

# SET LIGHTS

TO TURN ON THE SET LIGHTS FOLLOW THE BELOW STEPS

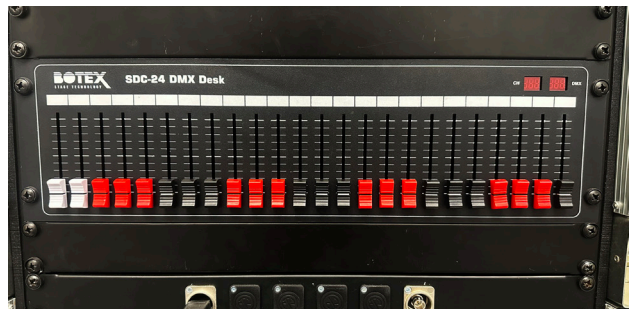
## STEP 1

TURN ON THE MAIN POWER USING THE LABELLED SWITCH IN THE HALLWAY



## STEP 2

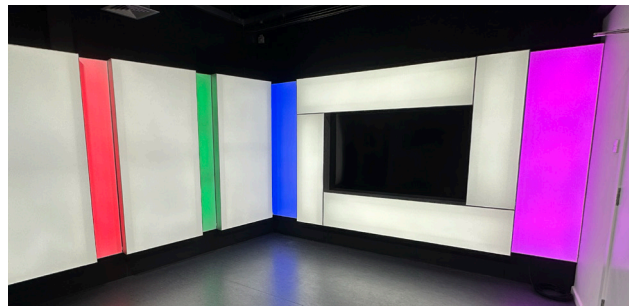
LOCATE THE CONTROL DESK IN THE FLIGHT CASE IN THE CORNER OF THE STUDIO FLOOR



## STEP 3

USING THE DMX CONTROL TURN ON THE RIG LIGHTS AND RGB SET LIGHTS.

A GUIDE TO THE DMX CONTROLLER CAN BE FOUND ON THE NEXT PAGE

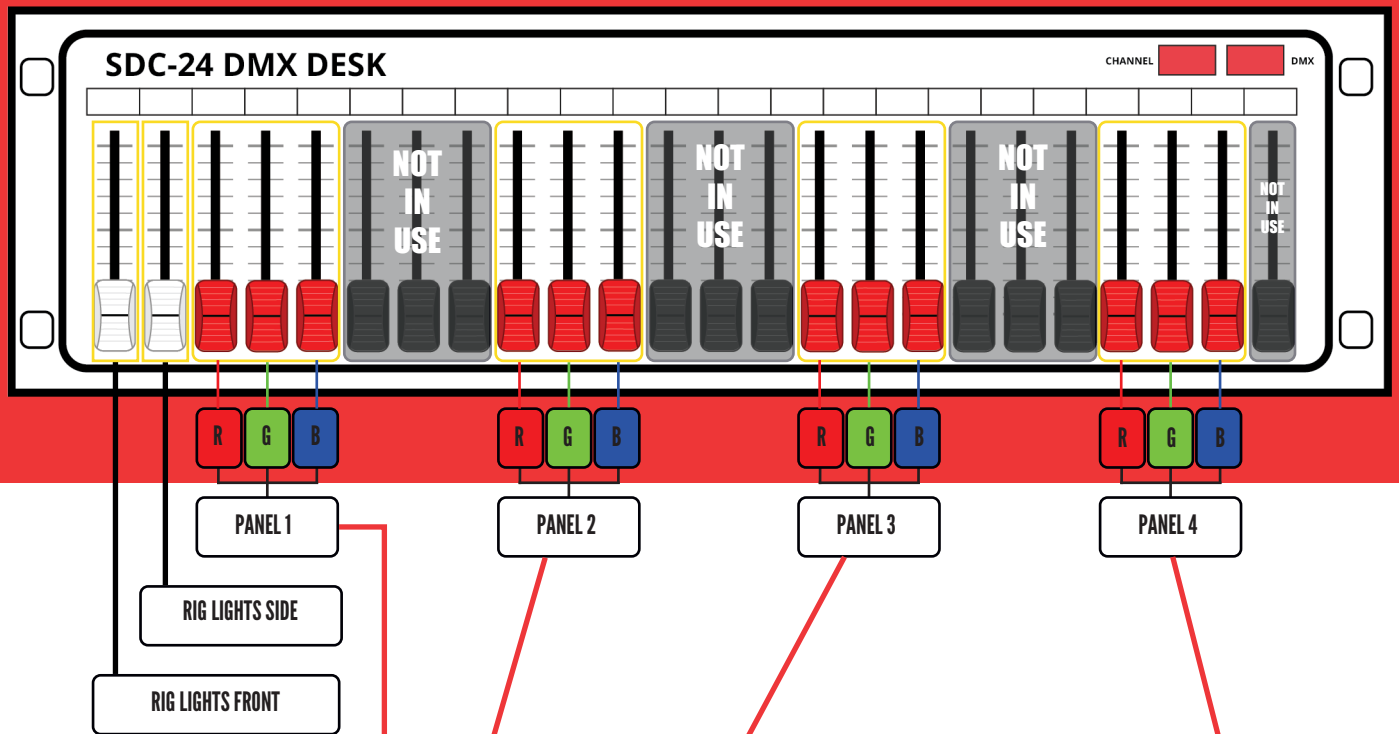


## STEP 4

TURN OFF HOUSE LIGHTS



# DMX CONTROLLER





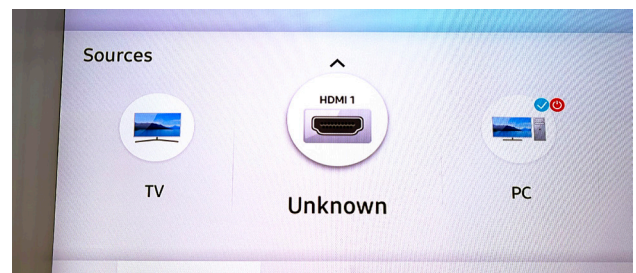
# SET DISPLAY



A HDMI CABLE PROVIDED TO CONNECT TO A DEVICE WITH AN HDMI TO DISPLAY ON THE SET DISPLAY SCREEN

## STEP 1

TURN ON THE SCREEN AND SWITCH TO HDMI  
HDMI 1



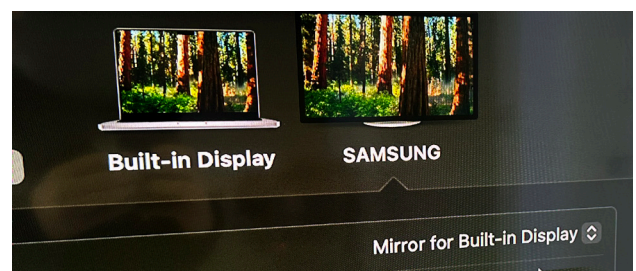
## STEP 2

CONNECT DEVICE TO HDMI CABLE PROVIDED



## STEP 3

CHECK THE OUTPUT SETTING ON YOUR DEVICE



# END OF SESSION

AT THE END OF YOUR SESSION PLEASE RETURN THE SPACE TO THE CONDITION IT WAS FOUND IN AT THE START OF YOUR SESSION THIS INCLUDES:

- SWITCHING OFF THE STUDIO LIGHTING (IN REVERSE ORDER TO SET UP)
- ZEROING THE LIGHTING DMX CONTROLLER
- TURNING OFF THE SET SCREEN
- COILING ANY CABLES NEETLY
- TIDYING THE SPACE
- RETURNING TABLES AND CHAIRS TO PLACE OF ORIGIN
- REMOVING ANY RUBBISH
- HOOVERING OR MOPING UP ANY MESS MADE
- CLOSING ALL ACCESS DOORS AND MAKING SURE THEY ARE SECURE

IF THE SPACE IS FOUND IN AN UNSATISFACTORY CONDITION AFTER YOUR BOOKING ACCESS TO THE STUDIO WILL BE REMOVED AS PER MAH TERMS AND CONDITIONS.

# TERMS & CONDITIONS

PLEASE MAKE SURE YOU HAVE READ AND ARE FAMILAR WITH THE TERMS & CONDITIONS WHEN USING THIS SPACE. THESE CAN BE FOUND BY SCANNING THE QR CODE BELOW.



# HELP

IF YOU NEED FURTHER HELP IN THE STUDIO

## CONTACT DETAILS

MAH TECHNICAL SERVICES

SILVERSTONE BUILDING

TEL: 01273 873636

E-MAIL: MAHTECHSERV@SUSSEX.AC.UK

## CONTACT HOURS

MONDAY: 08:30 - 16:30

TUESDAY: 08:30 - 16:30

WEDNESDAY: 08:30 - 16:00

THURSDAY: 08:30 - 16:30

FRIDAY: 08:30 - 16:30

## OUT OF HOURS

PLEASE USE THE FAULT REPORT FORM



IN A EMERGENCY PLEASE CONTACT SECURITY  
ON 01273 873333

# FAULT REPORT

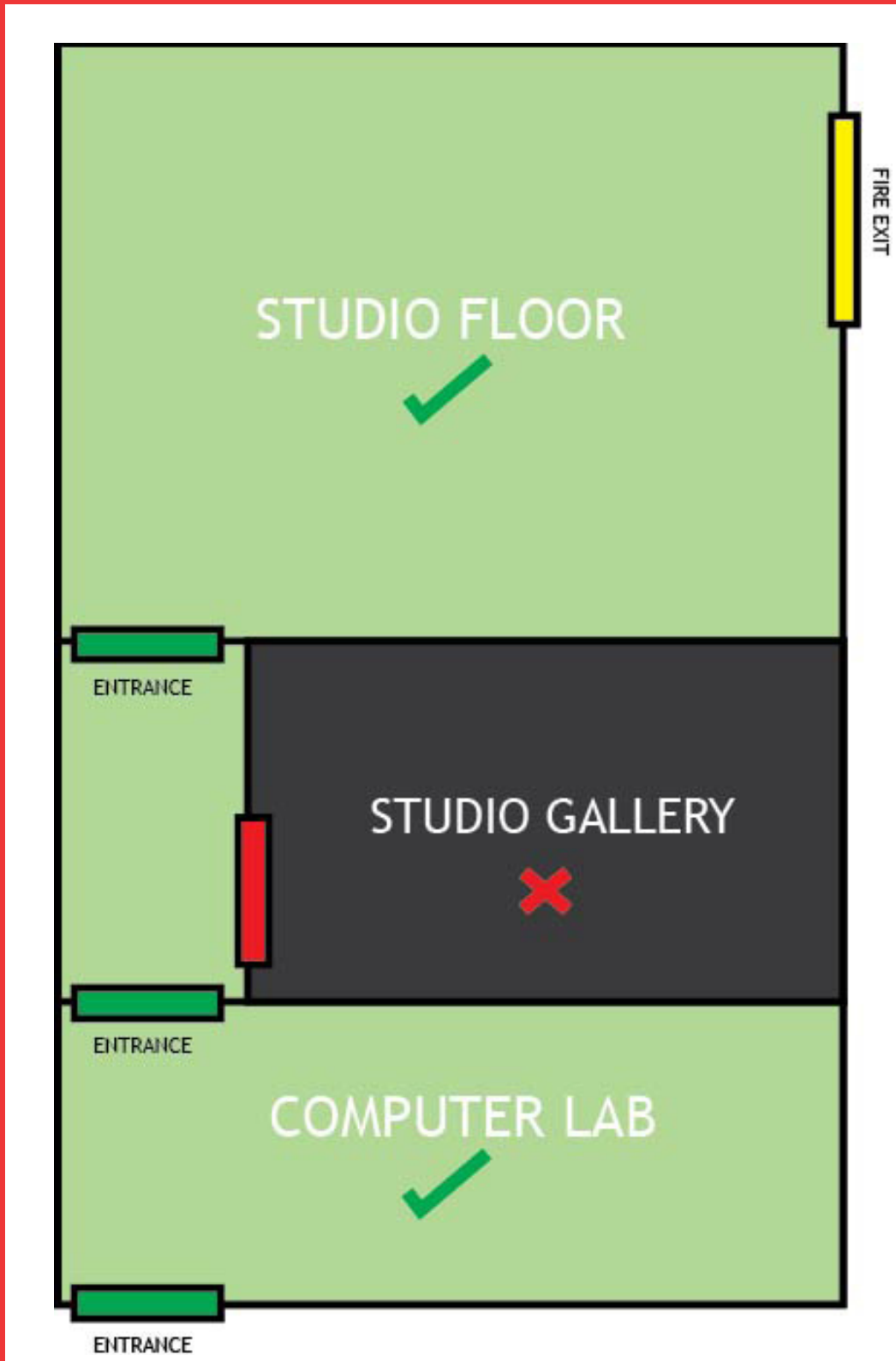
IF YOU DISCOVER A FAULT IN THE SPACE PLEASE  
MAKE SURE YOU REPORT IT BY SCANNING THE QR  
CODE BELOW.



# ACCESS

Please note unless you have completed the Gallery Induction Demonstrations (Only Available to Students on Journalism Modules) you will not be able to access the Studio Gallery & Equipment.

OPEN ACCESS SPACES WITHOUT AN INDUCTION ARE DETAILED BELOW



# **TERMS & CONDITIONS & GUIDANCE**

- **FACILITIES AND EQUIPMENT USE CODE OF CONDUCT**
- **GUIDANCE ON LONE WORKING AND WORKING OUT OF HOURS**
- **EQUIPMENT LOANS POLICY**