How to Program Cues in 7 Easy Steps!

First, what does it mean to record a cue? Essentially, you save how the lights currently are as a cue that is a part of a list. You can activate that cue at any time to have the lights transition to the intensities they were at when the cue was recorded. A single cue is a single saved lights setting, so each cue can do only one thing. Each light can be independently set from 0% to 100%.

1. Before you can record a cue, you need to know what you want the cue to do! Is it a blackout cue, a lights up cue, or a cue that changes what lights are up? What area of stage will be lit?
2. Next, you need to find the lights you will be using. You will probably use the sliders on the board to do this. Start with all the lights turned off. Then, turn on lights (one-by-one or in groups) until you see something you want to use. Write it down and move on. Go through all 120 lights that can be manipulated by the sliders. There are a few more lights that you can only access with the keypad or right screen. Once you have a list of potential lights, decide which ones to use. You might need to ask Ms. Welk to adjust a few of them.
3. After you have decided what lights you want, you need to set how bright they are. You can use the [+], [-], [Thru], and the keypad to select which lights you want. You could also click on the lights on the right screen to select them. Once they are selected, you can use the [@] command to set what percent they are at. Another way to set/change the selected lights’ percent is the wheel to the right of the keypad. Or you could just go one-by one using the sliders.
4. Once you have the cue set up, record it. Hit [Record] [Cue] [###] [Cue only] [Enter]. For [###] type the number you want. Ms. Welk prefers we start at 100 and go up by 5 each time. This is so there will be room for extra cues to be added later without resorting to decimals. If you are recording over an already recorded cue, you will be prompted to hit [Enter] a second time to confirm. If you are recording on the cue that is currently active, you only need to hit [Record] [Cue only] [Enter] [Enter]. It will automatically fill in the cue number in for you.
5. You can also set the how much time it will take the lights transition to a cue. The default time for a new cue is 5 seconds. If you record over an already recorded cue, the new cue will keep the time of the previous cue. To change a cue’s time, hit [Time] [###]. Use [.] for decimals.
6. Finally, you can give a cue a label that will be next to it on the left screen. To do so, hit [Label], then use your mouse to type the label on the right screen. If the cue already has a label, you will have to delete the old label. If you record over an already recorded cue, the new cue will keep the label of the previous cue.
7. Repeat 1-6 for the rest of the Cue List. Double-check each cue individually and compared to other cues. Repeat steps to adjust cues to Director’s satisfaction.

Note: Keys to be pressed are signified by [KEY’s NAME]