

Students' Union UCL Clubs and Societies Audiovisual Equipment

Inventory and Guide




Inventory

Gazebos and Outdoor Events

Large Gazebo	1	CSC	
Medium Gazebo	2	CSC	
Small Gazebo (Blue)	3	CSC	

<p>Heavy duty tent pegs and ratchet straps</p>	<p>1</p>	<p>CSC</p>	
<p>6' x 4' flight case</p>	<p>1</p>	<p>Parcel store</p>	

Music Performance

<p>Portable folding music stand</p>	<p>3</p>	<p>Parcel store</p>	
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Cameras and Filming

<p>Nikon D5600 SLR Camera (includes camera, charger, strap, battery, lens cap, lens dust cover, camera dust cover, rain cover, tripod adapter, carry bag) – n.b. no SD card included</p>	3	Parcel store	
<p>Camera Tripod</p>	3	Parcel store	
<p>Shure Camera-Mount Shotgun Microphone</p>	1	Parcel store	


GoPro Hero (Black) (includes camera, carry case, mount, 2 spare batteries, charging cable (USB) data cable (USB), bike handlebar mount, 2 mount extenders/adapters, spare bolt, chest harness)	1	Parcel store (camera box)	
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Lighting - Lights


LED warm/cold wash light	4	Parcel store (flight case)	
LED floodlight (IP66)	2	Parcel store (flight case)	

LED RGB floodlight (includes IEC kettle lead)	5	Parcel store (flight case)	
LED Video Light (includes IEC kettle lead, AC transformer, tripod)	2	Parcel store (flight case)	
LED RGB PAR	3	Parcel store (flight case)	
Gel frame (fits LED warm/cold wash light)	3	Parcel store (flight case)	

Lighting – Cabling

3-pin DMX	10	Parcel store	
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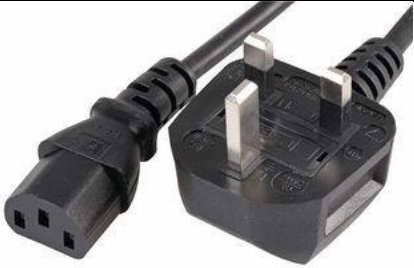


Lighting – Rigging

Lighting tripod and T-bar	2	Parcel store	
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Lighting – Control

Lighting console (includes power lead)	1	Parcel store (flight case)	
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Power Cables


IEC kettle lead	9	Parcel store	
16A → 13A jumper	3	Parcel store	
AC power lead	1	Parcel store	


<p>13A 1-gang extension cable (IP65)</p>	<p>2</p>	<p>Parcel store</p>	
<p>13A 4-gang extension cable (IP65)</p>	<p>4</p>	<p>Parcel store</p>	
<p>13A 4-gang extension cable</p>	<p>4</p>	<p>Parcel store</p>	

Cable Management and Safety

Small rubber cable trap 2m	2	Parcel store	
Large plastic cable trap 1m	2	Parcel store	

Sound - Speakers

Large PA system (includes two Electrovoice ZLX 12P speakers)	1	Parcel store	
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<p>Medium PA system (includes two SubZero speakers, built in amp)</p>	<p>1</p>	<p>Parcel store</p>	
<p>Small PA system (includes two SubZero speakers, built in amp)</p>	<p>1</p>	<p>Parcel store</p>	
<p>Speaker stand set (includes 2 stands)</p>	<p>2</p>	<p>Parcel store</p>	

Sound – Microphones and Input

Dynamic microphone (XLR)	7	Parcel store	
Zoom hand-held voice recorder (includes carry case)	1	Parcel store	
Wireless lapel microphone set	2	Parcel store	
Wireless handheld microphone set	1	Parcel store	

<p>Microphone stand</p>	<p>4</p>	<p>Parcel store</p>	
<p>Samson Condenser microphone (XLR) (includes carry case)</p>	<p>3</p>	<p>Parcel store</p>	
<p>Condenser microphone stand (fits Samson condenser mic)</p>	<p>3</p>	<p>Parcel store</p>	
<p>Condenser microphone (XLR) (includes carry case)</p>	<p>1</p>	<p>Parcel store</p>	

DI Box	2	Parcel store	
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Sound - Mixing


Sound mixer	2	Parcel store	
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Sound - Cabling



3.5mm jack → stereo ¼" jack	6	Parcel store	
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<p>3-pin XLR</p>	<p>10</p>	<p>Parcel store</p>	
<p>1/4" jack</p>	<p>2</p>	<p>Parcel store</p>	
<p>Phono → 1/4" jack cable</p>	<p>1</p>	<p>Parcel store</p>	
<p>3.5mm jack cable (AUX cable)</p>	<p>1</p>	<p>Parcel store</p>	

Video - Projection

Portable projector	2	Parcel store	
Projector screen and stand	1	Parcel store	

Video - Cabling

HDMI cable	2	Parcel store	
HDMI 90deg adaptor	1	Parcel store	

Female to Male HDMI extension cable	1	Parcel store	
Displayport cable	1	Parcel store	
Cat5 Ethernet cable	1	Parcel store	

What do I need for my event?

Public Speaker/Live Music

To amplify a public speaker/musical instrument, you will need a **Public Address (PA) system** as well as a **dynamic microphone**.

For multiple speakers/instruments, you will need several microphones.

To connect microphones to the PA system, you will need the appropriate **XLR cable**.

Some instruments (eg. guitar, keyboard) can be connected directly to sound mixer via a **DI box**.

When using more than 2 microphones, you will need a **sound mixer as the PA system alone does not have enough input ports**.

If you need to be able to move around while using the microphone, please request a **wireless microphone**, which comes with a receiver to plug into either the sound mixer or directly into the PA system.

If you wish to mount your PA system, use a **speaker stand set**.

Ensure that you have all the appropriate power cables for the equipment. Most equipment requires an **IEC 'kettle' lead**, which plugs into a standard 13amp wall socket. Depending on the venue, you may need power converters/extension leads. For instance, you may need to convert 16amp power (blue and white socket) to standard 13amp power with a **16A → 13A jumper**. Additionally, check that your venue has enough wall sockets to power all the equipment. If not, request appropriate **13A extension leads**. Consider also making safe any walkways where cables are crossing by using a **cable trap**.

Playing Recorded Sound

To play recorded music or other sound, you will need a **Public Address (PA) system** as well as an appropriate cable to connect your playback device.

For laptops or phones, use a **3.5mm jack → stereo ¼" jack cable**.

For CD players or similar, use a **phono → ¼" jack cable**.

When using more than 2 input devices, you will need a **sound mixer as the PA system alone does not have enough input ports**.

If you wish to mount your PA system, use a **speaker stand set**.

Ensure that you have all the appropriate power cables for the equipment. Most equipment requires an **IEC ‘kettle’ lead**, which plugs into a standard 13amp wall socket. Depending on the venue, you may need power converters/extension leads. For instance, you may need to convert 16amp power (blue and white socket) to standard 13amp power with a **16A → 13A jumper**. Additionally, check that your venue has enough wall sockets to power all the equipment. If not, request appropriate **13A extension leads**. Consider also making safe any walkways where cables are crossing by using a **cable trap**.

Presentation/Film Screening

For displaying presentations/videos, use the **portable projector**.

If you need a flat surface onto which to project, **please request a projector screen and stand**.

To connect a DVD player/laptop to the projector, use an **HDMI cable**.

If you need to amplify sound as well, you will need a **Public Address (PA) system** as well as an appropriate cable to connect your playback device.

For laptops or phones, use a **3.5mm jack → stereo ¼” jack cable**.

For CD players or similar, use a **phono → ¼” jack cable**.

When using more than 2 input devices, you will need a **sound mixer as the PA system alone does not have enough input ports**.

If you wish to mount your PA system, use a **speaker stand set**.

Ensure that you have all the appropriate power cables for the equipment. Most equipment requires an **IEC ‘kettle’ lead**, which plugs into a standard 13amp wall socket. Depending on the venue, you may need power converters/extension leads. For instance, you may need to convert 16amp power (blue and white socket) to standard 13amp power with a **16A → 13A jumper**. Additionally, check that your venue has enough wall sockets to power all the equipment. If not, request appropriate **13A extension leads**. Consider also making safe any walkways where cables are crossing by using a **cable trap**.

Interview/Conference/Music Recording

To record sound, you will need a microphone.

For a more portable microphone (suitable for interviews), use the **Zoom hand-held voice recorder**. This is battery powered and handheld. To download the sound file, you will need a laptop and either a micro-USB cable or microSD card reader (not included).

For recording multiple sources, or larger spaces, use any number of the **condenser microphones**.

These need to be connected to a **sound mixer**. Use the USB output on the sound mixer to connect to a laptop with recording software to record, as the microphones do not have their own memory. You will need a USB-B cable to connect the sound mixer to the laptop (not included) and **XLR cables** to connect the microphones to the mixer.

Ensure that you have all the appropriate power cables for the equipment. Most equipment requires an **IEC 'kettle' lead**, which plugs into a standard 13amp wall socket. Depending on the venue, you may need power converters/extension leads. For instance, you may need to convert 16amp power (blue and white socket) to standard 13amp power with a **16A → 13A jumper**. Additionally, check that your venue has enough wall sockets to power all the equipment. If not, request appropriate **13A extension leads**. Consider also making safe any walkways where cables are crossing by using a **cable trap**.

Theatrical Production

Please refer to [Public speaker/Live Music](#) section for sound equipment.

If you require stage lighting for your event, you will need a combination of **lights, data cables**, and **power cables**, as well as a controller for the lights (**lighting console**). If you need to hang the lights, you will need a **tripod and T-bar**. **LED RGB lights** can produce a wide range of coloured light, while the **warm/cold lights** produce white light at varying colour temperatures.

To control the lights, use a **DMX** cable to go between the DMX output on the console and the DMX input on one of your lights. Then, to connect more lights, use the DMX out or thru port to connect to the input on a different light. Continue this chain as required. Use the menu buttons on the back of the lights to set the DMX number (d.) to the same number on every light (for ease, set to 1) or, if you need to control each light separately, choose different numbers based on the DMX profile of the light. The console allows for basic DMX channel control (1 channel per colour/intensity/etc.), so it is advised to set all lights to the same DMX number and control as a multi-fixture wash.

If you do not need control of the lights (dimming/color changing etc.), the lights can be plugged straight into mains power and turned-on full power. The mode button on the back of the lights also allows for various effects without being connected to a lighting console (colour-cycling, music-responsive, strobing etc.)

Ensure that you have all the appropriate power cables for the equipment. Most equipment requires an **IEC 'kettle' lead**, which plugs into a standard 13amp wall socket. Depending on the venue, you may need power converters/extension leads. For instance, you may need to convert 16amp power (blue and white socket) to standard 13amp power with a **16A → 13A jumper**. Additionally, check that your venue has enough wall sockets to power all the equipment. If not, request appropriate **13A extension leads**. Consider also making safe any walkways where cables are crossing by using a **cable trap**.

Outdoor Events

For outdoor shelter, request a **gazebo**. To secure the gazebo, especially in windy weather or exposed areas, use the pegs and ratchet straps.

For suitable outdoor lights, use the **LED floodlights**, which are splash and dust resistant but should not be submerged or left out in heavy rain.

Ensure that you have all the appropriate power cables for the equipment. Most equipment requires an **IEC 'kettle' lead**, which plugs into a standard 13amp wall socket. Depending on the venue, you may need power converters/extension leads. For instance, you may need to convert 16amp power (blue and white socket) to standard 13amp power with a **16A → 13A jumper**. Additionally, check that your venue has enough wall sockets to power all the equipment. If not, request appropriate **13A extension leads**. Consider also making safe any walkways where cables are crossing by using a **cable trap**. **Ensure that all power cables are suitable for outdoor use (IP65) and that any open connections are protected (for instance, by placing the plug and socket in a waterproof plastic bag and elevating from the ground).**

Filming/Photographing

For photography and filming, request a **DSLR camera**. Please note that cameras do not come with SD cards.

For filming with audio, use either the separate **Zoom hand-held microphone**, to record audio separate to video, or the **camera-mounted shotgun microphone to record video and audio together**.

For mounting the camera, use a **tripod**.

For suitable lighting, use either the **LED video light** or refer to the [Theatrical Production](#) section.

How-to guide

How to set up a PA system

1. Determine how many microphones/inputs you need.
 - a. If more than 2, request the sound mixer.
2. Ensure that you have adequate power supply and cables.
 - a. You will need an IEC kettle lead for every piece of equipment which requires power
 - b. You will need an audio cable for each device you are connecting. Check the shape of the output on the device to see which cable fits and refer to the images in the inventory.
3. Plug the PA system into a power supply.
4. Plug the speaker cabs into the 'output' of the amplifier panel.
5. Plug all devices into the amplifier
 - a. If using without the sound mixer, plug the cables straight into the 'input' ports of the amplifier
 - b. If using the sound mixer, plug all devices into the 'input' ports of the mixer, and then plug the 'output' of the sound mixer directly into the amplifier panel inputs.
6. Set levels depending on how loud you need each device to be, using the 'gain' and sliders.
7. If using condenser microphones, turn on 'phantom power'. If not, ensure phantom power is off. If connecting a laptop to the sound mixer, turn off phantom power, as the power will damage the laptop.

How to set up a sound recording system

1. Determine how many microphones/inputs you need.
2. Ensure that you have adequate power supply and cables.
 - a. You will need an IEC kettle lead for every piece of equipment which requires power
 - b. You will need an audio cable for each device you are connecting. Check the shape of the output on the device to see which cable fits and refer to the images in the inventory.
3. Plug the sound mixer into a power supply.
4. Plug all devices into the sound mixer 'input' sockets'.
5. Download sound recording software on your laptop, such as *Audacity* (free to download).
6. Connect the laptop to the sound mixer using a USB-B cable.
 - a. The software should recognise the sound mixer. You may need to download a software driver.
7. Set levels depending on how loud you need each device to be, using the 'gain' and sliders.

8. If using condenser microphones, turn on 'phantom power'. If not, ensure phantom power is off.
9. Record the sound using the software.

How to set up a projector

1. Plug in the projector into a power supply.
2. Plug your playback device (laptop/DVD player etc.) into the projector using the appropriate included cable.
3. Your device should recognise the projector and automatically project the screen image. Different laptops may require setting to be altered. Check online for your specific device settings.
4. To alter the screen size, and geometry use the menu on the projector.
 - a. Zoom will alter the size of the image.
 - b. Keystone will alter the angle of projection.
 - c. Focus will alter the blurriness of the image.
5. For amplifying sound, refer to [How to set up a PA system](#)

How to set up a stage lighting system

1. Determine how many lights you need and whether you need to be able to control them live. If you need to change colours, use the RGB lights, if you need a warm/cold wash, use the LED wash lights. If you do not need control, consider using the floodlights as these require minimal setup.
2. Plug in all lights into a power supply using IEC kettle leads.
3. Use the 'mode' button to select the mode you want the light to be in.
 - a. If you want to control the light, the display should read 'd***'. This means that it is ready to receive data. If the light is one of the LED wash lights, ensure that the display reads 'd001'. If the light is an RGB wash that the display reads 'd006'.
 - b. If you do not need to control the lights, press through the modes until you find one which you like, and then you're good to go.
4. If you need to hang the lights (for instance to light a drama show), use the lighting tripods and t-bars. Hang the lights using the butterfly bolts on the t-bar. Do not hang lights above audience members and ensure that a secondary safety system is installed (safety chain or cable tie).
5. To control the lights, plug the lighting console into a power supply. Plug your nearest light into the 'output' of the lighting console using 3-pin DMX or XLR cable. Plug the output (or 'thru') of that light into the 'input' of your next light. Continue this chain until all of your lights are plugged into each other. You do not need to close the chain (ie. the last light in the chain will have something plugged into its input, but not its output).
6. On the lighting console, make sure that there is a green light on for scanner 1, on the left of the console.

7. You should now have control over the lights. Slide up the labelled faders. The first 5 will control the LED wash lights. The others will control the red, green and blue parameters of the RGB lights.
8. Check online for troubleshooting.