1. Turn on the Mac computer, interface (green light), and the power switch (orange light). All three power buttons are labeled.

2. Log on to the computer using your MyMRU account. If you are a community member, use the public account login available daily from the Service Desk.

3. Open your software of choice and create a new project. Save your project to the desktop. Files are deleted upon logout except for ProTools sessions. Please copy all project files when finished to an H-Drive, Google Drive or a USB. USB drives are available at the Service Desk.

4. Plug in your microphones using an XLR cable on the pronged side in to any of the eight XLR inputs in the middle rack (Panel B). Inputs will appear in the software as Input # Scarlett 18i20.

5. Use the room’s microphone stands to set up your mics.

6. When finished, logout and shut down the computer. Turn all power switches off. Return the room key to the Service Desk.