

Digital Design & Media

graphic design - web design - digital imaging - animation

THE DEPARTMENT OF MEDIA CULTURE
PRODUCTION LABS 1P-231 & 228A

Welcome to the Media Culture Production Labs!

If you have any questions or concerns please alert the lab staff - you can also reach us at **(718) 982-2573** or **csimedialab@gmail.com**

lab rules

- Lab privileges are only for students currently enrolled in COM production courses
- You may not bring food or drink into the labs (except in designated areas)
- You must log in & out at the PC station during open lab hours
- Please throw paper in the designated recycling bins – garbage cans are used for all other waste
- DO NOT touch the computer screens or any wiring
- Please set cell phones to vibrate and use headphones when working with audio. All phone conversations should be taken outside the lab.

open lab hours

Open lab/tutoring hours will be posted by the second week of classes and will run through finals week. Please note that the lab hours are subject to change – you may call 718-982-2573 to confirm.

During open lab time please come prepared to work on your own – if you need help you may sign up for a tutoring session or speak to your instructor.

workstations

Currently the DDM lab (231) is equipped with 15 27-inch iMacs with 2.7GHz Intel Core i5 processors, 2 Epson scanning stations, 2 B/W HP 4200 laser printers, 1 Color HP 4600 Laser printer, 1 Xerox Phaser 7700DN Tabloid printer and 1 Epson 7880 Stylus Pro.

The 228A lab can be accessed through the rear of 231 and houses an additional 5 iMacs. Each station in 228A is equipped with Final Cut Pro Studio 3 (which includes FCP7) and miniDV tape decks for video editing.

Flashcard readers, wireless tablets and digital cameras are available for your use – please ask the lab staff for more information.

software

The 15 student iMac stations in 231 are running OS X 10.8 (Mountain Lion) and are equipped with:

Adobe CS6 Master Collection,*
MS Office 2011, Firefox,
Google Chrome, Safari, Opera,
Celtx, Audacity, and iLife '11.**

All computers are password protected – students must log in as “student” using the password “mac”.

*Due to system requirements, scanning stations and 228A iMacs are running CS5, not CS6.

**Apple iLife includes iPhoto, iTunes, iMovie, and Garage Band applications

storage and file formats

Students must use flash drives, portable drives or cd media to store their work. All drives must be formatted for Mac OS to work properly.

For temporary storage you will find a class folder on the desktop.

Please create a folder for yourself inside the class folder. Save often and keep back-ups of all your work. We cannot guarantee the safety of any material saved to the hard drives. All non-class files will be deleted from the desktops on a weekly basis during the regular semester.

Ask your instructor about compatible file formats, especially if you are working on a PC or older/newer versions of the software. Please do not download any programs (.dmg or .exe files) without asking a tech first, as infected files can destroy the data on the hard drives.

printing

You may print to either of the b/w network printers from any workstation but to access the color printers you must ask your instructor or the tech on duty.

You may not always get immediate results when printing. **Do not issue repeated print commands!!!** If you believe there is a problem with a particular printer, please let the lab tech know.

Color printing results may vary – please check all your settings inside the programs (i.e. page setup, printer set up) before printing. Your professor will advise you of the best color profile to ensure print accuracy. The printers are calibrated on a regular basis and a portable full spectrum light is available for your use.

HELP!!!

The Media Culture Labs offer tutoring for all currently enrolled production students. Tutoring sessions will focus on using course software and assisting with class assignments. You may sign up to participate in an individual session or group workshop. Tutoring time is available on a first come, first served basis.

Please keep in mind that tutoring is a supplement, not a substitute to your classes. **The tutors are under no obligation to cover material that is outside the scope of your class.**

Should you need technical help there will be techs available for assistance during lab hours. If you run into a problem of any kind - please do not try to resolve the problem yourself. Even something as simple as performing a restart during a crash can cause serious problems. If the computer freezes, doesn't print, doesn't eject your drive/disk, or doesn't start properly, please notify the professor or the tech on duty immediately!!!