

User instructions for the Audio Visual Lab

AV-LAB practices:

- Keeping the lab running properly is a collective effort and collective responsibility.
- Never have any liquids or food near the editing suites
- Work quietly
- For breaks, phone calls and chit-chatting, use the hallway
- Keep the lab tidy
- Borrowing any items like headphones or cables is categorically forbidden

- Keep all your film material on your personal external hard drive (HD)
- Save the project file daily on your HD
- If you leave work on the computer, you risk losing it

- Each computer has one headphone by default
- Extra ones for joined sessions are in the cupboard, please return after use
- Plug the headphones in the red focus rite box
- Never hang the headphones on the screen

- Troubleshooting: never try this yourself
- Send a mail to: tpsy-fmg@uva.nl
- Call 020-5256805

how to start:

DELL:

- Start the computer
- Read the agreement: press okay
- Log in with your UvA username and password
- Go to Adobe premiere
- Sign in: create an account (if you do not have one already)
- When the question is asked, 'surf spot or personal': choose 'personal'
- Plug in your external HD

MAC:

- Start the computer
- Log in with UvA ID
- Go to Final Cut Pro X
- Plug in your external HD

your own LAPTOP (with big monitor):

- Bring a thunderbolt cable and plug it in at the back of the monitor: use the top socket.
- With the question whether you want to use the thunderbolt, answer “yes”: for this, you use the joystick that you find hidden down under in the middle of the monitor

how to shut down:

DELL:

- log out
- shut down from the screen
- never close by using the power button on the computer

MAC:

- (**important!!**) you MUST log out; otherwise, the next user won't be able to log in
- shut down from the screen
- never close by using the power button on the computer