

Sane Living Center, Ojai

A/V OPERATIONS GUIDE



If you have reserved/rented/pre-arranged for the use of certain audio and video equipment in conjunction with your event, please consult the applicable sections of this visual guide to properly operate them. All equipment is of high quality and requires your proper care and use to avoid costly damage. If you are not confident in your ability to operate the equipment, it is your responsibility to staff your event with a competent A/V assistant.

Questions can be directed to ops@saneliving.com. If you have urgent questions outside of business hours or think you are experiencing a malfunction, you may try calling 310-954-9600, and if we are available, we will attempt to support you remotely.

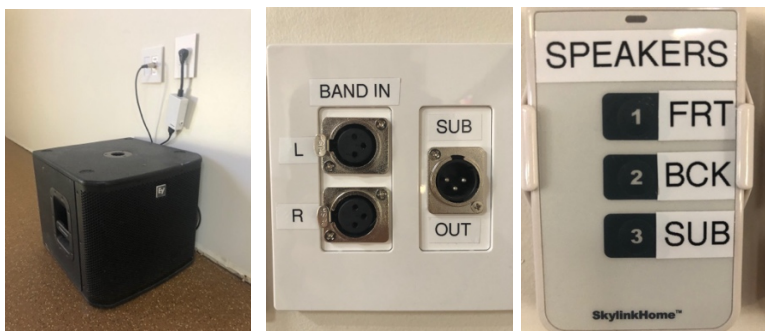
Thank you, and have a great event!

POWERED SPEAKERS

The Auditorium is equipped with 4 powered loudspeakers arranged in two stereo pairs, front and back.



There is also a subwoofer, which can be plugged into a **SUB OUT** port at either stage left and stage right, using a standard **XLR** cable (provided).



To use any of these speakers you must first check that the power is on, indicated by the blue LEDs on the fronts of the loudspeakers and the power light on the back of the subwoofer. Speaker power is controlled by the **SPEAKERS** RF remote. Press **FRT** to turn on and off the front, **BCK** to turn on and off the BACK, and **SUB** to turn on and off the subwoofer. (Keep the subwoofer off when you are not using it – it's typically only used for music – because it generates a low audible hum in an otherwise quiet room.)

Note: The four in-wall speakers on the sides of the Auditorium are always on; their power is provided by a remote amplifier.

VIDEO AND AUDIO INPUTS

There are three possible inputs to the sound system:

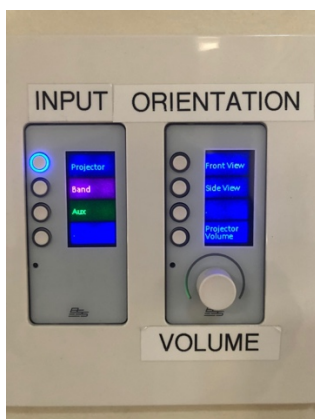
- 1) **HD Video Projector** – Hanging from the center of the room, facing the 14-foot wide roll-down screen.



To use the Panasonic projector, plug any source into the **PROJ** port on the wall (or the **PROJECTOR** input jack at stage right), using a standard **HDMI cable**. If the projector does not power on by itself when you plug in, then use the **Panasonic remote** control. ALWAYS LEAVE THE PROJECTOR IN STANDBY MODE WHEN YOU ARE DONE WITH IT.



To control the sound level for the projector, be sure the **INPUT** control is switched to **Projector** (top button, blue background), and adjust the volume knob as desired. When using the projector, you also want to select the **ORIENTATION** of **Front View**, which optimizes the sound for an audience facing the front of the room.



1a) 65" Video Monitor – Hanging on the east wall of the room, facing west.



To use the LG Monitor, plug any source into the **TV** port on the wall, using a standard **HDMI cable**. Use the **LG TV1 remote** to power it on. **ALWAYS POWER OFF THE TV WHEN YOU ARE DONE WITH IT.**



To control the sound level for the monitor, first be sure the output level of your source device is turned up to at least 75%, then use the volume arrows on the LG remote to control the internal TV speakers. Alternatively, you can plug an audio feed from your source into the Auxiliary input (see instructions immediately below), and select the **ORIENTATION** of **Side View**.

2) Auxiliary – The Aux input is capable of taking any single-wire stereo signal, typically the output from a smartphone, music player, or mini-mixer. Simply, plug your source into the **AUX** port on the wall, using a standard **1/8" mini stereo cable**.



To control the sound level, first be sure the output level of your source device is turned up to at least 75%, then be sure the **INPUT** control is switched to **Aux** (bottom button, green background), and adjust the volume knob as desired.

3) Band – The Band input is capable of taking any two-wire stereo signal, typically the output from a professional mixing board. Just plug your source into the **BAND IN L/R** ports at the stage right wall, using two standard **XLR cables**.



To control the sound level, first be sure the output level of your source device is turned up to at least 75%, then be sure the **INPUT** control is switched to **Band** (middle button, purple background), and adjust the volume knob as desired.

MICROPHONES

Two types of wireless microphones may be provided:

- 1) **Handheld Mics** – There are four Sennheiser handheld mics, each corresponding to a pre-configured wireless microphone channel. These mics are powered on and off by pushing up and holding the plastic tab at the base of the microphone, which will stay green when powered on. A second switch is located in the middle of the microphone handle, which should be used more casually by a presenter to make the mic “hot.” Both must be green for the mic to produce sound.



The base of the microphone unscrews in case the two AA batteries need to be replaced.

- 2) **Lavalier Mics** – There are two Sennheiser lav mics, each corresponding to a pre-configured wireless microphone channel. These mics are powered on and off by flipping open the front cover and holding the red power button. A second switch is located on top of the body pack, to be used more casually by a presenter to make the mic “hot.” Both must be on for the mic to produce sound.



The face of the microphone opens in case the two AA batteries need to be replaced.

TAKE SPECIAL CARE TO ALWAYS ORIENT YOURSELF AND YOUR MICROPHONE PROPERLY WITH RESPECT TO WHATEVER LOUDSPEAKERS YOU ARE USING. CAUSING A FEEDBACK LOOP BETWEEN THE MICROPHONE AND A SPEAKER CAN BE VERY UPSETTING AND MAY CAUSE HEARING DAMAGE.

ALWAYS TURN THE MIC POWER OFF WHEN NOT IN USE TO CONSERVE BATTERY AND TO PREVENT AUDIO FEEDBACK, OR EMBARRASSMENT.

NEVER POWER UP TWO MICS AT THE SAME TIME THAT SHARE THE SAME NUMBER/CHANNEL. THIS WILL CAUSE RADIO INTERFERENCE AND CAN DAMAGE EQUIPMENT. THIS APPLIES TO MIC CHANNELS 1 AND 2 ONLY.

MICROPHONE LEVELS

To control the sound levels of microphones, you first need to turn on the radio receivers. The four receivers are controlled by an RF switch, using the **MIC POWER** remote. Press the buttons for the numbers of the mics you want to use (as shown on the microphone's label). Its radio receiver should power up within 15 seconds.

NOTE: The **MIC POWER** remote has no indication that a receiver's power is on or off; you will need to remember which you pressed. If you have any confusion, press **ALL OFF** and start over, pressing only the buttons you need.



Then on the **MICS** control, select the number of any mic you want to set a level for, and use the volume knob at the bottom to get a sound check. These levels can be adjusted at any time during a presentation. You simply need to remember who is holding which numbered mic.

YOU MUST ALWAYS TURN OFF THE MIC POWER WHEN YOU ARE DONE, BY PRESSING ALL OFF. LEAVING THE MIC POWER ON FOR AN EXTENDED PERIOD OF TIME WILL OVERHEAT THE RECEIVERS AND CREATE STATIC AND POOR QUALITY SOUND FROM THE MICROPHONES.

STAGE LIGHTS

The auditorium is equipped with six COB Cannon Wash lights hanging from four lighting trusses, directed at the stage area.

When the **STAGE LIGHTS** toggle switch is in the **P'SET** (left) position, the lights can be controlled most simply by the **STAGE LIGHTS PRESETS (P'SET)** switches. The four top buttons (blue) are pre-programmed scenes, which can be selected one at a time, according to your needs. The bottom (red) button switches everything off. Always leave the lights off when done.



To bypass the limitations of these four presets, you can toggle the **STAGE LIGHTS** switch to the **iPAD** (right) position and then create millions of custom lighting scenes and effects, using the **myDMX Go** app running on any compatible iPad. (A password will be provided to access the system.) Alternatively, you jack in your professional lighting board to the **BOARD IN** XLR. You must set the switch to **iPAD** when using the **BOARD IN** XLR.

NEVER REDIRECT THE STAGE LIGHTS WITHOUT PRIOR PERMISSION OF VENUE MANAGEMENT.

PRESETS IN THE “SANE LIVING DEFAULTS” MYDMX GO PROJECT ARE RESERVED FOR VENUE MANAGEMENT, SO NEVER REPROGRAM THESE BUTTONS. (YOU MAY CREATE YOUR OWN PROJECT IN THE APP.) THE MYDMX GO APP IS NOT SUPPORTED AS PART OF YOUR RENTAL. YOU ARE RESPONSIBLE FOR LEARNING THE USER INTERFACE. A MANUAL CAN BE FOUND ONLINE HERE:

<http://adjmedia.s3-website-eu-west-1.amazonaws.com/manuals/mydmx%20GO%20User%20Guide%20-%20EN.pdf>

JUST A FEW TIPS WHEN USING THE MYDMX GO iPad CONTROLLER:

- The iPad must be connected to the WiFi network called “Smart Dmx Interface” or it will not function. When it's connected, “myDMX GO” will display in the Settings > Interfaces menu. If not illuminated, you tap it to connect.
- “Live” mode lets you create presets and effects and combine lights in creative or random ways.
- “Fixtures” mode lets you control each of the 6 lights individually to create a single scene. NEVER CHANGE THE ORDER OF THE FIXTURES IN THE APP. THEY ARE GROUPED IN THREE PAIRS: FRONT, OUTSIDE, INSIDE.
- Preset buttons store and recall the light colors, modes, and effects; they do not store the overall brightness level. When changing presets, you also need to use the master DIMMER if you want to set brightness.
- When switching between presets or changing scenes manually, the stage lights sometimes start flickering or flashing and won't settle down. To fix, click away from the STOP sign on the color wheel, then click back to STOP.
- Tapping the green POWER button in the upper right corner locks the controls on the screen, so nothing can be changed accidentally. The indicator will flash red to indicate the screen is locked for input. Tap again to unlock.

TRACK LIGHTS

The three track light heads over the presenter's station on the east wall are operated with the **TRACK LIGHT** switch and dimmer.

