

Multimedia Lab Use Guidelines

Library 1404, 360-867-5455

<http://www.evergreen.edu/electronicmedia/multimedialab/>

The MML is available for academic use for all currently enrolled students, staff, and faculty. The MML has 15 workstations and three 24-hour editing suites. The Multimedia Lab does not require a proficiency but make sure to check with the lab aides about the file management procedures. The three 24-Hour access Non-Linear Suites require a proficiency, which can be scheduled with the MML Intern. The lab is a shared facility and requires that patrons be responsible for their own materials and file storage. Students working on large projects are encouraged to purchase an external firewire drive.

Scheduling Time:

- To schedule time come to the lab during open hours or go to the Electronic Media Front Desk in L1501. You can also call us at 360-867-5455 (MML) or 360-867-6270 (EM Desk).
- Standby users can schedule up to 1 week in advance, up to 8 hours per week, 4 hours per day.
- Walk-ins must reserve station at time of arrival. You must be scheduled on a station to work on it.
- Students in media programs or with Media Request Forms can schedule time based on their allocation up to a month in advance.
- The 24-hour Non-Linear Editing suites can be reserved at Media Loan and you must check out keys from Media Loan to gain access. Return the keys promptly following the end of your work session.

Punctuality & Showing Up:

- You may lose your time if you are more than 15 minutes late.
- You are expected to contact the MML if you are going to be late to cancel or reschedule your time.
- If you are repeatedly late or absent you will temporarily lose access until you consult with a staff member.
- Severe misuse or violations will result in a conference with staff and your faculty to restore access privileges.

Log Book:

Every time you come into the lab you must login at the front desk to work on a station. Fill in the fields provided with your name, the time you arrive, the station, and your academic program or contract.

Computer Logins:

Use your Evergreen account name and password to login to the computers. At every login a new account folder is created. At logout all application preferences are reset. Save your work to the **User Drive**. Files on the **User Drive** are accessible by any user. Files stored in your home folder are only accessible by you.

All Workstation Overview:

The lab has 13 Mac Pro's with dual 2.8 GHz quad core processors and 12 GB's of Ram. Each station has dual 22" LCD monitors, a DVCAM deck, audio mixer and a video monitor. The lab also features one scanning/conversion station and 2 portable scanners. The Non-Linear Editing suites have the same setup with the addition of larger speakers.

Software: Check our website for the most updated and detailed list.

- | | |
|------------------------|------------------|
| • Adobe After Effects | • iMovie 11 |
| • Adobe Design Premium | • Maya |
| • Digital Performer | • Max/MSP/Jitter |
| • Final Cut Studio | • Peak Pro |
| • iDVD | • Toast |

Servers:

- "Temporary Files on Nimrod" is for transferring files between stations. Files will be deleted after 1 week.
- Program shares on Nimrod or Orca are for project storage and are managed by the program.
- Never work on files directly from a server. Drag your files into the local **User Drive**.
- Eject a server when it is no longer in use.
- Delete files when they are no longer needed.

Checkout Items:

We have manuals, books and a variety of accessories available for checkout for use *inside* the lab.

Ask a lab aide and provide your student ID card.

- Midi keyboards
- Headphones and splitters
- Drawing tablets
- Portable scanners
- Firewire & USB cables
- Porto-Drives – Firewire drives for short-term storage.

Leave time at the end of your session:

- The lab may be closing or someone may be waiting to use your workstation.
- These activities take time- please take this into consideration and be courteous!
 - Transferring files onto a server, **User Drive** or external drive (up to 1/2 hour each way)
 - Rendering or building preview. (This can take up to several hours).
 - Printing to tape (at least as long as your movie)
- If you are not fully finished with your session before the lab closes or another user's time starts you could be evicted from the station. You are responsible for managing your time.

What not to do:

- Store anything on the desktop, documents folder or the system drive.
- Install new software, attempt to copy applications, or mess with the system folder.
- Change hardware configurations, switch cables, hook or unhook equipment. Ask a lab aide for help!
- Delete files other than your own. (You should ask a lab aide to free up space.)
- Eat or drink at workstations or leave your food beverages on the floor next to your station.
- Come to the lab partially dressed, or without shoes. You will be asked to leave.
- Come to the lab intoxicated.

What to do:

- Make a folder on the **User Drive** with your name on it and save all your files within.
- Always save everything to the **User Drive**.
- Designate where to save your files (set your scratch disks) at the beginning of each work session.
- Clean up your old or obsolete files to free up space for other users.
- Clean up your trash from the lunch table.
- Be nice to the lab aides. They are there to help you.

End of Quarter:

- All files on the computer **User Drives** will be deleted.
- All files on "Temporary Files on Nimrod" will be deleted.
- All files on the Porto-Drives will be deleted.
- All keys must be returned to Media Loan.

Transfer Station:

The Transfer Station is located in the back on the MML. It has a DV deck, VHS deck and DVD recorder. It can be used to dub between formats.