microphone cables/guitar leads connected to them.
Each channel will have a set of dials associated with them.
The Gain dial controls how sensitive the microphone/guitar input is.

The higher your gain, the more sound your microphone is going to pick up.
The Line/Instrument Input switch allows you to choose between your microphone input and the instrument input below.

This should always be turned off (not pressed down)
When the Low-Cut switch is pressed down it will reduce low-sounding noise, popping, and rumbles coming through your microphone.
The **High-Frequency** EQ dial affects higher frequency sounds and can add “brightness” to your sound.

*For the best sound, keep this centred in an upright position*
The **Low-Frequency** EQ dial affects lower frequency sounds and can add more bass to your sound.

*For the best sound, keep this centred in an upright position*
The Pan dial will adjust the volume of your signal between the left and right sides of your headphones.

*For the best sound, keep this centred in an upright position*
The **Mix** dial controls how much sound/signal coming from the microphone or instrument is sent to the iMac.
The **Solo** button will isolate the sound coming through a particular channel.

When pressed you’ll only be able to hear this channel, and not the rest of the track/recording.
It is important that both of these USB OUT buttons are pressed down.

This way you will ensure that only the channel you choose will be recorded.
The Main Mix fader is the master volume of all your channels/recording.

The Phones dial controls your headphone volume levels.
From the mixer, your signal will travel in and out of the iMac. You will have the ability to record, edit and add effects using DAWs (Digital Audio Workstations) installed such as Garageband and Adobe Audition.

For a comprehensive induction into these DAWs, we recommend that you complete these Lynda.com courses.

These courses are not compulsory for this induction. Conditions may apply when using Lynda.com

Garageband Essential Training
Audition CC 2019 Essential Training
There are a pair of Audio Technica headphones on each side of the booth.
Headphones

You can plug the headphones into the table on each side, underneath the microphone stands.
The other end of the headphones should be plugged into the headphone jack, located at the bottom of the mixer.
Choose either 5 minute course on how to set up projects in Garageband or Adobe Audition.

If you are prompted to login, use your Library Card number and PIN.

Lynda.com Garageband tutorial - “Create a new project”

Lynda.com Adobe Audition tutorial - “Touring the Audition Interface”

Conditions may apply when using Lynda.com
The iMac has multiple USB ports on the back. Use these ports and your own USB to save your work.
In your DAW, click on File in the top left corner, and then Save As...
Give your song a name and under the *Where* selection box, choose your USB and click Save.
When using the Dandenong Library Recording Booth, all patrons must remember to:

- Bring their library card and USB every time
- Complete this induction and take the test at the end
- Ensure that when checking in the mixer is turned on first
- Ensure that when checking out the iMac is turned off first
- Follow staff instructions at all times
- Report any faults or issues to the Library staff
**Conclusion**

By using the Dandenong Library Recording Booth, you agree to the following:

- You must have your own valid City of Greater Dandenong Libraries card (with web access) to use the Recording Booth.
- Users under 18 years of age must have parent or guardians consent in the form of web access. A parent or guardian must complete the induction process with any person under 16 years.
- Material displayed on the screen must be appropriate for a Public Library setting. You must not access or transmit any material of an offensive or derogatory nature.
- No more than three people are allowed in the Recording Booth at one time.
- No food or drink of any kind is permitted in the Recording Booth.
- Do not move the computer/mixer, install any programs or tamper with settings on the library equipment.
- The library takes no responsibility for any virus, equipment failure or loss of data.
- All Recording Booth bookings may be made for up to two hours per day, with the option for extended time if no other patrons are booked in.
- Users must comply with staff directives in the interests of fairness and the smooth running of the service.
- Users must leave the Recording Booth in the same state in which they found it, and ensure that they have followed the correct Check In/Check Out Procedures.
Click here to take the test