

# CMU MEDIA STUDIOS AND FIELD EQUIPMENT F.A.Q.

## Frequently Asked Questions

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# MEDIA STUDIOS

## What is a Media Studio?

A media studio includes a computer, specialized software, and any other hardware associated with it.

## Where can I find Media Studios?

**B08-Studio 1**, Large production/teaching space, South side basement, Access Code required.

**B08-Studio 2**, Small production room, South side basement, Access Code required.

**B09-Studio 3**, Small production room, South side basement, Access Code required.

## Who is authorized to use the Media Studios?

The Media Studios are only available to CMU students registered in designated Communications/Media and Music courses who have *completed an orientation*.

## When are the Media Studios open?

The Media Studios are available by booking them through the Media Studios and Field Equipment FAQ Moodle site.

## POLICIES

Students are responsible for all equipment in the Media Studios during their working session and are liable for any damage or loss.

## Which activities are not permitted in the Media Studios?

The Media Studios fall under the On-Campus Student Guidelines for computer use. See Student Handbook Section under Campus Communication and IT.

Webpage: <http://www.cmu.ca/students.php?s=resources&p=handbook>.

The following activities are not permitted in the Media Studios:

- Eating & Drinking
- Academic Activity not related to courses designated for these spaces.
- Video Gaming
- Hacking

## Can I use Media Studio equipment outside of the Media Studios?

No. All media workstation equipment must remain in the studios. If you require portable media gear such as cameras, microphones, or audio recorders, Media Kits are available on 3-hour loan 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 Studios?**

Yes, small electronics such as personal headphones, microphones, and USB keys are appropriate. Any larger pieces of equipment or instruments that require some re-configuration of studio setup can only be used with permission from your instructor.

**\*\*NOTE: CMU DOES NOT TAKE RESPONSIBILITY FOR ANY DAMAGE TO PERSONAL EQUIPMENT.\*\***

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

Please report it immediately to Darryl Neustaedter Barg, Media Studio Coordinator at [dnbarg@cmu.ca](mailto:dnbarg@cmu.ca) 204-487-3300 ext. 623.

## BOOKING & SCHEDULES

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

Yes. If students want guaranteed access to a workstation, you need to book time slots. Please keep your bookings accurate and be mindful of other students that need access.

**\*\*Students can book a maximum of three, 2-hour slots/week in either of the Media Studios.**

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

Students can book a studio through the Media Studios and Field Equipment FAQ Moodle site.

Questions about how to book a Media Studio can be sent to the Media Studios Assistant at [mediastudios@cmu.ca](mailto:mediastudios@cmu.ca).

**\*\*NOBODY may use the studios or equipment before receiving an orientation\*\***

# B10 Computer Lab

**Where is the B10 Computer Lab Located?**

The Southside Basement.

**What is the B10 Computer Lab and what can it be used for?**

All eight (8) Mac Minis in the computer lab are optimized for audio production, graphic design, and video production.

It may be appropriate to work on some projects, or certain aspects of projects here (in the B10 Computer Lab), but others will need to be done in the media studios.

## ACCESS

**Who is authorized to use the B10 Computer Lab?**

All students have access to this computer lab. Throughout the term, these workstations are also periodically reserved for class sessions.

**When is the B10 Computer Lab Available?**

The B10 Computer Lab is open daily from 8:30 AM to 10:30 PM.

## POLICIES

**Can I use my own equipment with North Side Computer Lab Media Workstations?**

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

**\*\*NOTE: CMU DOES NOT TAKE RESPONSIBILITY FOR ANY DAMAGE TO PERSONAL EQUIPMENT.\*\***

**What activities are not permitted in the North Side Computer Lab?**

The B10 Computer Lab falls under the On-Campus Student Guidelines for computer use. See Student Handbook Section under Campus Communication and IT. Webpage:

<http://www.cmu.ca/students.php?s=resources&p=handbook>.

The following activities are not permitted in the B10 Computer Lab:

- Eating & Drinking
- Video Gaming
- Hacking

# USER ACCOUNTS & FILES

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

All production projects should be created on a large, high-speed USB stick or external hard drive (preferably 128GB or larger) so that you always have a complete version with you. This allows you to move between workstations when you work on a project. Working with cloud files and documents may also be acceptable for some projects.

You have permission to copy files onto the local hard drive of a workstation but remember that this means you will have files on a specific workstation and would have to go back there to continue your project! We strongly recommend that you always work from a USB stick or external hard drive.

**Do I need to back up my Files?**

YES. Users are responsible for backing up their own files. As you work from a USB stick or external hard drive, remember to back up your entire project to another drive or in a cloud-

based storage! If you choose to place files on the local hard drive of a CMU workstation, **CMU claims no responsibility for any damaged, corrupted, or lost files.** There is no ongoing backup of Media Studio hard drives. At the end of each term, CMU deletes all local studio files.

CMU students have 1TB of cloud-based storage available through their student email account on the Microsoft OneDrive platform. This could be used as a backup system for your projects. Uploading files is best done at CMU to take advantage of very fast upload speeds.

### **How Do I Login to a Media Studio or the B10 Computer Lab?**

Use your CMU Email and Password provided. The User ID and Password combination is the same Login for all the computers at CMU, PCs, or Macs. Some instructors prefer that you use a single class account and login so that materials can be shared between students. Details will be provided in class.

If you are in a Media Production course, please login using the Course Production account, of which your instructor will provide the login information.

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

Files can be accessed from various computers only if you choose to intentionally place a copy of your work in your Microsoft OneDrive cloud space.

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

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

### **Is it a good idea to save passwords when prompted by a browser or application?**

No. Saving passwords into the system settings for email, Facebook, Twitter, etc. on any 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 Darryl Neustaedter Barg, [dnbarg@cmu.ca](mailto:dnbarg@cmu.ca) if you require additional software/plugins for use in projects.

# **MEDIA COACHING**

### **What is media coaching?**

Media coaching is a service offered by CMU's communications and media program through the Media Studios Assistant. The Media Studios Assistant is available to coach in a variety of areas regarding media projects. This includes many things, from software and equipment tutorials to project assistance.

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

Each year CMU hires a student to serve as the Media Studios Assistant to assist students in

using the media workstations and production equipment. Students are encouraged to take advantage of this resource person for assistance in course-related media production.

Details about the Media Studios Assistant and coaching options are made available through course instructors and are posted on the Media Studios and Field Equipment FAQ Moodle site.

The Media Studios Assistant can be contacted at [mediastudios@cmu.ca](mailto:mediastudios@cmu.ca).

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

Media coaching is available by appointment with the Media Studios Assistant. Email [mediastudios@cmu.ca](mailto:mediastudios@cmu.ca).

# MEDIA KITS

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

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

- See the Equipment List at the end of this document for a complete description of all available portable media kits.

## CHECKOUT PROCESS

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

CMU students registered in designated Communications and Media or Music courses may check out this equipment. Use by students outside of these designated courses falls under the discretion of Darryl Neustaedter Barg, Media Studios Coordinator. Please contact Darryl at [dnbarg@cmu.ca](mailto:dnbarg@cmu.ca), 204-487-3300 ext. 623 for more information.

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

Each of the media kits is available on a 3-hour loan from the CMU library. A CMU Library Card is required. Late returns of any media kit will result in an hourly fine of \$1/hour/kit.

### **What is the Liability and Release Form?**

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

*\*\*If a library attendant fails to request a student fill out a Liability and Release Form upon the checkout of a media kit, it is the student's responsibility to request the form and sign it.\*\**

### **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 check out 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. Students need to make sure that they remove all their recorded material from the Media Kit devices before returning the kit. Once a Media Kit is returned to the library, the next user may 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, CommonWord.

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.

*\*\*Students are kindly encouraged to return the Media Kits fully charged.\*\**

## **LIABILITY POLICIES**

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

In order to check out 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 Darryl Neustaedter Barg, Media Studio Coordinator at [dnbarg@cmu.ca](mailto:dnbarg@cmu.ca), 204-487-3300 ext. 623.

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

Please report any malfunctions immediately to David Balzer, Assistant Professor 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 check out the kit, you will TRANSFER ALL RESPONSIBILITY AND LIABILITY for the broken/malfunctioning/missing item to your person.

# SOFTWARE RESOURCES & TUTORIALS

Which software should I use for a project?

Video Project: DaVinci Resolve

Audio Project: Reaper

## AUDIO TUTORIALS

### REAPER

Official Documentation

> REAPER User Guide

<http://www.reaper.fm/userguide.php>

> REAPER FAQ Resources

<http://www.reaper.fm/resources.php>

> REAPER Keyboard Shortcuts

<https://user.cockos.com/~glazfolk/ReaperKeyboardShortcuts.pdf>

## GRAPHIC DESIGN TUTORIALS

### InDesign CC

Official Documentation and Tutorials

<https://helpx.adobe.com/indesign/tutorials.html>

## GENERAL PRODUCTION RESOURCES

### Tutorials/Guides/Forums

– FutureProducers:

<http://www.futureproducers.com/forums/> -- Contains Excellent Forums, indexed by topic.

– GearSpace:

<https://gearspace.com/board/> -- Similar to FutureProducers, emphasis on Capture & Recording.

– SOS (Sound On Sound) Forum

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

– Adobe Creative Cloud Suite

<https://helpx.adobe.com/support.html?promoid=KLXMW>

# MEDIA KIT INVENTORY



Instructions: Identify the kit # and request it from the library staff. You are required to complete a Release/Liability Form during the sign-out process.

*Updated 04/2023*

| Kit #      |  | Kit Contents  |  |
|------------|--|---|--|
| AUDIO KITS |  |   |  |
| 1          | <b>AUDIO KIT#101 RECORDER</b><br>Zoom H4n                                | <ul style="list-style-type: none"> <li>- Zoom H4n Recorder (in hard case) w/ 32GB SD Card</li> <li>- AC Power Cable</li> <li>- Grey Wind Screen</li> <li>- Screw-on hand grip</li> <li>- USB Transfer Cable</li> </ul>  | <ul style="list-style-type: none"> <li>- User Manual</li> <li>- Optex Carrying Case</li> </ul>   |
| 2          | <b>AUDIO KIT#102 RECORDER</b><br>Zoom H4n                                | <ul style="list-style-type: none"> <li>- Zoom H4n Recorder w/ 4GB SD Card</li> <li>- AC Power Cable</li> <li>- Carrying case</li> </ul>   |  |
| 3          | <b>AUDIO KIT#103 RECORDER</b><br>Zoom H6                                 | <ul style="list-style-type: none"> <li>- Zoom H6 recorder</li> <li>- XY microphone module</li> <li>- Mid-Side microphone module</li> <li>- USB cable</li> <li>- 16 GB SD card</li> </ul>  |  |
| 4          | <b>AUDIO KIT#104 MICROPHONE</b><br>Sony Wireless Mic System              | <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 Lapel Microphone</li> <li>- 1/8" output cable</li> <li>- Cold shoe mount (attached)</li> </ul> | <ul style="list-style-type: none"> <li>- XLR-&gt;1/8" adapter</li> <li>- Lapel Mic Foam Cover</li> <li>- User Manual</li> <li>- LowePro Carrying Case</li> </ul> |
| 5          | <b>AUDIO KIT#105 MICROPHONE/RECORDER</b><br>Rode NTG-2 and Tascam DR-70D | <ul style="list-style-type: none"> <li>- Rode NTG-2 condenser shotgun microphone</li> <li>- Tascam DR-70D recorder</li> <li>- 1 ft. XLR cable</li> <li>- Shock mount</li> <li>- Hand grip</li> </ul>  |  |

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|    |  | <ul style="list-style-type: none"> <li>- Screw on mic clip</li> <li>- Stereo mini cable</li> <li>- USB transfer cable</li> <li>- (2) Microphone wind screens</li> <li>- Apex HP35 Monitor Headphones (with detachable cable)</li> <li>- Tascam user manual</li> <li>- Lowepro carrying case</li> <li>- Microphone Cable 25'</li> </ul> |
| 6  | <b>AUDIO KIT#106 MICROPHONE</b><br>Shure VP64A           | <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> <li>- Rode Screw on mic clip</li> </ul>  |
| 7  | <b>AUDIO KIT#107 MICROPHONE</b><br>Rode VideoMic Pro+    | <ul style="list-style-type: none"> <li>- Rode VideoMic Pro + Microphone Unit</li> <li>- Foam Wind Screen</li> <li>- 9V battery (in unit)</li> <li>- Box</li> </ul>   |
| 8  | <b>AUDIO KIT#108 MICROPHONE</b><br>iRig Microphone       | <ul style="list-style-type: none"> <li>- iRig microphone</li> <li>- Carrying case</li> </ul>   |
| 9  | <b>AUDIO KIT#109 MICROPHONE</b><br>SM58 Microphone Kit   | <ul style="list-style-type: none"> <li>- (2) SM58 microphones</li> <li>- (2) XLR microphone cables (15 ft.)</li> <li>- Carrying case</li> </ul>  |
| 10 | <b>AUDIO KIT #110 MICROPHONE</b><br>SM 58 Microphone Kit | <ul style="list-style-type: none"> <li>- (2) XLR Cables (3 ft.)</li> <li>- (2) SM 58 Microphones</li> <li>- Carrying Case</li> </ul>   |
| 11 | <b>AUDIO KIT #111 MICROPHONE</b><br>SM 58 Microphone Kit | <ul style="list-style-type: none"> <li>- (2) XLR Cables (15 ft.)</li> <li>- (2) SM 58 Microphones</li> <li>- Carrying Case</li> </ul>  |
| 12 | <b>AUDIO KIT #112 RECORDER</b><br>Zoom H5                | <ul style="list-style-type: none"> <li>- Zoom H5 recorder in hard case</li> <li>- 32GB SD Card</li> <li>- USB Cable</li> <li>- Foam Windscreen</li> <li>- Hairy Windscreen</li> <li>- Lowepro Carrying case</li> <li>- Operation Manual</li> </ul>   |

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| 13                | <b>AUDIO KIT #113 RECORDER</b><br>Zoom H5  | <ul style="list-style-type: none"> <li>- Zoom H5 recorder in hard case</li> <li>- 32GB SD Card</li> <li>- USB Cable</li> <li>- Foam Windscreen</li> <li>- Hairy Windscreen</li> <li>- Lowepro Carrying case</li> <li>- Operation Manual</li> </ul>                                    |   |
| <b>VIDEO KITS</b> |  |   |   |
| 1                 | <b>VIDEO KIT#201 CAMERA</b><br>Canon Rebel T2i   | <ul style="list-style-type: none"> <li>- Canon Rebel T2i DSLR Camera Body (w/ Battery &amp; Canon 18-135mm f3.5-5.6 IS Lens [lens includes filter &amp; cap])</li> <li>- 32 GB SD Card (in Camera)</li> <li>- 32 GB SD Card Backup (in Case)</li> <li>- USB Transfer Cable</li> </ul> | <ul style="list-style-type: none"> <li>- Battery Charger</li> <li>- Lens Cap</li> <li>- Body Mount Cap</li> <li>- Extra Battery (LP-E8)</li> <li>- Carry Case (w/weather proofing cover)</li> </ul>   |
| 2                 | <b>VIDEO KIT#202 CAMERA</b><br>Canon XA20<br><i>Permanently reserved by the Athletics Department</i> | <ul style="list-style-type: none"> <li>- Camera Unit w/ audio mount attached</li> <li>- (3) Battery Packs BP820</li> <li>- AC Power Cable</li> <li>- User Manual</li> <li>- USB Transfer Cable</li> <li>- Carrying Case</li> </ul>  | <ul style="list-style-type: none"> <li>- Lens Cap</li> <li>- Remote Control</li> <li>- Audio Technica Shotgun Mic</li> <li>- (2) 32GB SD Cards (in camera)</li> <li>- Apex HP35 Monitor Headphones</li> <li>- Digipower Battery Charger</li> <li>- Carrying Case</li> </ul> |
| 3                 | <b>VIDEO KIT#203 CAMERA</b><br>Canon EOS 80D   | <ul style="list-style-type: none"> <li>- Canon EOS 80D camera</li> <li>- Canon EFS 18-135mm lens</li> <li>- (1) 128GB SD card</li> <li>- (2) Batteries with battery caps</li> <li>- Canon battery charger</li> </ul>  | <ul style="list-style-type: none"> <li>- (2) Lens caps</li> <li>- Body mount cap</li> <li>- User manual</li> <li>- Lowepro carrying case</li> <li>- USB Transfer cable</li> <li>- Camera Strap</li> <li>-</li> </ul>  |
| 4                 | <b>VIDEO KIT #204 CAMERA</b>   | <ul style="list-style-type: none"> <li>- Canon EOS 80D camera</li> </ul>  | <ul style="list-style-type: none"> <li>- (2) Lens caps</li> </ul>   |

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|                       | Canon EOS 80D   | <ul style="list-style-type: none"> <li>- Canon EFS 18-135mm lens</li> <li>- (2) 32GB SD cards</li> <li>- (3) Batteries with battery caps</li> <li>- Pawa battery charger</li> </ul>   | <ul style="list-style-type: none"> <li>- Body mount cap</li> <li>- User manual</li> <li>- Ruggard carrying case</li> <li>- Neck strap</li> </ul>   |
| 5                     | <b>VIDEO KIT #205 LENS</b><br>Canon EOS 50mm                            | <ul style="list-style-type: none"> <li>- Canon EOS 50mm f1.8 II Prime Lens</li> <li>- Front Lens Cap</li> <li>- Rear Mount Cap</li> </ul>   | <ul style="list-style-type: none"> <li>- Carrying Case</li> <li>- User Manuals</li> </ul>  |
| 6                     | <b>VIDEO KIT #206 CAMERA</b><br>Canon EOS Rebel T8i and<br>18-55mm Lens | <ul style="list-style-type: none"> <li>- Canon EOS Rebel T8i Camera</li> <li>- Canon 18-55mm Lens</li> <li>- Canon LP-E17 Battery</li> <li>- Canon Battery Charger</li> <li>- AC power cable</li> <li>- Camera body cap</li> </ul>  | <ul style="list-style-type: none"> <li>- Lens cap</li> <li>- Neck Strap</li> <li>- 64GB SD card</li> <li>- Memory Card Reader</li> <li>- Vivanco Carrying case</li> </ul>  |
| <b>LIGHTING KITS</b>  |   |   |  |
| 1                     | <b>LIGHTING KIT#301 LIGHTS</b><br>Ikan Light Kit                        | <ul style="list-style-type: none"> <li>- (2) iLED 312-v2 Bi-Color LED Lights</li> <li>- (1) IB508-v2 Bi-Color LED light</li> <li>- (3) Dual Battery Charges with power supplies</li> <li>- (6) Sony L-Type Batteries</li> <li>- (3) Power Supplies</li> <li>- AC Adapter</li> <li>- (2) Car Adapters</li> </ul> | <ul style="list-style-type: none"> <li>- (3) Compact Light Stands</li> <li>- (1) Large Stand Adapter</li> <li>- (2) Small Stand Adapters</li> <li>- Large Magnetic Light Filter</li> <li>- User Manual</li> <li>- Kit Bag</li> </ul> |
| <b>ACCESSORY KITS</b> |   |   |  |
| 1                     | <b>ACCESSORY KIT#211 TRIPOD</b><br>E-Image EK50AAM Tripod               | <ul style="list-style-type: none"> <li>- E-Image Tripod</li> <li>- Top Detachable Base</li> <li>- Soft Travel Case</li> </ul>   |  |
| 2                     | <b>ACCESSORY KIT#212 TRIPOD</b><br>Manfrotto 055XB Tripod               | <ul style="list-style-type: none"> <li>- O55XB Tripod Stand</li> <li>- 701HDV Detachable Mount</li> </ul>   |  |
| 3                     | <b>ACCESSORY KIT#213 TRIPOD</b><br>E-Image EK50AAM Tripod               | <ul style="list-style-type: none"> <li>- E-Image Tripod</li> <li>- Top Detachable Base</li> <li>- Soft travel case</li> </ul>   |  |
| 4                     | <b>ACCESSORY KIT #214 TRIPOD</b><br>Strobepro Tripod                    | <ul style="list-style-type: none"> <li>- Tripod Stand</li> <li>- Detachable case</li> <li>- Carrying case</li> </ul>  |  |

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| 5 | <b>ACCESSORY KIT#215 BOOM<br/>POLE</b><br>Rode Microphone Boom Pole | - Rode microphone boom pole<br>- 20 ft. XLR cable<br>- Carrying case |
|---|---|--|