

VCA & MCM DIGITAL RESOURCES

General
Information &
Protocols 2017



THE UNIVERSITY OF
MELBOURNE

FACULTY OF
VCA &
MCM

Contents

STAFF CONTACT DETAILS.....	2
DIGITAL STUDIO SPACES	3
Digital Hub Studios.....	4
Digital Hub Support Office & Print Studio	5
C>Lab	5
Elizabeth Murdoch Building Multimedia Teaching Lab.....	6
SCHOOL OF ART EQUIPMENT LOAN STORE	6
Equipment Store Staff:.....	7
DIGITAL RESOURCES.....	7
Inkjet Printing.....	7
Film Scanning	8
3D Printing.....	9
DIGITAL STUDIOS HOUSE RULES.....	9
INTERNET ACCESS	10
DOCUMENT PRINTING	10
DIGITAL STORAGE & SERVER ACCESS	10
OCCUPATIONAL HEALTH & SAFETY	11
Emergency Procedures.....	11
Evacuation Instructions.....	11
Evacuation Assembly Points – Southbank.....	11
First Aid	11
Incident Reporting.....	12
UPDATES & EVENTS	12

STAFF CONTACT DETAILS

DIGITAL RESOURCES STAFF

VCA & MCM Digital Resources Staff are available by appointment for consultations and assistance. Students and faculty members are also welcome to visit the Digital Hub with general enquiries, however booking a time is recommended.

Please note that Digital Resources Staff are not affiliated with IT Services and cannot provide assistance with general IT related issues. Please call the Help Desk on 8344 0888.

For further information about Digital Resources visit:

www.vca-mcm.unimelb.edu.au/digitalhub

General Enquiries

Email: vca-digital@unimelb.edu.au
Phone: 9035 9155
Web: www.vca-mcm.unimelb.edu.au/digitalhub

Michel Szczepanski Digital Resources Manager
Hours: Monday to Friday, 9:00am-5:00pm
Email: michels@unimelb.edu.au
Phone: 9035 9451

Andrew McLaughlin Digital Programs Coordinator
Hours: Monday to Friday, 9:00am-5:00pm
Email: amcl@unimelb.edu.au
Appointments: <https://andrewmclaughlin.youcanbook.me>
Phone: 9035 9163
Mobile: 0481 013 359

Alex Beck Digital Resources Coordinator
Hours: Wednesday, Thursday, Friday 10:00am-6:00pm
Email: alexander.beck@unimelb.edu.au
Phone: 9035 9240

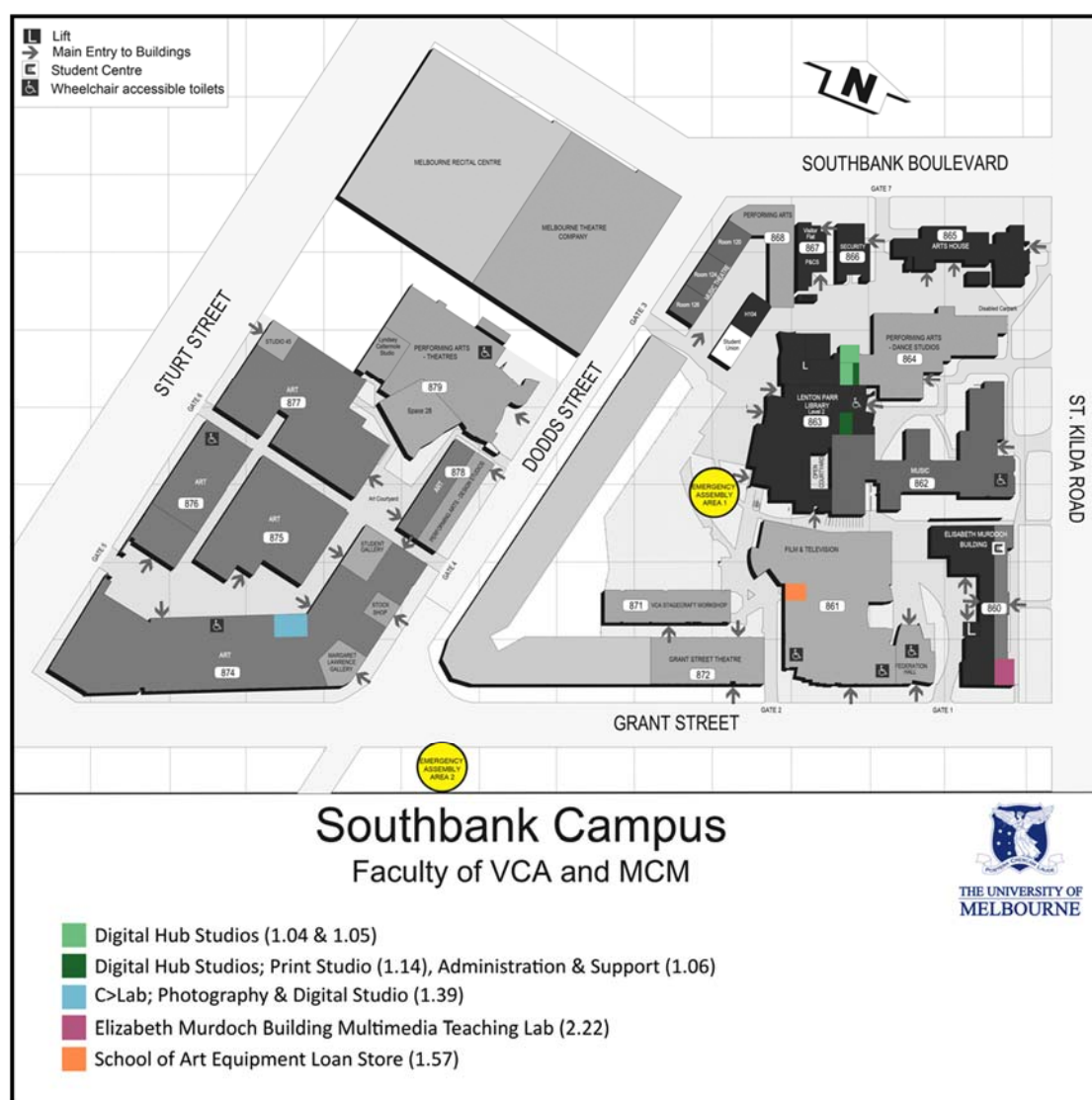
Rosie Isaac Digital Resources Officer
Hours: Monday & Tuesday 9:00am-5:00pm
Email: rose.isaac@unimelb.edu.au
Appointments: <https://rosieisaac.youcanbook.me/>
Phone: 9035 9210

Digital Guide_2017.docx	Page 2 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017 Version: 3.0 Next Review: February 2018

DIGITAL STUDIO SPACES

The VCA & MCM Digital Studios are computer-based production spaces for students studying in all disciplines across VCA & MCM.

This environment is one of experimentation, research, training and collaboration. These studios encourage and support students in their creative application of technology in contemporary arts and music practices.



Access to each room is through swipe access with your student card. If your student card fails to allow access, please contact the administration office in your school.

Please Note: The studios are sometimes used for daytime, evening and weekend classes. These sessions may also be scheduled during non-teaching weeks. Please note that during these times the studios are only accessible to students participating in the sessions.

Digital Guide_2017.docx	Page 3 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017 Version: 3.0
	Next Review: February 2018

Digital Hub Studios

Rooms 1.05 & 1.04, Hub Building 863

Monday to Friday: 9:00am – 10:00pm

Saturday: 9:00am – 5:30pm

Sunday: 11:00am – 4:30pm (Postgraduate students only)

Digital Studio One (1.05) specialises in audio production, as well as supporting 2D image and moving image/video editing.

Hardware includes:

- USB Midi keyboards
- Launchpad Mini (available for loan from staff)

Software includes:

- Logic Pro X
- Ableton Live
- ProTools
- REAPER
- Project SAM Symphobia
- MaxMSP
- Sibelius 7
- Adobe CC
- Final Cut Pro X
- Avid Media Composer
- Davinci Resolve
- Microsoft Office & Endnote
- Internet access

Digital Studio Two (1.04) specialises in 2D, 3D, moving image/video editing and audio production. Digital Studio Two also contains three specialised workstations that have been configured for high-end colour correction workflows. These workstations are equipped with Eizo 4K calibrated monitors and provide software and applications specific to image editing, scanning and colour correction.

Hardware includes:

- Eizo 4K calibrated monitors
- Imacon Flexlight HDR film scanner (via online booking)
- V700 Flatbed film scanner
- A4 & A3 Flatbed document scanners
- Makerbot 3D printer (via online booking)
- Epson P800 A2, fine art, archival inkjet printer (via online booking)
- Lightbox for film viewing
- Wacom tablets (available for loan from staff)
- A4 B&W laser printer (via UniCard system)

Digital Guide_2017.docx	Page 4 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017 Version: 3.0 Next Review: February 2018

Software includes:

- Adobe CC
- ColorPerfect
- Final Cut Pro X
- Davinci Resolve
- Autodesk Maya
- Blender
- Sibelius 7
- Microsoft Office & Endnote
- Internet access

Digital Hub Support Office & Print Studio

Room 1.04 & 1.14, Hub Building 863.

Monday to Friday: 9:00am – 5:00pm

Support Office (1.04) is where the Digital Resources Staff are based, however staff members are often required to work across the faculty and this office may be unattended at times. It is recommended that students make appointments with staff members when assistance is required (please refer to the **Staff Contact** section).

Print Studio (1.14) specialises in large format archival inkjet printing. Please enquire with Digital Resources Staff in Room 1.05 to discuss available options and to arrange a time for your printing. Bookings for archival printing can also be made online via <https://vcamcmprintstudio.youcanbook.me>

Hardware includes:

- Epson 9900 large format (44") pigment inkjet printer
- Epson 9800 large format (44") pigment inkjet printer
- Colour managed print viewing station

C>Lab

Room 1.39, School of Art Building 874.

Monday to Friday: 9:00am – 10:00pm

Saturday: 9:00am – 5:30pm

Sunday: 11:00am – 4:30pm (Postgraduate students only)

C>Lab supports 2D image and moving image/video editing. This studio contains six specialised workstations that have been configured for scanning, image capture and colour correction workflows. Three of these workstations are equipped with Eizo calibrated monitors and provide software and applications specific to image editing, scanning and colour correction.

Hardware includes:

- Eizo calibrated monitors
- 2 x V700 Flatbed film scanners
- Flatbed document scanners
- A4 B&W laser printer (via UniCard system)

Digital Guide_2017.docx	Page 5 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017 Version: 3.0 Next Review: February 2018

Software includes:

- Adobe CC
- ColorPerfect
- Final Cut Pro X
- Microsoft Office & Endnote
- Internet access

Elizabeth Murdoch Building Multimedia Teaching Lab

Room 2.22, Elizabeth Murdoch Building 860.

Monday to Friday: 9:00am – 5:00pm (when not in use by classes)

The Multimedia Teaching Lab is primarily used for academic classes and is booked by staff via the central booking system. However, these labs are accessible to students when not occupied by classes and support the majority of creative media practices.

Please check the room bookings online for updates to room availability:
<https://sws.unimelb.edu.au/2017/default.aspx>

SCHOOL OF ART EQUIPMENT LOAN STORE

Equipment Loan Times:

Monday, Tuesday, Thursday & Friday.

Pick up: 10:00am – 11:00am

Return: 2:00pm – 3:00pm

Loan periods are **THREE DAYS MAXIMUM.**

Students may only pick up or return equipment outside of these times by prior arrangement with the Store Staff.

Faculty loan equipment is located in the Film & TV store area and is accessible through swipe card entry at the door at the rear of Film & TV Building 861, next to the large roller door.

A hardcopy list and booking sheets for all equipment can be found on the front of the storage cages. Students may book out equipment for a **maximum of three days** by writing their name on the booking sheet. Please Note that all bookings must be made in person; **no bookings via phone or email will be accepted.** If a longer loan is required, students will need to gain approval from the Digital Resources Manager:

Michel Szczepanski Digital Resources Manager

Email: michels@unimelb.edu.au

Phone: 9035 9451

On pickup, students are required to sign a Loans Form and provide their student card and mobile number. By signing this form, the student acknowledges their responsibilities while the equipment is on loan to them.

Digital Guide_2017.docx	Page 6 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017 Version: 3.0 Next Review: February 2018

Students are required to undertake an induction to any new equipment in order to fully understand the requirements and functions of that equipment.

On return, the Store Staff will check the equipment before the return is complete.

Equipment Store Staff:

Sheena Colquhoun Store Officer
Email: sheena.colquhoun@unimelb.edu.au
Phone: 9035 9192

Neil D'Souza Technical Resources and Facilities Officer
Email: nbdsouza@unimelb.edu.au
Phone: 9035 9007

DIGITAL RESOURCES

A number of digital resources are available to VCA & MCM students and staff.

Digital Resources Staff are available by appointment for consultations and assistance. Students and faculty members are also welcome to visit the Digital Hub with general enquiries, however booking a time is recommended. Please see the **Staff Contact** section of this guide.

Digital Resources Staff provide assistance in:

- Equipment and camera inductions
- Technical advice on how best to undertake or present/install a project
- Direction and instruction on how best to use software (eg. Photoshop, Final Cut Pro, Logic Pro, Ableton Live etc.)

As well as also supporting:

- Large format archival inkjet printing
- Proof printing
- 3D printing (using Makerbot with PLA Filament)
- HDR film scanning (using Imacon Flextight scanner)

Further information on these processes can be downloaded for your own records and is also stored in the **DIGITAL STUDIOS INFORMATION** folder on the **Digital Studios** server and **Print Server**.

Please be sure to check these servers regularly for updates or changes to information.

Inkjet Printing

PROOF PRINTING

Proof Printing on Epson Enhanced Matte paper is available in a range of sizes.
This is a Medium resolution inkjet print on NON-ARCHIVAL paper

Digital Guide_2017.docx	Page 7 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017 Version: 3.0 Next Review: February 2018

Please refer to the *READ ME* file available on the **Print Server** (located on the desktop of all studio computers) for further information on Proof Printing.

Template/setup files are also available from the **Print Server**.

LARGE FORMAT ARCHIVAL PRINTING

Available on *Canson Rag Paper* (smooth matte) & *Canson Platine Paper* (semi-gloss). Both papers are 110cm wide rolls.

Archival printing is priced at \$1.10 per cm LENGTH of roll paper used (inc GST).
E.g. 110cm (width of image) x 55cm (height of image) = \$60.50 (55 x \$1.10).

TURNAROUND: Booking is required at least 2 days prior to pickup for large format printing. Please note that before peak assessment periods longer lead-in time may be necessary. It is encouraged that printing be arranged AS EARLY AS POSSIBLE to ensure a booking. It can not be guaranteed that the printers will be available during peak periods so be sure to book early.

BOOKING: Printing can be arranged via <https://vcamcmprintstudio.youcanbook.me> or contact staff directly to discuss options and/or prepare images for printing.

Film Scanning

IMACON FLEXTIGHT SCANNER

The film scanner is located in Digital Studio 2 (Room 104, Hub Building 863) and produces High Dynamic Range (HDR) scans from film.

Supported film formats:

- 35mm
- 120 (Medium Format)
- 4x5 (Large Format)

Bookings can be made online via <https://vcamcmfilmscanner.youcanbook.me>

Please book 24 hours in advance to ensure a staff member is available to assist when you arrive. Last minute bookings will be subject to staff availability.

Also please ensure to cancel your booking if you are unable to attend - you can use the link provided in your confirmation email.

PLEASE NOTE: An induction to the equipment is required before first use. Please allow 30 minutes at the beginning of your first scanning session to undertake the hardware & software induction.

EPSON V700 & EPSON 1000XL (A3) FLATBED SCANNERS

Booking is not required for the use of these scanners, however you will need to collect the appropriate film holders from the Digital Resources Staff.

Please contact Digital Resources Staff directly with any questions or requests for assistance.

Digital Guide_2017.docx	Page 8 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017 Version: 3.0 Next Review: February 2018

3D Printing

3D Printing is available to all VCA & MCM students and staff and can be arranged by appointment online via <https://vcamcm3dprinting.youcanbook.me>

Please come to the Digital Resources Support Office (Room 1.04, Hub Building 863) at the time of your appointment in order to deliver and go over your print file with staff.

File Types Accepted:

Only .STL , .OBJ or .THING files can be accepted at this time.

Maximum Print Size:

28.5 (length) x 15.3 (width) x 15.5cm (height)

Cost:

\$0.25 per 1 gram of filament used. This is calculated during the print setup process.

TURNAROUND: An appointment through the online calendar is required at least 3 days prior to pickup. This is due to the maximum time needed for the printer to produce a finished print. It also allows for any consultation time required as well as prints that may already be in the print queue to be completed.

Please note that before peak assessment periods longer lead-in time may be necessary. It is encouraged that printing be arranged AS EARLY AS POSSIBLE to ensure a booking. It cannot be guaranteed that the printer will be available during peak periods so be sure to book early.

CONTACT: Andrew McLaughlin with any queries.

Email: amcl@unimelb.edu.au

Phone: 9035 9163

Mobile: 0481 013 359

DIGITAL STUDIOS HOUSE RULES

If a problem occurs on a studio computer, please do not attempt to service or fix the computer. Ask a Studio Staff Member for assistance, or report the issue directly to ITS (Information Technology Services) on 8344 0888.

Please do not move or unplug any equipment without first asking staff. If moving/unplugging equipment is required, ensure you replace all equipment to its correct position and plug everything back in ready for use. Leave the space how you found it.

If you are working with audio or wish to listen to music on the computers while working, please use headphones to avoid disturbing others. You must supply your own headphones.

Digital Guide_2017.docx	Page 9 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017 Version: 3.0 Next Review: February 2018

Please refrain from bringing food into the Digital Studios. All drinks must be in a resealable bottle or in a cup with a lid.

Please clean up after yourself and ensure to put all rubbish in the bin.

INTERNET ACCESS

Internet access is currently available in all VCA & MCM Digital Studios, except for the specialised colour correction workstations in **Digital Hub Studio Two (1.04, Hub Building 863)** and **C>Lab (1.39, School of Art Building 874)**.

Other Internet facilities are located in the Lenton Parr Library or through UniWireless WiFi. Please visit www.wireless.unimelb.edu.au to configure your device.

DOCUMENT PRINTING

A4 black and white laser printers are available for use by all VCA & MCM students and are located in **Digital Hub Studio Two (1.04, Hub Building 863)** and **C>Lab (1.39, School of Art Building 874)**.

These printers are managed by UniCard and instructions for printing and payment can be found at the UniCard point in the Digital Studios.

Laser printing and photocopying is also available in the Lenton Parr Library.

DIGITAL STORAGE & SERVER ACCESS

It is very important for artists and practitioners engaging in digital media to have a well-organised file management system and to backup all of their files periodically.

It is recommended that students purchase their own external USB hard drive. Digital Studio Staff can assist you with any questions you may have about purchasing equipment and software.

SERVERS

The VCA & MCM digital servers provides access to temporary storage and portability of projects between labs and individual computers; it is a great way to be able to access the files you are currently working on from any computer in the Digital Studio Labs.

Shortcuts to the servers are available on the desktop of every Digital Studio computer:

Digital Studios - General studio server used for storing & transferring files

Print Server - Print studio file server used for submitting files for printing

It is the student's responsibility to maintain their own files and folders and to transfer the content to removable storage media for backup. It is recommended that students

Digital Guide_2017.docx	Page 10 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017
	Version: 3.0
	Next Review: February 2018

back up all projects and files to an external hard drive at least once a week, as well as copying this backup to a personal computer for added security.

The servers are cleaned out and all files deleted periodically at the end of each semester.

Please do not store any files on the desktop or the local drive of any of the Digital Studios computers as these files are deleted every night when the computer shuts down or is restarted.

OCCUPATIONAL HEALTH & SAFETY

Emergency Procedures

In case of an emergency on campus, please notify Local Emergency Wardens and Campus Security.

Security: 9035 9311 (59311 from internal phone)

Police/Fire/Ambulance: 000 (0 000 from internal phone)

Evacuation Instructions

Upon hearing the **Evacuation Tone** (*whoop whoop whoop*), or being instructed to evacuate:

1. Leave by the stairs (do not use the lifts).
2. Move to the assembly area as directed.
3. Remain at the assembly area until advised by Emergency Personnel or Local Emergency Warden or Security that it is safe to leave or return to the building.

Evacuation Assembly Points – Southbank

The evacuation assembly points are highlighted in yellow on the Southbank Campus Map on page 3 of this document.

- East side of campus (St Kilda Road side): Outside the VCA Café on the grass
- West side of campus (Sturt Street side): Corner of Grant Street & Dodds Street

First Aid

Digital Studio Staff are trained in Applied First Aid. Additional First Aid Officers are listed on the Hub Building Emergency Contacts list, posted on the OH&S Information Board in the ground floor foyer of Hub Building 863.

First Aid Kits are available around campus, as well as the following locations in the Hub Building:

- Ground floor foyer of Hub Building 863
- Lenton Parr Library

Digital Guide_2017.docx	Page 11 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017 Version: 3.0 Next Review: February 2018

Incident Reporting

All incidents or near misses must be reported to staff and recorded in an Incident Report Form as soon as possible.

An **incident** is any unplanned event resulting in, or having a potential for, injury, ill health, damage or other loss.

A **near miss** is an event that could have resulted in injury, damage to property, process or the environment, but did not.

An Incident Report Form is to be used by staff, students, or visitors who have incurred an injury or illness, or who are providing details of any event that creates a risk to the health or safety of persons. Incident reporting is completed online by a staff member using Themis (University of Melbourne online administration system), or downloaded and completed manually at:

https://safety.unimelb.edu.au/docs/Incident_Report_S3.pdf

UPDATES & EVENTS

The information provided above is subject to change. Please check the Digital Hub webpage regularly for any updates and events:

www.vca-mcm.unimelb.edu.au/digitalhub

Digital Guide_2017.docx	Page 12 of 6
Authorised by Digital Resource Manager	Date: 7 February 2017 Version: 3.0 Next Review: February 2018