

Application for Digital Media Lab Access Sturm Hall Room 211

The Digital Media Studies lab in SH211 is available to all DMS majors and to students currently enrolled in DMS classes. All other use must be pre-approved by the Director of DMS or authorized Mass Communications Staff.

The Midi suite is available by sign-up reservation only. Sign-up sheets are posted on the doors to the suites.

In an effort to provide quality service, the Lab is currently available on a continuous basis. Labs are only available to approved users with active access codes during the hours of operation of the University and Sturm Hall (approximately 6 a.m. to 10 p.m. daily).

Please complete and sign an application to obtain your access code if you have not yet done so. Once your information has been verified and approved, you will receive email confirmation, usually within 5 business days.

Codes can be issued only in person and only during hours established by the DMS office. Please be prepared to present a picture ID in order to obtain your code.

Your code should be treated just as if you were given a physical key, which means: **DON'T GIVE IT TO ANYONE!** For safety and security, never divulge your personal access code!

TERMS and CONDITIONS

1) **I understand and agree that:**

The Lab 211 facilities and equipment may be used for work on projects and assignments for DMS classes or other authorized classes taken in the Media, Film and Journalism Studies and School of Art and Art History departments only. The Lab and equipment are not to be used for class work for non-Art/DMS classes nor for personal projects not directly related to your class work.

2) **ABSOLUTELY NO FOOD OR DRINK IN THE LAB!** Capped bottles and food may be kept in backpacks or briefcases but must remain put away. Otherwise, dispose of your food or drink before entering the Lab or leave it outside.

3) Should any damage or loss of equipment occur in the Lab, users whose codes were used to access the Studio at the time the problem occurred will be investigated.

4) Users are responsible for understanding the correct usage of all equipment in the Lab. Users may be held liable for any loss or damage to the equipment or facilities due to misuse. Users unfamiliar with the correct and safe operation of Lab equipment should seek instruction from a Lab Assistant or Faculty before attempting to use the equipment.

5) Users with access codes are forbidden to give their code to anyone else for any reason and should endeavor to keep their code private. A user may be held responsible for any damage, loss or abuse the Lab suffers due to the use of their code by any unauthorized person.

6) While in the Lab especially for security and safety reasons, **DO NOT** open the door to **ANYONE** for **ANY** reason nor ask anyone to do the same for you. All authorized Lab users will have their own access codes that they must use to gain access. If for some reason a user's code does not work or a user forgets his or her code, the user should contact the DMS Office Assistant. The Lab door should never be propped open.

7) Lab access code holders may use the Lab for which they have been granted an access code at any time other than times as posted outside the Lab for classes and maintenance; access will be denied to all users during these times. The Lab may also be closed at other times as needed to correct problems. Notice will be posted on the Lab door in this event, and the Lab will be reopened as soon as possible.

8) Do not install or uninstall **ANY** software, drivers, extensions, plug-ins, fonts, peripherals, etc. nor add anything to the program launcher without prior authorization from the Systems Support Staff. In addition, you may not install hardware devices without approval with the exception of USB Flash drives.

9) Backup/Save all of your files onto removable media. Create a folder on the Volume designated for student work with your name. **The Departments are not responsible for user data stored on local hard drives.** A machine that requires major maintenance may be reformatted without prior notification. Likewise, if the designated volume becomes full, your folder may be deleted. Please DO NOT store files on any other drive volume or on the desktop. User files found here will be deleted immediately. All user data is generally purged at the end of each quarter. **Be sure to backup any work you wish to save!**

10) Do not attempt to correct technical or facility problems yourself. Unless you are otherwise directed, report any problems to your instructor or the Lab Assistant on duty. If no instructor or assistant is present, email a description of the problem to llcadmin@du.edu. Include the system number, a detailed description of the problem, and the date and time the problem occurred.

11) Please be courteous to other users in the Lab and keep the sound volume low or wear headphones while listening to sound tracks or music. Move cell phone conversations outside of the lab.

12) Keep the Lab neat, dispose of trash properly and utilize the recycle bin for unwanted print jobs. The computers and equipment can be left on for the next user. Please be sure to log off the system when you are done. You will be given the logon information.

13) The Midi lab must be booked separately. Please use the signup sheet provided located on the Midi lab door.

14) Lab users are not to use the facilities of the DMS office Room 216 unless of prior approval by DMS Faculty or Staff. The Assistant's desk area is off limits at all times.

15) Students who are not DMS majors will have access to the lab only during the quarter in which they are enrolled in a DMS course. Codes will be deactivated at the end of the quarter.

16) Students should use only "Virus Free" files when working on the Lab computers.

17) Visitors to the lab are your direct responsibility, need to be informed of the lab rules and must be supervised at all times. Pets are not permitted in the lab at anytime.

18) By signing the attached document you are indicating that you have received and read the DMS-SH211 Computer Lab Rules.

**University of Denver
Media, Film and Journalism Studies
Computer Labs**

Welcome to the MFJS Computer Labs and Classrooms. The use of these facilities are for Students, Faculty and Staff taking courses and working on projects and assignments. Students who are currently registered and taking computer related courses from Media, Film and Journalism Studies and Digital Media Studies are eligible for access.

Students, Faculty and Staff from other departments may use the facilities with *prior* authorization. The information contained in this document is applicable to all Computer facilities administered by MFJS: MFJS Lab 113, Sturm Hall Lab 211 and Sturm Hall Classroom 434. The Lab in Sturm Hall Room 211 has additional requirements for access. Please contact the DMS Office Assistant or you instructor for additional information.

We are striving to provide a clean, functional and hospitable work environment, so please carefully read the General Policy below.

The open lab hours of operation for computer lab MFJS113 are posted on the door. Please be sure to schedule your time to fit within these hours. Additionally, after hours access for 113 is available to all MFJS majors. Please email mcomsec@du.edu for more information and an application.

In our ongoing effort to provide Students, Faculty and Staff with the latest technology tools, DMS labs 211 and 434 host Apple MacPro computers in a dual boot configuration. These computers are set to boot into MAC OS by default. Users requiring Windows applications may boot into XP by following the procedure as posted in the lab. Currently there are a limited number of applications available on the computers for Windows please see the software list posted in the lab for more information.

Computer Lab Rules:

- (1) Under no circumstances should any user install software, hardware, reconfigure desktops, or change general system settings unless directly authorized by the Senior Support Specialist. Installation of unauthorized software poses a significant security risk to our computers and Network. Please help to make our labs and network safe by adhering to the above! All email is to be read only by a web client (e.g. DU Webmail). Installation and utilization of chat software is also prohibited due to the increase in malware and adware. The installation of search engines other than what has been provided is also prohibited. The use of USB/Firewire drives is allowed. Please be very careful when inserting cables into the front USB ports.**

- (2) All User files are to be saved to the local computers designated volume for student files. A folder Student Work has been created for you on the computers using Windows in Lab 113, 211 and 434. Additionally, for labs with MAC OS, please create a folder and store files in the existing home directory. Final Cut Pro users must store files on the volume labeled "Video". It is recommended however that FCP users purchase their own firewire drives for editing long form programs. USB drives are not certified for use on FCP. Please contact the Senior Support Specialist if you have questions regarding certified firewire drives for use with video editing. All user files will be purged at the end each quarter. Be sure to backup your data on an ongoing basis to an external USB or Firewire device at the end of your computer session. If a removable disk becomes stuck in a drive contact Faculty or Senior Support Specialist.**

Be very careful when saving files, DO NOT save or delete files on any other drive designation. Files saved to desktops or Drive C:\My Documents will be deleted immediately. The School is not responsible for your files, computer maintenance may require a drive to be reformatted without prior notification. Please be sure to backup your files!

- (3) Eating, drinking, smoking, computer game playing, Internet phone and cell phone calls are PROHIBITED in the Labs at all times. Be courteous to other users by moving cell phone conversations to an area outside of the lab. Please help to maintain security by not browsing untrusted Internet sites.**
- (4) Keep the lab tidy and clean up after yourself. Throw all scrap papers and other waste into the garbage as you leave. Reset chairs to their proper location at each computer station. Place discarded printer paper in the provided recycle bin. Please exit all applications when you are done using a workstation. If you are the last user in MFJS lab 113 after-hours please turn off any computers that are not in use, monitors are to be left on. Turn off all lights except as posted, do not adjust thermostats.**
- (5) Laser printer paper is currently provided by the department. To allow this to continue, please only print documents that are necessary. Users are responsible for providing their own specialty papers. These papers are to be of high quality and for use in Laser printers. Overhead transparencies can also be printed, please make sure to use hi heat laser printer film. For any problems with printing, please seek the help of a lab assistant or the Senior Support Specialist. The printing of labels is prohibited on all lab printers unless prior approval obtained. It is your responsibility to ensure that the correct approved media for the printer is used.**
- (6) Should you discover any piece of equipment that needs repair contact the lab assistant or the Senior Support Specialist. If neither person is available, turn off the computer and tape a piece of paper to front of the broken workstation or hardware with the words "OUT OF ORDER". Finally, send an email to llcadmin@du.edu to report the issue and be as specific as you can about the problem.**
- (7) A benefit of Windows XP based OS is that if a program crashes it generally doesn't crash the computer. If the computer locks up, press Ctl+Alt+Del and use the Task Manager to end the task of the frozen application. This usually will free the computer and you can continue working. If for any reason a hard reboot is required e.g., the computer is totally locked up, push and hold the computers power button until it turns off. Turn the computer back on and upon reboot you may see the AUTOCHK procedure run. DO NOT interrupt it. Interruption of this procedure can leave the workstation in an unusable condition. After reboot you will see CONTROL-ALT-DELETE to logon. Logons: username is the room designation plus the workstation number. e.g., MC-113-12, 434 01 and 211 01 enter the appropriate password and select CAIR for the Log on to: field then click OK. Notice that there is a space required for logons in labs 211 and 434. Please follow other logons as specified by your instructor. Do not use personal domain logins for lab computers.**
- (8) Workstations with CD/DVD burn capabilities are not to be used to make illegal copies of software or other copyrighted material.**
- (9) The Computer Disk Drives do not have unlimited storage space. Users working with Audio, Video and Image files need to be mindful of how much space their files are using. Please do not leave huge files on the computer Hard disks as they will be deleted.**
- (10) If you are unsure of a computer procedure please ask! By following these procedures you will help to maintain a usable lab for all.**

USERS VIOLATING THESE PROCEDURES WILL BE DENIED ACCESS TO THE COMPUTER LABS

