

## ***Cinematic Arts Computer Labs and Classroom Use Policy***

This is an overview of the three Cinematic Arts facilities. A detailed description of computer and equipment resources available to CA students in all buildings is detailed here, along with computer use policies.

### **Hartung Hall – main campus 2414 Central Ave SE**

#### **PC/Mac Hybrid Lab Rm 108**

- 10 Dell T7910 Workstations
- Dual Intel Xeon 6Core 2.4GHz Turbo processors
- 32GB RAM
- GeForce GTX 980 Graphics Card
- Dual Display – One 22 inch standard and one 24 inch ultra sharp
- 9 Apple iMAC Workstations
- Single Quad Core 2.26GHz Processors
- 8GB RAM
- 256GB RAM Hard Drive
- 1TB Secondary Hard Drive
- 3 Apple MAC Pro Workstations
- Dual Quad Core 2.26GHz Processors
- 8GB RAM
- Dual projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

#### **MAC/PC Hybrid Lab Rm 106**

- 16 Apple iMAC Workstations
- Single Quad Core 2.26GHz Processors
- 8GB RAM
- 256GB RAM Hard Drive
- 1TB Secondary Hard Drive
- 2 Dell T7910 Workstations
- Dual Intel Xeon 6Core 2.4GHz Turbo processors
- 32GB RAM
- GeForce GTX 980 Graphics Card
- Dual Display – One 22 inch standard and one 24 inch ultra sharp
- Single projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

### **High End Lab Rm 100**

- Dual projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

## **CERIA- main campus Bldg. 83**

### **Equipment Room 304**

- Variety of digital camera models, including Canon Rebel T3i, T5i, T6i, Canon Vixia, Canon 5D Mark II and Mark III, Panasonic GH4, Blackmagic Pocket Camera, Sony EX-3, and a RED Scarlet Mysterium-X.
- Variety of portable sound recorders, microphones and mixers
- Variety of portable lighting systems both incandescent and LED
- Glidecam
- General grip equipment
- Portable green screen and suits
- 16mm film equipment, including Bolex H16 cameras and an Arriflex 16, Steenbeck flatbed editing table, and splicers

### **Editing Rooms**

- Six rooms with Macs running Adobe Premiere Pro and Apple Final Cut Pro X

### **Advanced Editing Rooms**

- Two rooms with Mac Pros running Adobe Premiere Pro, Apple Final Cut Pro X, and Avid Media Composer

## **Mesa Del Sol 5700B University West Blvd SE**

### **Screening Theatre/Lecture Hall**

- Dual HD projection system
- Dolby 7.1 Surround Sound
- 3D projection system
- 27' X 11' Ultra Wide Screen
- 116 Seats
- Integrated AV switching system for performances
- Dual projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

### **PC Lab**

- 20 Dell T7910 Workstations
- Dual Intel Xeon 6Core 2.4GHz Turbo processors
- 32GB RAM
- GeForce GTX 980 Graphics Card

- Dual Display – One 22 inch standard and one 24 inch ultra sharp
- Dual projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

### **MAC Lab**

- 20 Apple MAC Pro Workstations
- Dual Quad Core 2.26GHz Processors
- 8GB RAM
- Dual Display – Both 24 inch HD cinema quality and Dell Ultra Sharp
- Dual projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

### **Flexible Production Lab**

- Programmable ETC lighting control system w/ 25 spot lights, 16 Fresnel's and 16 LED wash lights.
- Full audio mixing and recording station with Presonus 24.4.2 board
- Green Screen Cyclorama and portable walls
- 7.1 Surround Sound system
- Flexible Crestron AV switching system

### **Sound Lab**

- Several sound editing workstations Pro Tools, Logic
- Sound mixing and recording station Pro Tools, Logic

### **3<sup>rd</sup> Floor Project rooms**

- These rooms will be allocated for specific student and faculty projects and equipped with a variety of Audio/Visual, Computer equipment based on the project specific needs.

***Complete lists of IFDM software, and of equipment available for student check-out is located later in this document.***

### **Philosophy and Intent**

Cinematic Arts computer labs and classrooms are intended to provide the computing and audiovisual support for students and faculty necessary for course work, research and special projects. Because these labs will have a restricted user base, it is the intent to make these facilities as available as possible.

Great responsibility will be placed on the students and faculty to take good care of facilities and equipment and insure that any misuse is reported and mitigated as soon as possible.

These are your labs take good care of them!!

Please report any misuses or neglect of CA equipment to either of the following ASAP:

Michelle Evans  
System Analysts II  
[mtevens@unm.edu](mailto:mtevens@unm.edu)

277-3652

Or call the main CA number @ 277-2286??

### **Acceptable Use Policy**

Acceptable computer use policy will be governed by standard UNM Policy 2500 unless otherwise specified in this document.

<https://policy.unm.edu/university-policies/2000/2500.html>

### **Hours of Operation**

Unless otherwise posted, Hartung and Mesa del Sol Labs and Classrooms will be available from 7am to 12pm, 7 days a week, to maximize productivity for students and faculty.

Specific labs may be restricted to usage for specific classes or projects.

\* CERIA Building individual edit rooms are available during the hours when the equipment cage is open. Students may reserve edit rooms through the cage. The Advanced Edit rooms are available only to students in specified advanced classes, or by special permission.

Use of any CA facility outside of class time and normal lab hours must be scheduled in advanced. Examples are the Theater and Flex Space at Mesa del Sol. Use of these rooms must be scheduled in advance by contacting the main office at CERIA, 277-2286?????. Or Michelle??

### **Security and Access**

Each student and faculty will have an alarm code and electronic card (Lobo Card) access to facilities based on classes they are enrolled in. **If a facility/room has an alarm, it is the responsibility of the last person to leave to arm the system.** The Lobo Card access system will provide an audit trail of who entered the facility. General access to the front doors, MAC labs and PC Labs will be 7 AM to 12 PM, 7 days a week excluding holidays. You may continue to work past 12 PM if you are already in the lab.

Each lab will be outfitted with one or more security cameras to monitor and record activity. Some cameras will be visible and some not.

Please call UNM Police @ 277-2241 or 911 for any unsafe, criminal or threatening activity going on in or near the facility. If working after hours or on weekends it is recommended that you travel in groups. If you feel the need for a security escort, call UNM Police, make sure you inform them of your correct location:

Main Campus Facility  
2414 Central Ave SE  
Bldg 158

Mesa del Sol

5700B University West Blvd SE  
Bldg 806

CERIA  
MSC04 2570  
1 Univ. of New Mexico  
Bldg 83

### **Appropriate Computer Usage**

Use of computers and lab facilities is for CA coursework, projects or research. Usage outside this scope, such as personal use or for other classes is not allowed. Abuse of this could result in revocation of access.

In order to meet student and faculty needs installation of specific shareware or freeware is allowed with permission. The CFA IT department must be notified if software needs installed in order to review for security purposes and to add to our Image list.

Tampering with hardware or software settings to intentionally disable or cause harm to a computer will not be tolerated. Please contact CFA IT if you feel there is an issue with a computer or the system requires configuration changes. [cfahelp.unm.edu](http://cfahelp.unm.edu)

Violation of the above, UNM Policy 2500 or activity deemed malicious or inappropriate as determined by the **CA chair will mean expulsion from the CA program** and possible suspension or expulsion from UNM.

Examples of unacceptable use include but are not limited to:

- Deletion of files other than your own personal work
- Deletion of installed software
- Subverting or disabling any security measures
- Installing malware or spyware
- Viewing or saving sexually explicit material

### **Technical Support**

CFA IT will provide technical support for labs and classrooms on a limited basis.

### **General**

- No food or drink except liquids in a non spill container.
- Last person to leave must arm the alarm system
- Removing any piece of equipment from the lab without consent and approval of CA is not allowed.
- Please be considerate of others, limit cell use and loud talking. Keep computer speaker volume to a minimum or use headphones.
- Large rendering processes must be conducted after 5pm or on weekends.
- Renders must be coordinated with CFA IT support and shouldn't interfere with classes.

