## ETC Element – Basic Operations Guide

In order to be specific about where features and commands are found, the following naming and text conventions will be used:

- Facepanel buttons are indicated in bold **[brackets].** For example, **[Live]** or **[Enter].** Optional keys are indicated in **<angle brackets>,** for example, **<Cue>** or **<Sub>.**
- Browser menus, menu items, and commands you must perform are indicated in bold text. For example: In the **File** menu, click **Open**. Or: Press **[Record] [Enter].**
- Alphanumeric keyboard buttons are indicated in all CAPS. For example, TAB or CTRL.
- Keys which are intended to be pressed or held simultaneously are indicated with the "and" symbol. For example, **[Shift] & [+].**
- Softkeys and clickable buttons in the Central Information Area (CIA) are indicated in bold **{braces}**. A note about **<More SK>** (more softkeys): this command is always indicated as optional, and is only indicated once in an instruction regardless of how many pages of softkeys exist. This is because there is no way to predict what softkey page you are on at any given time. Press **<More Softkeys>** until you find the required command.
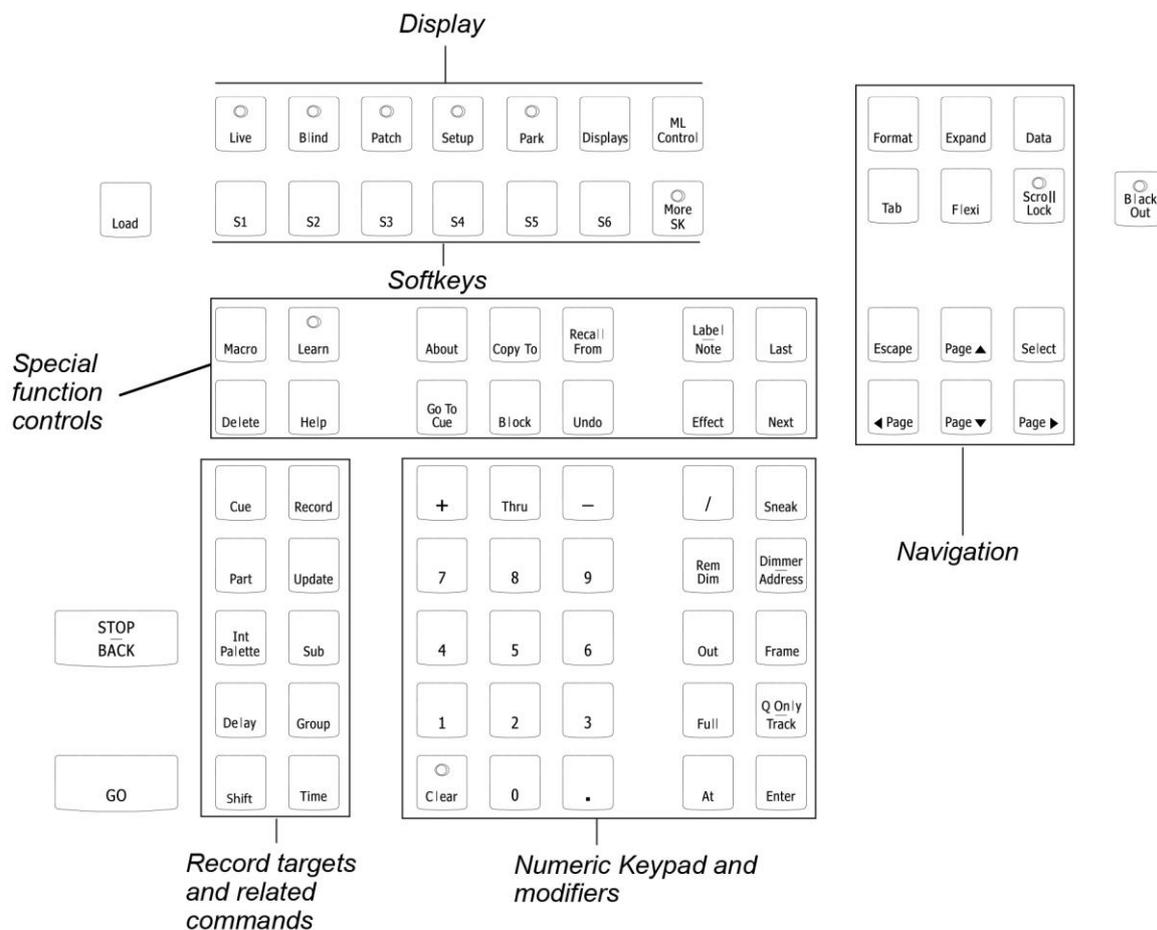
Powering On The Desk

To power on the desk press the round power button located in the top right of the desk (above the USB port). It will light up blue and the faders etc will flash to let you know the desk is coming on.

Powering Down The Desk

Press the power button again. It will ask you if you want to shut down. Using the mouse or the **[Select]** button click OK. The desk will power down. Wait until it shuts down completely before turning it off at the wall.

Bringing Up Channels On The Desk

Step 1: Make sure Element is displaying in Live. Press **[Live]**.

Step 2: Check to make sure the Grandmaster is at 100%. The top of Element's display will show **Grandmaster #%** in red if the Grandmaster is below 100%.

Step 3: Check to make sure the Blackout key is not lit. It is located directly above the Grandmaster.

Step 4: You can now set levels from the keypad. Here are some examples of the syntax needed:

• **[5] [Full] [Enter]** - sets channel 5 to 100% or Full.

• **[1] [Thru] [1] [0] [At] [7] [5] [Enter]** - selects a range of channels 1 through 10 and sets their level to 75%.

• **[2] [+] [7] [At] [2] <0> [Enter]** - selects channels 2 and 7 and sets their levels at 20%.

• **[5] [0] [Thru] [7] [0] [-] [6] [0] [At] [5] <0> [Enter]** - selects channels 50 through 70, except 60, and sets their levels to 50%.

Step 5: To remove a channel's level, you can either use the command **[At] [Enter]**.

• **[1] [0] [At] [Enter]** - sets the level of channel 10 to 0%.

• **[1] [Thru] [1] [0] [At] [Enter]** - sets the levels for channels 1 through 10 to 0%.

Recording A Cue

Step 1: Set the channel levels that you want in your look using the channel faders and/or keypad.

Step 2: Press **[Record] [Cue]** input the cue number **[Enter].**

- For example: **[Record] [Cue] [1] [0] [Enter]** – records your channels as Cue 10.

Recording a Cue with a Fade Time

Step 1: Set the channel levels that you want in your look using the channel faders and/or keypad.

Step 2: Press **[Record] [Cue]** input the cue number **[Time]** input fade time in seconds **[Enter].**

- For example: **[Record] [Cue] [1] [0] [Time] [5] [Enter]** – records your channels as Cue 10 with a fade time of 5 seconds.
- To record a split time (a different up and down time) - **[Record] [Cue] [1] [0] [Time] [5] [/] [1] [0] [Enter] –** records your channels as Cue 10 with an up time of 5 seconds and a down time of 10 seconds.

Recording a Submaster

Step 1: Set the channel levels that want using the keypad.

Step 2: Press **[Record]** then the bump button (button beneath the submaster) of the submaster you wish to record. This action will terminate the command line so there is no need to hit **[Enter]**. You can also record a submaster using the following syntax, **[Record] [Sub] [#] [Enter]**, in case you don't want to jump to submaster mode on the faders.

Editing a Cue

Step 1: Go the cue you wish to edit. **[Go To Cue]** input cue number using numeric keypad **[Enter].**

Step 2: Change the levels that you wish within the cue using the numeric keypad to select channels and the **[At]** percentage **[Enter].**

Step 3: Once you've changed the levels and are happy with the new cue press **[Record] [Enter]**. It will ask you to confirm if you want to record over this cue. Press **[Enter]** again to confirm.

If you wish to record the new cue as a different cue number then you follow steps 1 & 2 but then use the following syntax. **[Record] [Cue]** input cue number on numeric keypad **[Enter].** This will create a new cue.

Editing A Submaster

This is very similar to editing a cue.

Step 1: Make sure no channels are selected on the desk. If in doubt use the following syntax to zero the desk. **[Go To Cue] [0] [Enter].**

Step 2: Push up the submaster you wish to edit.

Step 3: Change the levels using the numeric keypad to select channels and **[At]** input level number **[Enter]**

Step 4: Press **[Record]** and the bump button under the submaster you wish to record over. The desk will ask you to confirm. Press **[Enter]** to confirm.

Editing a Cue Time

Use the following syntax: **[Cue]** input cue number **[Time]** input time value in seconds **[Enter].**

If you are in the cue you wish to change the time of just type **[Time]** input time in seconds **[Enter].**

Deleting A Cue

Use the following syntax:

[Delete] [Cue] input cue number **[Enter]** it will ask you to confirm. Press **[Enter]** again to confirm.

To delete the cue you are currently in:
[Delete] [Enter] – it will ask you to confirm. Press **[Enter].**

Deleting a Submaster

Use the following syntax:
[Delete] [Sub] input sub number **[Enter]**. It will ask you to confirm – press **[Enter]**

Or
[Delete] press the bump button under the submaster you wish to delete **[Enter].** It will ask you to confirm – press **[Enter].**

Creating a Follow-on Cue or Autocue
Sometimes you may wish the lights to automatically change once another cue has completed. For example you may wish to fade the house lights out first and then have the preset lighting state on stage fade out afterwards. To do this we use the follow-on or autocue function.

First record the two states. So we would record the preset on stage with house lights up as the first cue and then for the second cue we would record it with the house lights off.

You have to tell the first cue that the cue after it follows on automatically. So let's say that Cue 1 is our preset with house lights on. Cue 2 is our preset with the house lights off. The fade time on both cues is 5 seconds. We want cue 2 to start fading automatically 5 seconds after the start of cue 1.

We would use the following syntax:
[Cue] [1] [Delay] [5] [Enter]

To remove an autocue use the following syntax:
[Cue] input cue no **[Delay] [Enter]**

Labelling Cues and Subs

It can be useful to add labels to cues and subs. These display when you are playing the cues back and can be a good reference point for you to find a cue easily.

To label a Cue use the following syntax:

[CUE] input cue number on numeric keypad **[LABEL – NOTE]** type the text you want displayed on the keyboard or virtual keyboard on screen **[ENTER]**

If you are in the cue you wish to label just press **[LABEL – NOTE]** type the text you want displayed and press **[ENTER]**

For subs do exactly the same as above just using **[SUB]** instead of **[CUE]**

Copy Channel Data from Other Cues

You may wish to copy the intensities from one cue into the new state you're creating. Or if you have changed the level of lights in one cue and want to add them to the same level in another cue. This is particularly useful when dealing with intelligent fixtures.

Enter the channel numbers you wish to recall on the numeric keypad if there is more than one channel use the **[+]** button. **[RECALL FROM] [CUE]** input cue number **[ENTER].**

For example: **[1] [+] [5] + [7] [RECALL FROM] [CUE] [1] [ENTER] –** copy the level of channels 1, 5, and 7 from Cue 1.

For more advanced features visit the ETC Website and download the ELEMENT Manual.

www.etcconnect.com

Saving a Show

Press the **[Browser]** button.

On the screen you will see a menu open up.

Using the mouse click **FILE.**

Then click **SAVE.**

It will ask you if you really want to save the show. Click **YES.**

The virtual keyboard will pop up on screen. Type the show name either by using the mouse on the virtual keyboard or the actual keyboard plugged into the desk.

Hit enter on the keyboard.

This will save the show.

You can also use this menu to save the show to USB. Please note you can only use the USB on the front panel of the desk to save the show. The back ones must only be used for peripheral devices and not USB Drives. When you insert a USB drive an option to save to USB will appear. Click on it and follow the instructions above.

Hit the **[LIVE]** button to return to the main screen.

To Load a Show

Press the **[Browser]** button.

Using the mouse click **FILE**.

Click **OPEN.**

Click **SHOW FILE ARCHIVE.**

Find your show on the list. Double click on it.

It will ask you which parts of the show you wish to open (unless you only want to load for example the show's patch then it's best to leave it as the default setting which is everything selected).

Click **OK**.

Your show will load.

Hit the **[LIVE]** button to return to the main screen.