

## Sound Booth Cheat Sheet

PT = Pro Tools

**If you are having trouble getting the VO booth and PT to work, here are a few things to try.** [*Quick note –Please shut down the Mac tower after you have finished using it.*]

PT may just get hung up on launch – Force quit – then restart the Mac [you may want to run the Disk Utility app and Repair Disk Permissions on the system drive after multiple crashes – this may take 10 to 20 minutes.]

PT will get hung up sometimes if you have a USB3 drive attached. Copy your files off the USB drive to the media drive, unmount the drive, and then restart the computer.

Firstly, the Mac can only copy files to and from a USB3 drive [USB2 has never been supported as an edit drive]. The Mac tower only has USB2 ports so forget about recording or editing directly to your USB3 drive.

You need to use the Media drive for all sessions, and then copy what you need back to your drive when you are finished. Be sure you have what you need, as sessions left on the Mac tower will be deleted on a regular basis.

**PLEASE DO NOT COPY MEDIA PROJECTS TO THE DESKTOP. KEEP MEDIA OFF THE SYSTEM DRIVE. USE THE MEDIA DRIVE FOR PROJECTS.**

**If PT is not recognizing the Digi 003 audio interface:**

To get the mic to work in the booth, PT must recognize the Digi 003.

- After PT launches, select "Playback Engine" under the Setup menu then select 003
- If the 003 is not an option and you only see Black Magic or Pro Tools Aggregate it's time to restart Pro tools in the manner described below.
- Hold the "N" key when you restart PT, and the software will connect to the 003 or give you the option to select it.
- If the 003 is not a choice, make sure the 003 is powered up and the firewire 400 cable is connected from the 003 to the back port of the Mac. It is considered evil to disconnect the firewire cable, but it happens.

**You've got PT and the Digi 003 working but you are have software issues or just can't get the mic to work:**

- One option is to find the VO booth template, launch that, press "Play," and listen to the message voice built into the track [if you can't hear it, see below].
- Be sure the headphones are connected to the 003 headphone jack not the Mac, and be sure the volume is turned up.
- Don't use the speaker monitors. They are only for class, and are annoying to other students in the lab. On the 003 console, use the mute switch or turn the monitor volume down.

- The Mic in the booth is connected to input 1 and requires phantom power from the switch on the back of 003. Be sure the mic cable is connected.
- In order to hear the mic on the track you are recording, PT must be armed to "Rec," so click on the "R" in the track. You will hear the mic at his point, or at least see the meter move on the armed track.
- Be sure the input is set to "input 1" and the record level is up around 7 or past half way.
- If after all of this, you press record and you get a drive error, or PT just freezes, this means that you are trying to record onto a Flash drive or a USB drive and you did not read the beginning of this cheat sheet. If not, save the session, restart the Mac, and start your session where you left off. I have never worked with a Mac tower more willing to work after a simple restart, than the one connected to the booth.

**Some other things to know:**

There is a monitor and a mouse in the booth so you can control PT from the booth. Also when you are in the booth, the speakers may be on and you may not know it. Turn down the monitor level on the 003 when you are in the booth, or press the Monitor Mute button to avoid embarrassment and annoying other students working in the edit lab.

There is a table mic plugged into "input 2" next to the console that you can use to talk to a person in the booth, as long as they have their headphones on. To do this, create an Aux track in PT and assign the input to input 2. The mic will just be on. There is an ON/Off switch on the mic.

**Please turn off the lamp in the booth when you are done.**

**Please shut down the Mac when you are done.**

Thank you,  
Alex Markowski