VIDEO LAB 2114 USAGE POLICY & RULES

The Video Lab in 2114 is outfitted with computers and software to support Stamps audio, video, and animation courses as well as displays for connecting laptops. Users may utilize the lab equipment for their course and portfolio work or simply plug their personal laptops into the Lab displays to expand their working area and improved color accuracy.

Lab Equipment
User do not need to login to Lab computers with their UMich ID. The computers should automatically log into the shared Student account that provides access to all of the appropriate installed software. All of the Lab computers are color calibrated for improved color grading.

The Lab offers:
- 5x 24” iMacs
- 15x Dell 2560x1440 99% AdobeRGB Displays
- Blu-ray player
- VHS player
- Adobe Creative Cloud
- Adobe Creative Suite 6
- Adobe Creative Suite 5.5
- Final Cut X
- Final Cut Pro 7

The back of the Video Lab contains an animation support area that offers a selection of equipment for traditional and experimental animation.

Animation support equipment:
- 2x Animation drawing desks with ACME and 3-hole punch peg bars
- 2x 24” Cintiq TouchHD displays
- 2x 2D animation copystands with LED lighpads
- Stop motion animation table
- Generay LED light kit
- 3x 24” iMac
- Dragonframe stop motion animation software
Cintiq Access
Students will need their own laptop to use one of the Lab Cintiqs. A Wacom pen is highly recommended but not required. Any pen for a Wacom tablet is usable with the Cintiqs or you may borrow a pen from ECHO. Drivers to use the Cintiq may be downloaded here: http://wacom.com/en-us/support/product-support/drivers

Stop Motion Table Access
The Lab stop motion table can be reserved through ECHO for up to 2 days at a time. Reservations for the table will also provide access to the LED light kit stored in the Lab. Students are free to practice their animations on the table without a reservation.

Lab Access
The Video Lab is accessible to all currently enrolled Stamps students, faculty, and staff during normal class hours. Students wishing to have access to the lab after hours or on the weekend will need to fill out an Access Request Form and have it signed by the Studio Coordinator.

Failure to follow the policies listed below may result in the permanent loss of Lab access in addition to other penalties as necessary.

Lab Rules
1. Be very careful with food and drinks in the lab. Make sure to always use a lid on your drink containers.
2. Please return the modular desks and chairs to their original locations so the next class may use the lab.
3. Reconnect all equipment that you unplugged, especially power and ethernet cables.
4. Check with the Studio Coordinator before storing any projects or equipment in the lab. Anything left in the lab without notice may be periodically discarded.
5. Clean up after yourself. Anything that is too large for the trash cans in the Lab should be carried to a dumpster.
6. Please do not remove any furniture or equipment from the lab without first notifying the Studio Coordinator.
7. Alcohol and illegal drugs are prohibited in the studio and all of the A&D Building.

Computer Rules
1. Don’t depend on saving all of your projects on the Lab computers. We can’t guarantee the safety of your files on the shared computers. It is best to keep your work on your personal external hard drive whenever possible.
2. Please do not change any computer system settings including adjusting the brightness. The settings have been chosen to provide the best possible working experience for all users.

3. Notify the Studio Coordinator immediately if there are any software or hardware problems with the computers. Make note of the computer number you are using. Unreported problems will go unresolved.

4. Always logout of Facebook, Gmail, or any other accounts when you are finished on the computer.

5. Restart the computer if you are having trouble logging into the Student account. The computer will auto-login to the Student account.