

Florida International University
Biscayne Bay Campus

School of Communication + Journalism

Multimedia Technology Handbook

A Guide for Students





Communication + Journalism

This guide is designed to inform you of the rules regarding the care and operations of the multimedia equipment at the School of Communication and Journalism. It is important that you understand these rules so that your experience with the technology is productive and satisfying.

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Equipment Room Rules for Students

Booking equipment

Booking equipment can only be done through Connect2 online at <https://checkout.fiu.edu>. If the student is unable to book through Connect2 (in case they are unable to connect to the site) they may contact the technology manager or the multimedia producer to assist them with the booking.

Students who are not enrolled in a course that requires the use of multimedia equipment will not be able to book or to check out equipment.

Students must book equipment at least 10 hours in advance of checking out equipment from the equipment room.

It is the student's responsibility to book the proper equipment for the specific class and project.

If necessary, students may make equipment changes to their bookings before their scheduled checkout time. After the checkout time has passed, the student may no longer make changes to the booking. However, the equipment room attendant may make changes during the actual checkout of the equipment.

If, after booking the equipment, the student decides not to check out equipment, the student should delete the booking.

Students should schedule their checkout time with promptness in mind. It is always better to arrive early than late. If necessary, the equipment can be checked out up to two hours late. If the equipment is not checked out within those two hours, the Connect2 system will automatically delete the booking and the student will need to reschedule the booking for another day.

Students may schedule their return date no more than five days from the checkout date. If a student wishes to book equipment for a longer period, they should contact the technology manager. The technology manager may ask the student to contact his or her professor, who will need to send an email to the technology manager, requesting a longer booking.

If a student already has equipment checked out, but she needs to keep it longer than she specified in the booking, the student may create a new booking of the same equipment. The checkout time and date of the new booking should be at approximately the same time as the old booking check in time. That way, the equipment can be checked in and then checked back out. This procedure should be used if there is no other recourse for the student to complete the class assignment. If this procedure is used by a student on a regular basis as a means to monopolize equipment for an unusually long period of time, the technology manager may report the abuse to the student's professor and/or limit the student's access to the equipment.

Students may arrive early on the scheduled day of the checkout to pick up their equipment. If they arrive on any other day before the scheduled day, the checkout may be refused.

Checking out equipment

The equipment room is open Monday through Friday, from 9:00AM to 4:30PM. The equipment room door is always locked. The student should knock on the door and wait a reasonable amount of time for the staff member to answer as he may be in the process of a transaction. If there is no answer the student may attempt to contact the technology manager or the multimedia producer for assistance.

The student should have their FIU ID with them. Although the equipment room staff will check the equipment before giving it to the student, it is ultimately the student's responsibility to make sure their equipment is in proper working order before leaving the equipment room.

Once the equipment has been scanned, the student may take possession of the equipment.

Checking in equipment

When the student brings the equipment back to the equipment room, the equipment room staff will make sure the equipment is in good condition and everything works as well as when it was checked out. Once the equipment has been scanned and is entered back into the inventory, the transaction is complete.

The student should allow enough time for the check in procedure. The check in could be as short as two minutes. For larger check-ins, the process could take up to 20 minutes. These times do not include waiting in line for other students to check in. While we understand that the student may be in a hurry to get to her next class, we do not allow equipment to be dropped off without the student waiting for the equipment to be properly checked in.

Students' responsibilities

Typically, a training tutorial of the equipment is given in the classroom so the student has a basic knowledge of how to operate the equipment. If a student chooses to check out equipment that has not been demonstrated, they should ask the equipment room staff to show them. Please be aware that the equipment room attendant may not have time to fully demonstrate the operation of the equipment. However, students may also find additional assistance at fiuinfo.pbworks.com, which includes manuals and tutorials for the hardware and software used in the department.

Students should take care when handling the equipment. The student should not leave their equipment unattended. To leave equipment unattended or to handle equipment carelessly constitutes negligence on the part of the student. If the student's negligence results in damage to or loss of the equipment, the student will be responsible for the cost of the repair or replacement of the equipment.

If there is damage to or loss of the equipment, the student should report it to the equipment room staff as soon as possible. If the equipment is stolen from the student while off campus, the student should file a police report immediately and inform the equipment room staff of the incident. If the equipment is stolen from the student while on campus, the student should file a police report with FIU police immediately and inform the equipment room staff of the incident.

In the cases of equipment loss or theft, equipment check out privileges may be withheld pending the resolution of the incident. Additionally, compensation will have to be made within two weeks of the incident. In the case of damage to the equipment, the cost of repair or of replacement will be required. The payment must be in the form of a cashier's check made out to FIU. No cash, money orders or personal checks will be accepted. Until the payment is made, the student's grade and/or diploma may be withheld.

Computer Lab Rules for Students

Care and handling of hardware and software

If there are any computer-related issues during class time, first inform the professor or the lab assistant of the situation. If the professor or lab assistant is unable to solve the problem, the professor or lab assistant may contact the appropriate staff member for assistance.

Since any data saved to a lab computer is at risk of being tampered with or deleted, students should save their work to a portable hard drive. There are a number of advantages to using an external drive to back up your files. It is always possible that other students may inadvertently delete your files from the computer. Additionally, the technical support staff may need to delete data from a computer to increase the available drive space. It may also occur that a computer will be removed from a classroom to be serviced in the middle of a semester.

Students should not change settings on the computers. These settings include, but are not limited to, dock settings, display settings, and sound settings.

Before leaving the lab, log out of computer applications, and online programs (email, social media, etc.).

The FIU Code of Computing Practice can be found at <https://it.fiu.edu/policy>.

Lab Use

The computer labs that also function as classrooms are available to students only when there is a professor (during class time) or a lab assistant (outside of class time) present. Otherwise, the labs will be locked and alarmed. The computer lab located in ACII, room 165 is open Monday through Friday from 9:00AM to 4:00PM.

TV Studio Rules for Students

Care and handling of studio equipment

Before handling any of the studio equipment, you must be shown how to use it by your professor or by staff. If you don't know how it works, it is best to leave it alone.

Put everything back the way you found it.

When touching hot lights, be sure to wear appropriate gloves.

Be sure your camera's tilt lock is secure before walking away from it.

Do not step on camera cables or audio cables.

Studio Use

The studio is used as a classroom for RTV3511 (Video Studio Production) and DIG4293 (Multimedia Production 2). During this time, the studio will be unavailable for any other productions or events.

The next priority for studio use will be the studio productions for RTV4324 (Broadcast News Magazine) and DIG4552 (Advanced Multimedia Production). The studio time for these productions will be booked through the technology manager by the producer of the broadcast or the professor of the class. The producer or professor should contact the technology manager at least one week in advance of the production in person, by phone, or by email (email is preferred) to arrange for studio time.

The studio may be used by students of the SCJ for course-related work (interviews, demo reels, practice). The studio time for these events should be booked through the technology manager at least one week in advance of the production in person, by phone, or by email (email is preferred).

For the productions not related to the four courses listed above, the technology manager and multimedia producer will be available to prepare the studio. They may or may not be available to assist with the production itself, so it is the student's responsibility to have a minimal crew on hand. Other than the on-camera talent, a single-camera production may require at least one camera person and one teleprompter operator. A two- or three-camera production with live switching will require at least two or three more people (a technical director to switch the show, an audio operator and a floor manager).

The student should be prepared when she comes to the studio. Unless the student is coming to the studio to rehearse, all of the elements of the student's production should be in place. Even though the studio will be ready when the student arrives, there will always be a certain amount of

preparation and adjustments in the studio before recording. As such, the student should arrive with a finished teleprompter script in the proper format (plain text) on a portable USB drive in addition to a paper copy of the script for the director. If applicable, the student should know how the production is to be live switched (which camera will be live for any given part of the script).

Additional Information About Checked Out Equipment

A student who checks out a camcorder will receive the following:

- Camcorder
- Camera bag
- Battery charger or AC adapter
- USB cable, if required (not required for the Sony SLT-A55, Nikon D3200, Canon HF-R72, Canon XA11, or the Panasonic HC-V750, which have an SD card included)

The camera package does not include a battery, so the student is required to book the battery separately.

A student may have up to two batteries per camera, depending on availability.

When using the Canon XA10 or XA11, any tripod may be used except for the Sunpak tripods.

Since the Pearstone/Polsen lavalier microphone uses a battery that may not be readily available, the student may request an additional battery for this microphone.

The Pearstone/Polson lavalier microphone should be turned off when not in use. The battery will drain while the switch is in the “on” position, even if it is not being used.

Before returning equipment, remove the tripod plate from the camera and attach it back onto the tripod.

A student who checks out a still camera (Nikon DSLR or Sony mirrorless) will receive the following:

- Camera
- Camera bag
- Battery charger

This camera package does not include an SD card, so it is the student’s responsibility to provide it.

A student who checks out a Samsung Gear 360 will receive the following:

- Samsung Gear 360 video camera (with built-in rechargeable battery)
- Micro-SD card (inside camera)
- Micro-SD card reader
- Samsung charging plug
- 2 USB cables for charging USB-C devices
- Samsung Galaxy S9 phone
- Earbuds
- Wrist strap
- Camera bag
- Telescoping stand

Camera Information

Make and Model	Camera Type	Recording Media	Video Recording Format(s)	Battery life (approx.)	Miscellaneous
<i>Canon HF-M40</i>	Camcorder	16GB Internal Memory (default) or SD Card (not included)	AVCHD (default), MP4	BP-808: 1.5 hours BP-827: 3 hours	MP4 Format on this camcorder is very low resolution.
<i>Canon HF-M52</i>	Camcorder	16GB Internal Memory (default) or SD Card (not included)	AVCHD (default), MP4	BP-718: 2 hours BP-727: 3.5 hours	MP4 Format on this camcorder is very low resolution.
<i>Canon HF-R72</i>	Camcorder	32GB SD Card – included (default) or 32GB internal memory	MP4 (default), AVCHD	BP-718: 2 hours BP-727: 3.5 hours	No mount for camera-mounted microphone (such as Rode VideoMic). Internal memory is not compatible with Mac computers, but the included SD card is compatible.
<i>Canon XA10</i>	Camcorder	64GB Internal Memory (default) or SD Card (not included)	AVCHD (default), MP4	BP-808: 1.5 hours BP-827: 3 hours	Uses XLR connectors for professional microphones. There are only 5 of these cameras in stock.
<i>Canon XA11</i>	Camcorder	32GB SD Card (included)	MP4 (default), AVCHD	BP-820: 1.5 hours BP-828: 2.25 hours	Uses XLR connectors for professional microphones. This camera is only for the use of DIG4293 and RTV4324 students.
<i>Sony HDR-CX550v</i>	Camcorder	64GB Internal Memory (default), SD Card, Memory Stick PRO Duo (cards not included)	AVCHD	NP-FV50: 1.75 hours NP-FV70: 3.25 hours NP-FV100: 7.5 hours	Takes 12mp stills.
<i>Sony VG-10</i>	Camcorder	SD Card (not included)	AVCHD	NP-FV50: 1.75 hours NP-FV70: 3.25 hours NP-FV100: 7.5 hours	Uses a manual lens. Has a DSLR type image sensor. Takes 14mp stills.

Make and Model	Camera Type	Recording Media	Video Recording Format(s)	Battery life (approx.)	Miscellaneous
<i>Panasonic AG-HMC70P</i>	Camcorder	SD Card (not included)	AVCHD	VW-VBG260: 1.5 hours VW-VBG6: 3.75 hours	Uses XLR connectors for professional microphones. Bogen Tripod must be used with this camera.
<i>Panasonic HC-V750</i>	Camcorder	32GB SD Card (included)	MP4 (default), AVCHD	VW-VBT190: 1.75 hours VW-VBT380: 3 hours	Requires optional mount for Sony ECM CG-50 Shotgun microphone (available in the equipment room). Camera has 50:1 zoom ratio.
<i>Sony SLT-A55</i>	Mirrorless camera	SD Card (not included)	AVCHD	NP-FW50: 390 shots	16 MP stills. No headphone jack. Continuous video recording limited to 20 minutes with stabilization turned off.
<i>Nikon D3200</i>	DSLR	SD Card (not included)	.mov	EN-EL14: 0.75 hours 540 shots	24 MP stills. No headphone jack.
<i>Samsung Gear 360</i>	360 video camera	Micro SD Card and SD card adapter (included)	MP4	Internal battery: 2 hours	Includes Samsung phone with Gear 360 software and stand.

Contacts/Tech Support

For questions regarding classroom or equipment room technology:

Wayde Klipper, Technology Manager
ACII Room 161, 305-919-5531
wayde.Klipper@fiu.edu

Joshua Shear, Multimedia Producer
ACII Room 161, 305-919-5531
joshua.shear@fiu.edu

For questions regarding equipment room technology:

Joshua Shear, Equipment Room Staff
ACII Room 144A, 305-919-4548
joshua.shear@fiu.edu

IT Support Staff

If IT support is required, the appropriate IT staff member will be contacted by a professor or by another member of the staff.

Brian Friedman, IT Services
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