

# CMU MEDIA WORKSTATIONS F.A.Q.

Frequently Asked Questions

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## What is a Media Workstation?

- A media workstation includes a Mac computer, specialized software, and any other hardware associated with it.
- Example: **MLMAC01** includes:
  - iMac | Keyboard & Mouse | M-Audio MobilePre Interface | M-Audio KeyRig 49 | Shure SRH440 Headphones | M-Audio BX5a Monitor Speakers

## Where can I find Media Workstations?

- South Campus Computer Lab**, downstairs to the left of the Bookstore.
- 5 Mac Mini Media Workstations
- Media Lab**, South Campus, adjacent to D33, Access Code required.
- 2 iMac Media Workstations

# MEDIA WORKSTATION USER ACCOUNTS & FILES

## **Should I choose one Media Workstation for the duration of my course?**

Yes. Your files will only be available on the computer on which they were created, so it is very important that you choose one Media Workstation for the year. Once you login to a Media Workstation, it becomes your designated workstation.

**\*\*DO NOT use multiple Media Workstations throughout the year.\*\***

## **How Do I Login to my Media Workstation?**

Login information (User ID and Password) will be provided to you through your course instructor at the beginning of each term.

## **Can I access my files from various computers?**

No. Unlike PC computers in the South Campus Computer Lab, user accounts on media workstations only exist on the computer they were created. For instance, any files created on or saved to MLMAC01 only reside on that computer's hard drive.

## **Do I need to backup my Files?**

Yes. Users are responsible to back up their own files. Your files are saved to the Media Workstation they were created on, but CMU claims no responsibility for any damaged, corrupted, or lost files.

## **Do I need to Logout when I'm finished working?**

Yes. It is very important to logout when you finish a working session. Leaving your account open gives the next user access to all of your files.

## **Is it a good idea to save passwords when prompted?**

No. Saving passwords into the system settings for web services including email, Facebook, etc. on a browser is not a good idea. Protect your identity and your files.

## **Who do I ask if I am interested in using a third-party software application or plugin?**

Please contact your course instructor if you require additional software/plugins for use in projects.

# MEDIA LAB

## ACCESS

### **What is the Media Lab?**

The Media Lab is adjacent to classroom D33 on the South Campus. It is a small computer laboratory outfitted with two 27" iMacs and various hardware peripherals designed for multimedia production.

### **Who is authorized to use the Media Lab?**

The Media Lab is only available to CMU students in designated upper-level Communications and Electronic Music courses.

### **When is the Media Lab open?**

The Media Lab is open Mondays through Sundays, excluding staff and public holidays, from **8 AM to 10 PM**. Note: CMU South Campus is locked for the night at **11:00 PM**.

## POLICIES

### **Which activities are not permitted in the Media Lab?**

The Media Lab falls under the CMU Handbook Guidelines for computer use. See Student Handbook, page 17 and following.

### **The following activities are not permitted in the Media Lab:**

- Eating & Drinking
- General Academic Use
- Video Gaming
- Hacking

### **Can I use Media Lab equipment outside of the Media Lab?**

No. All media workstation equipment must remain in the Lab. If you require portable media gear such as cameras, microphones, or audio recorders, Media Kits are available on 24-hour loans from the CMU library. Refer to the end of this document for a list of available Media Kits.

### **Can I use my own equipment in the Media Lab?**

Yes, small electronics such as personal headphones and USB keys are appropriate. Any larger pieces of equipment or instruments that require some re-configuration of lab

setup, can only be used with permission of instructor. CMU does not take responsibility for any damage to personal equipment while in use in the Media Lab.

**What should I do if equipment is damaged or missing?**

Please report it immediately to David Balzer, Instructor of Communications and Media at [dbalzer@cmu.ca](mailto:dbalzer@cmu.ca) Students are responsible for all equipment in the Media Lab during their working session.

## BOOKING & SCHEDULES

**Do I need to book time in the Media Lab?**

Yes. If students want guaranteed access to a workstation, they need to book time in the Media Lab. *Students can book a maximum of two 2-hour blocks on either one of the Media Workstations in the Media Lab. Students may work longer than 4 hours, but must honor any bookings made by other students.*

**How do I book a Media Workstation?**

To book time on a media workstation in the Media Lab, please write your name into the time slot(s) you'd like to reserve on the Media Lab Block Schedule. The Schedule is posted on the Media Lab door in the back stairwell. Students may only book time on one workstation throughout the year.

# SOUTH CAMPUS COMPUTER LAB

## **What are the South Campus Computer Lab Media Workstations?**

5 Mac Mini Media Workstations, optimized for media production, are housed in the South Campus Computer Lab, as a separate resource from the PC computers.

## **ACCESS**

### **Who is authorized to use the South Campus Computer Lab Media Workstations?**

They are only available to CMU students in designated Communications and Electronic Music courses.

### **When is the South Campus Computer Lab Available?**

The South Campus Computer Lab is open from **8 AM** to **11 PM**.

## **POLICIES**

### **Can I use my own equipment with South Campus Computer Lab Media Workstations?**

Yes, small electronics such as personal headphones and USB keys are appropriate. Any larger pieces of equipment can only be used with permission of instructor.

**\*\*CMU does not take responsibility for any damage to personal equipment.\*\***

### **What activities are not permitted in the South Campus Computer Lab?**

The South Campus Computer Lab falls under the CMU Handbook Guidelines for computer use. See Student Handbook page 17 and following.

### **The following activities are not permitted in the South Campus Computer Lab:**

- Eating & Drinking
- Video Gaming
- Hacking

# MEDIA COACHING

## **Who delivers coaching if I'd like some help with my project?**

Each year CMU hires a Lab Assistant to assist students in using the media workstations and production equipment. Students are encouraged to access this resource to assist them in their media projects.

Details about the Lab Assistant and coaching options are made available through course instructors and are posted in the Media Lab.

## **What kind of help can the Lab Assistant offer?**

This year's Lab Assistant, Matthew Veith, is proficient in the use, creation, and manipulation of media hardware and software, and can answer technical questions and coach users through production in multiple areas, including:

### **- Equipment:**

- Video Cameras > Operation / Importing Footage
- Photography > Operating and Configuring DSLRS, Digital Post-processing
- Audio Recording Devices > Microphones, Audio Recorders

### **- Software:**

- Audio Software > Garageband, Logic Express, Audacity and other DAWs
- Video Software > iMovie, Final Cut Express, Final Cut Pro
- Graphic Software > Adobe Photoshop, Illustrator, InDesign, Flash

## **When and how can I book a coaching session?**

The Lab Assistant is on-duty and available for coaching sessions during the following hours:

**Tuesdays, 1-3:00 PM**

**Wednesdays, 12:30-2:30 PM**

To book a coaching session, send an email to Matthew Veith at:

[mveith@student.cmu.ca](mailto:mveith@student.cmu.ca).

## **Where are the coaching sessions held?**

The Lab Assistant is available to assist students in the Media Lab, South Campus Computer Lab or other arranged location on campus. The Lab Assistant can typically be found on duty in the Media Lab or near David Balzer's office, C15 south campus. Students are encouraged to book coaching sessions in advance if possible.

# MEDIA KITS

## **What is a Media Kit?**

A Media Kit contains a primary piece of media equipment and all of its associated accessories.

- See Equipment List for a complete description of all available portable media kits.

## **CHECKOUT PROCESS**

### **Who has access to these Media Kits?**

CMU students enrolled in designated Communications and Media or Music courses may checkout this equipment.

### **How does the checkout system work?**

Each of the media kits is available on a 24-hour loan from the CMU library. A CMU Library Card is required to checkout a media kit. Late returns of any media kit will result in a fine. Students are encouraged to use the Reservation system so that they know a particular media kit will be available to them when they need it.

Students are required to carefully read and fill out a Liability and Release Form before a media kit will be given to them. This identifies any previous damage or missing components and indicates that the student is taking 100% responsibility for the equipment.

### **Do I need to inspect the equipment during the checkout process?**

Yes. If you find parts missing or broken, please report it to the Library Attendant immediately and note the issue on the Liability and Release Form. If you do not report damage or missing components and proceed to checkout the kit, you will TRANSFER ALL RESPONSIBILITY AND LIABILITY for the broken/malfunctioning/missing item to your account.

### **Does CMU provide re-writeable media for Media Kits?**

- CMU provides SD cards for all kits that use that format.
- CMU does not provide miniDV tapes for the video cameras that use that format. MiniDV tapes can be purchased at the CMU bookstore, South Campus.

Students need to make sure that they remove all of their recorded material from the Media Kit devices before returning the kit. Once a Media Kit is returned to the library, the next user will expect to delete any content left on the kit's re-writeable media to make room for their own use. CMU DOES NOT claim any responsibility for lost data.

**Does CMU provide batteries for Media Kits?**

No. For devices that use AA batteries, CMU does not guarantee a fresh set of batteries. AA batteries can be purchased at the CMU bookstore, South Campus.

For devices that use chargeable Ni-Mh & Li-Ion Battery packs (Camcorders, Digital SLRs), CMU provides A/C power adapters but is not responsible for the recharging of these devices. Any student reserving or checking out a kit with a Ni-Mh or Li-Ion battery should budget time for charging the kit before use.

As a courtesy, students are encouraged to return the Media Kits fully charged.

## LIABILITY POLICIES

**What happens if I break or lose a piece of equipment?**

In order to checkout a media kit, students must first carefully read and fill out a Liability and Release Form. Signing this document confirms that the student is accepting responsibility and replacement liability for any damage or loss of the equipment while in their possession.

Any damage should be reported immediately to David Balzer, Instructor of Communications and Media at [dbalzer@cmu.ca](mailto:dbalzer@cmu.ca)

**What if a piece of equipment stops functioning during use?**

Please report any malfunctions immediately to David Balzer, Instructor of Communications and Media at [dbalzer@cmu.ca](mailto:dbalzer@cmu.ca) Failure to report may result in the student becoming responsible for repair/replacement costs.

**What if I find a piece of equipment missing or broken in the Media Kit?**

If you find parts missing or broken during the checkout process, please report it to the Library Attendant immediately and note the issue on the Liability and Release Form. If you do not report damage or missing components and proceed to checkout the kit, you will TRANSFER ALL RESPONSIBILITY AND LIABILITY for the broken/malfunctioning/missing item to your account.

# SOFTWARE RESOURCES & TUTORIALS

Which software should I use for a project?

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## VIDEO

### Final Cut Pro/Studio

#### Official Software Documentation

Apple Final Cut Pro Documentation is accessible from the “Help” drop-down menu in FCP.

#### Official Support Site

> Apple’s Final Cut Studio Help/Tutorial/Forum Section

<http://www.apple.com/support/finalcutstudio/>

#### Third-party Tutorials/Guides/Forums

> Lynda.com free tutorials for Final Cut Studio

[http://files.lynda.com/files/finalcutstudio/index.html?](http://files.lynda.com/files/finalcutstudio/index.html?utm_source=apple_fcs&utm_medium=partner&utm_content=apple_fcs&utm_campaign=apple_fcs)

[utm\\_source=apple\\_fcs&utm\\_medium=partner&utm\\_content=apple\\_fcs&utm\\_campaign=apple\\_fcs](http://files.lynda.com/files/finalcutstudio/index.html?utm_source=apple_fcs&utm_medium=partner&utm_content=apple_fcs&utm_campaign=apple_fcs)

### iMovie '09

#### Official Software Documentation

> Official iMovie '09 Documentation is accessible from the “Help” menu.

**Official Online Support Site**

> Apple's iMovie Help/Tutorial/Forum Section

<http://www.apple.com/support/imovie/>

**Third-Party Resources**

> WonderHowTo iMovie Section

<http://www.wonderhowto.com/software/apple-imovie-video/>

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# AUDIO

## Logic Pro 9

**Official Software Documentation**

> Logic Pro 9 User Manual

[http://manuals.info.apple.com/en\\_US/Logic\\_Pro\\_9\\_User\\_Manual.pdf](http://manuals.info.apple.com/en_US/Logic_Pro_9_User_Manual.pdf)

**Official Support Site**

> Apple's Logic Help/Tutorial/Forum Section

<http://www.apple.com/support/logicpro/>

**Third-Party Resources**

> Lynda Logic Tutorials

<http://www.lynda.com/Logic-Pro-9-tutorials/essential-training/58707-2.html>

## Garageband '09

**Official Documentation**

> Garageband '09 User Manual

[http://manuals.info.apple.com/en\\_US/GarageBand\\_09\\_Getting\\_Started.pdf](http://manuals.info.apple.com/en_US/GarageBand_09_Getting_Started.pdf)

**Official Support Site**

> Apple's Garageband Help/Tutorial/Forum Section

<http://www.apple.com/support/garageband/>

**Third-Party Resources**

> Lynda.com Garageband '11 Essential Training. (Garageband '09 and '11 are similar enough that most of these videos apply)

<http://www.lynda.com/GarageBand-11-tutorials/Essential-Training/84529-2.html>

## Audacity

### Official Documentation

> Audacity Official Website

<http://audacity.sourceforge.net/help/documentation>

> Audacity FAQ

<http://audacity.sourceforge.net/help/faq>

> Audacity Wiki: Tips & Tutorials

<http://wiki.audacityteam.org/wiki/>

### Tutorials/Guides/Forums

> “Using Audacity: A Tutorial” by Peter Graff -- Production Manager, KBCS FM

[http://pacificaradio.files.wordpress.com/2007/08/audacity\\_tutorial.pdf](http://pacificaradio.files.wordpress.com/2007/08/audacity_tutorial.pdf)

### Videos

“Advanced Audacity Tools” -- Unknown creator

Part 1: <http://www.youtube.com/watch?v=ZgxoJXmloHw>

Part 2: <http://www.youtube.com/watch?v=7i0o4Z7JegU&feature=related>

## General Audio Production Resources

### Tutorials/Guides/Forums

> FutureProducers

<http://www.futureproducers.com/forums/>

- Contains excellent forums, indexed by topic

> GearSlutz

<http://www.gearslutz.com/board/>

-Similar to FutureProducers, emphasis on capture & recording

> SOS (Sound On Sound) Forum

<http://www.soundonsound.com/forum/>

# MEDIA KIT INVENTORY

Equipment Kit	qty	Kit Contents
<b>Sony HVR-HD1000U Digital Video Camera Kit</b>	1	<ul style="list-style-type: none"> <li>- Camera Unit (w/ NPF970 Battery)</li> <li>- AC Adaptor/Battery Charger</li> <li>- A/V Component Cable</li> <li>- Apex HP35 Monitor</li> <li>- Headphones (w/ detachable cable &amp; 1/4" adaptor)</li> <li>- Infolithium NP-F570 Battery (Extra)</li> <li>- FireWire 800 Cable</li> <li>- 10' USB transfer cable</li> <li>- Carrying Case</li> <li>- User Manual Booklet</li> <li>- Memory Stick Duo Pro</li> </ul>
<b>Canon VIXIA HV40 Digital Video Camera Kit</b>	1	<ul style="list-style-type: none"> <li>- Canon VIXIA HV40 Digital Video Camera</li> <li>- AC Adaptor</li> <li>- FireWire 400 Transfer Cable</li> <li>- FireWire 800 Transfer Cable</li> <li>- Component Audio/Video Out Cable</li> <li>- USB Transfer Cable</li> <li>- SD card (in Camera)</li> <li>- Apex HP35 Monitor</li> <li>- Headphones (with detachable cable &amp; 1/4" adaptor)</li> <li>- Extra Battery</li> <li>- Canon Wireless Remote</li> <li>- User Manual Booklet</li> <li>- Carrying Case</li> </ul>
<b>Canon Rebel T2i/EOS 550D DSLR Camera Kit</b>	1	<ul style="list-style-type: none"> <li>- Canon Rebel T2i DSLR Camera Body (w/ Canon 18-135mm f3.5-5.6 IS Lens)</li> <li>- 16GB SD Card (in Camera)</li> <li>- USB Transfer Cable</li> <li>- Component Video Out Cable.</li> <li>- Battery Charger</li> <li>- User Manual</li> </ul>
<b>Zoom H2 Audio Recorder Kit</b>	2	<ul style="list-style-type: none"> <li>- Zoom H2 Audio Recorder</li> <li>- USB transfer cable</li> <li>- Component out cable</li> <li>- AC adapter</li> <li>- Screw-on hand grip</li> <li>- Screw-on Stand</li> <li>- Foam Wind Screen</li> <li>- Carrying Case</li> </ul>
<b>iPod Nano Audio/Video Recorder Kit</b>	1	<ul style="list-style-type: none"> <li>- iPod nano unit</li> <li>- USB charge/transfer cable</li> <li>- Carrying Case</li> </ul>
<b>Sony Cassette Tape Recorder Kit</b>	3	<ul style="list-style-type: none"> <li>- Sony Cassette Tape Recorder</li> <li>- Sony FV-120 Microphone</li> </ul>
<b>Velbon Tripod</b>	1	<ul style="list-style-type: none"> <li>- Velbon Tripod</li> <li>- Top Detachable Base</li> </ul>
<b>Manfrotto 055XB Tripod</b>	1	<ul style="list-style-type: none"> <li>- 055XB Tripod Stand</li> <li>- 701HDV Detachable Mount</li> </ul>
<b>Rode VideoMic External Microphone Kit</b>	1	<ul style="list-style-type: none"> <li>- Rode VideoMic Microphone Unit (Includes a Foam Wind Screen)</li> <li>- Manuals</li> <li>- 9V battery (in unit)</li> <li>- Carrying Case</li> </ul>

<b>Shure VP64A Dynamic Microphone Kit</b>	1	<ul style="list-style-type: none"> <li>- Shure VP64A Microphone Unit</li> <li>- Foam Wind Screen</li> <li>- XLR to 1/8" Microphone Cable</li> <li>- 1/8" Extension Cable</li> <li>- Carrying Pouch</li> </ul>
<b>Canon ZR900 Mini-DV Camcorder Kit</b>	1	<ul style="list-style-type: none"> <li>- Camera Unit (ZR900)</li> <li>- FireWire 800 Transfer Cable</li> <li>- AC Adapter</li> <li>- User Manual</li> <li>- Carrying Case</li> </ul>
<b>Sony Wireless Microphone System</b>	1	<ul style="list-style-type: none"> <li>- Sony URX-P2 UHF Wireless Receiver</li> <li>- Sony UTX-P1 XLR Mic/Line Transmitter (with Leather Weather Case)</li> <li>- Sony UTX-B2 Mic/Line Transmitter</li> <li>- Sony Lapelle Microphone</li> <li>- Lapelle Mic Foam Covers</li> <li>- User Manual</li> </ul>