



Student Information and Media Technology Guide 2020

Audio Studies

Version 1.2 March 10 2020

This document is a reference guide for students, providing information on physical and storage space, budgets, infrastructure, IT and equipment. With input from Audio and Technology Section staff, this document could be reviewed annually.

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1) Physical Space and Access

The section consists of a computer laboratory, two recording studios and a seminar room. Speaker and projection facilities are available in the lab and seminar room.

JMS Students at 2rd year level and above have physical access to the Audio Section on 24/7 basis. There is one office in the section which houses an Audio Teaching Assistant. As of January 2020 a second studio (Studio 1) is operational with a dedicated podcasting unit installed, the *RodeCaster*. This can also be used as a standard studio desk.

2) The Computers

The student computers in the Audio section each have 16 GB of RAM and 1 Terabyte (1000 Gigabyte) local hard drives, of which 712 GB is available for use. This appears in the Windows File Explorer as the D Drive. *This drive* rather than network drives should be used for working files. Each computer runs the Windows 10 Operating System and has the full Microsoft Office and Adobe Creative Cloud suites installed alongside additional software as requested by staff.

The Audio Section Staff and all of the lab computers in the building have exactly the same physical and software configuration, so editing can be done from and files located in home spaces or the specialisation spaces (as detailed below) accessed from any computer in the AMM Building.

Staff and student computers are replaced every three years. Student computers in the Audio section are reloaded with updated software twice a year. The computers in the studios are maintained separately and have different physical specifications but run the same software as the staff and lab computers.

Audio Studies Computer Logon Restrictions

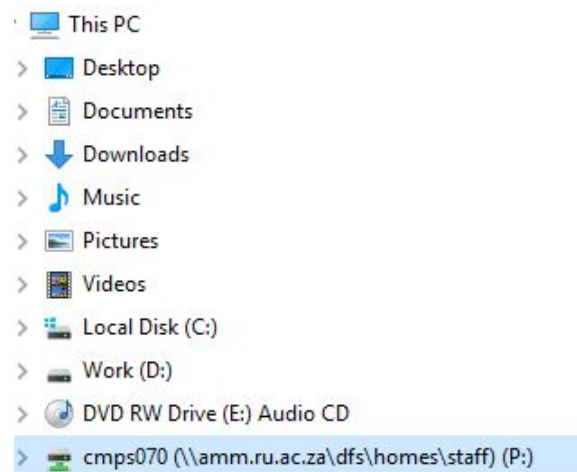
The computers in the lab and seminar room can only be logged onto by students who are members of the AMM Audio Students group. All 3rd year Audio students are added to this group at the beginning of each year, while 2nd year students are added and removed per semester that they study Audio / Writing and Editing respectively.

The studio computers are configured as above by default, but the facility exists to provide access for other students (such as Digital Media or MultiMedia Storytelling students) to log onto and makes use of these, while still maintaining the above restriction on the lab computers.

3) Storage Space

Individual Home Spaces

Each student has a personal space of 3GB hosted on the JMS sever infrastructure. Data stored here is backed up nightly between file servers. This can be accessed via P Drive in the file explorer menu as below:



The Audio Specialisation Space on the DFS:

There is a 300 GB shared space allocated to the Audio Section, which can be accessed by typing the following into the 'run' box from the start menu:

<\\amm.ru.ac.za\dfs\specialisations\Audio>

This space is for use by all Audio students and staff and is by a design a collaborative space, not intended for the storage of final data. The Audio Section staff are responsible for managing the content and volume of data in this space, which is not backed up across servers although it is protected against server drive failure.

4) Studios and Live Streaming

The computer in Studio 2 is configured so that a live stream of whatever audio is being processed on that computer (including live voice input into the studio microphones) can be access online via a stream. This could be for monitoring or distribution purposes. Instructions for activating this set up are at the end of this document in Appendix A.

5) Software and Information Technology

Working in the Creative Cloud

Before working on the Creative Cloud software all students and staff are required to sign into the software using an Adobe ID. Instructions for this are available as a companion document to this, which has been distributed to all JMS Staff as of January 2020

Files being worked on in Creative Cloud software should be located on the local (D) drive of the computer rather than in a network location such as the P Drive, or DFS. Working files should be copied physically to the computer where the software is running, for optimum performance.

Desktops

The desktop each person gets when they log in to each workstation forms part of the 3GB individual home spaces as described above. This means that it is a network location and should not be used as a location for files being opened in the Creative Cloud products.

The amount of data stored on the desktop should be monitored, as once it approaches 1 GB many applications, and specifically the Creative Cloud ones, begin to fail.

6) Recording Internet and PC Audio

By making use of the WASAPI feedback loop in the Audacity software installed on all computers in the building and a set of headphones, any audio playing on a pc can be recorded. This includes Internet audio, voice coming through the speakers and recorded audio. Instructions for recording using this method are at the end of this document in Appendix B.

7) Field Equipment Dedicated To Audio Students:

3rd Year :

- 6 X Zoom H5 Recorders
- 9 X Sony Recorders
- 1 X Edirol Recorder
- 1 X Tascam DR40 Recorder
- 1 X Presonus Portable USB Mixer
- 1 X Behringer USB PC / Audio Interface Unit
- 1 X Samson Multi Pattern USB Microphone

2nd Year

45 Olympus WS550 Recorders
10 X Olympus WS852 Recorders
10 X Zoom H1 Recorders

All recorders have built in microphones and with the exception of the H5s are issued with additional microphones as part of the kit. There are additional microphones available for the H5s if required (Rode Reporters).

Headphones

Each student can book out a set of headphones from the Equipment Store, which they can keep for a semester at a time. This arrangement is in place of having headphones permanently connected to the lab computers and has resulted in significant savings in terms of repair and replacement costs, while also providing higher levels of availability to students.

Additional Equipment

Subject to availability Audio students can also make use of equipment from the general pool such as SmartLav microphones. 3rd years can use the DSLR cameras again subject to availability while 2nd years can use the Canon iXus standard digital cameras

8) Equipment Booking

Equipment should as far as possible be booked in advance by sending a message to ammtech@ru.ac.za. Needs can be discussed prior to submission of the formal request. Students are required to book out equipment for their use *themselves*.

Field Trips

When more than one crew or group at a time is going away on a field trip and there are multiple needs for equipment the request form located here should be completed well in advance by the lecturer concerned.

<http://tech.amm.ru.ac.za/field-trip-equipment-booking-form/>

This ensures that the equipment can be prepared, distributed and received in good order.

9) Insurance

All equipment purchased by JMS is insured centrally. Equipment lost, stolen or damaged should be reported to the Technology Section immediately, but at the latest within one week of the event in order for a claim to be submitted. In all cases the following information is required: date, time, location, and a description of events leading up to the loss or damage.

In the case of theft a police case number is required before the claim can be submitted.

Cover

Insurance cover extends to what is deemed fair use of a Rhodes asset, such academic or other work related purposes. Equipment lost, stolen or damaged while in private or otherwise unauthorised use or through negligence resulting in an unsuccessful claim is likely to incur personal charges for repair or replacement.

Equipment Use Out Of Town

It is a requirement that the Insurance Office is provided with a list of asset numbers, descriptions, names and the purpose of use of all equipment being used out of town. This will be done by the Technology Section, with the names and purpose being provided by Audio Section Staff.

10) Fault Reporting Including Loss or Damage

General Equipment Faults including Computers

All faults with equipment including the studios should be reported to the Technology Section via the ammtech@ru.ac.za email address.

Problems with software functionality can be reported as above, though issues arising with the way software is used, or how to use it correctly are the responsibility of Audio Section Staff.

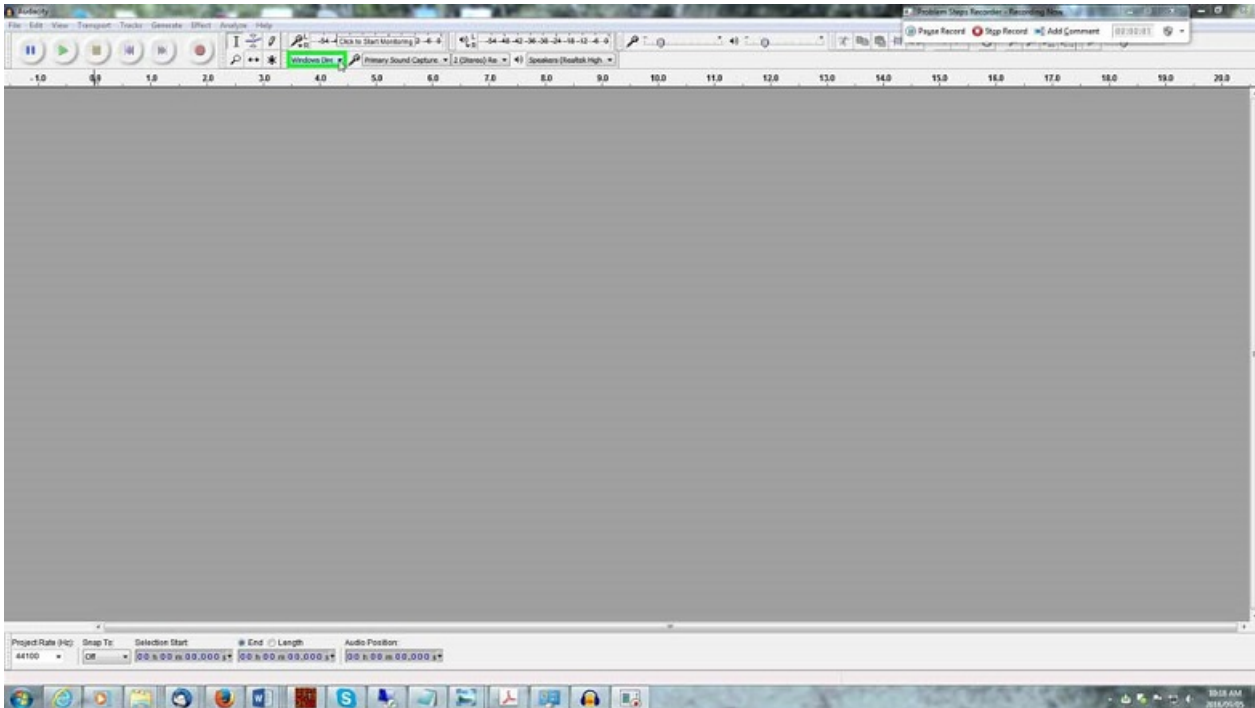
Revisions and Changes			
Date	Name	Page	Edit
24/01/2019	M. Irwin	All	Creator(For Staff)
19/02/2019	M. Irwin	3,5,6	Update for Students
01/02/2020	M.Irwin	All	Specs, Processes
10/03/2020	M.Irwin	All	Radio \ Audio change

Appendix A: Streaming Audio from Studio 2

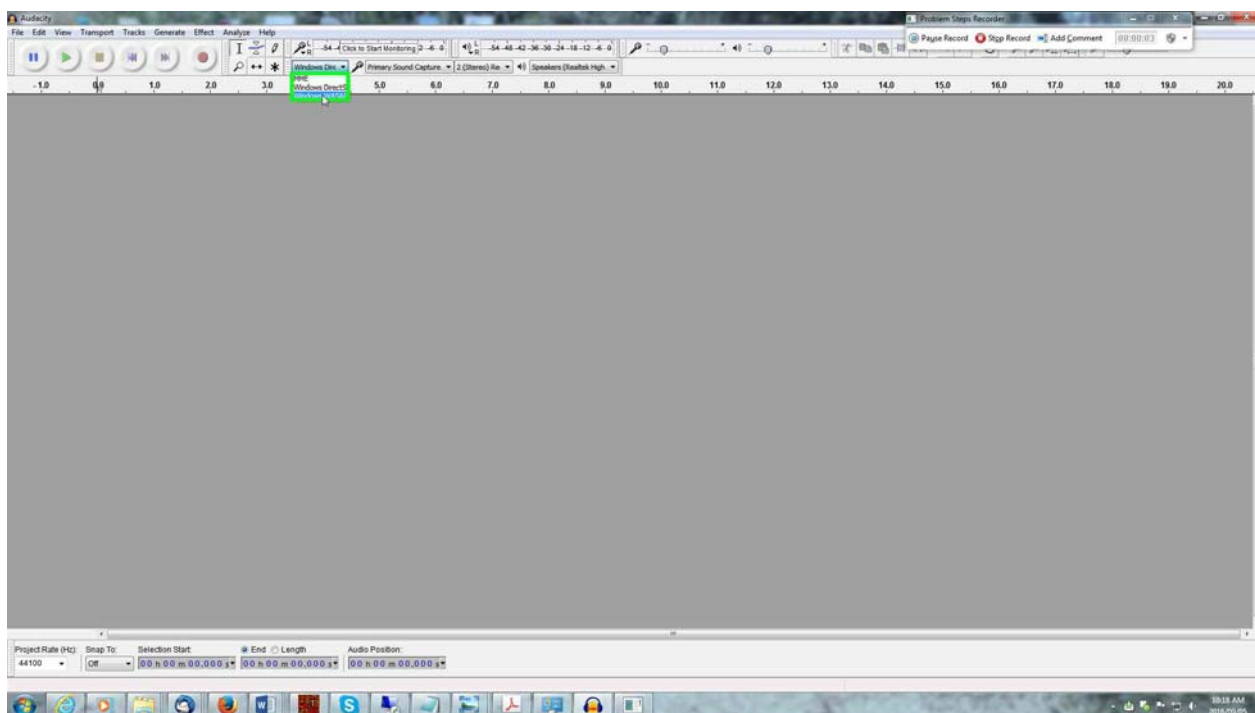
1. Double Click the *IceCastStudioStreaming* Icon on the desktop
2. A black window will open. Minimise this, leaving it running (do not close the console).
3. Double Click the '*BroadcastTool*' icon on the Desktop
Once the '*butt*' ('**b**roadcast **u**sing **t**his **t**ool') application is running, click on import and from the location below select the 'Stream Settings' file and click 'open'.
[\\amm.ru.ac.za\dfs\Specialisations\Audio\StreamSettings](http://amm.ru.ac.za/dfs/Specialisations/Audio/StreamSettings)
4. Click save and press the run/play button on the '*butt*' application to connect to the *IceCast* server. When the arrow on the left hand side is green, press it to begin the live stream.
5. The stream status should change from "Idle" to "stream sent"
6. The stream is accessible at : <http://146.231.49.56:8000/stream>

Appendix B : Recording from the Internet / from your PC using using Audacity

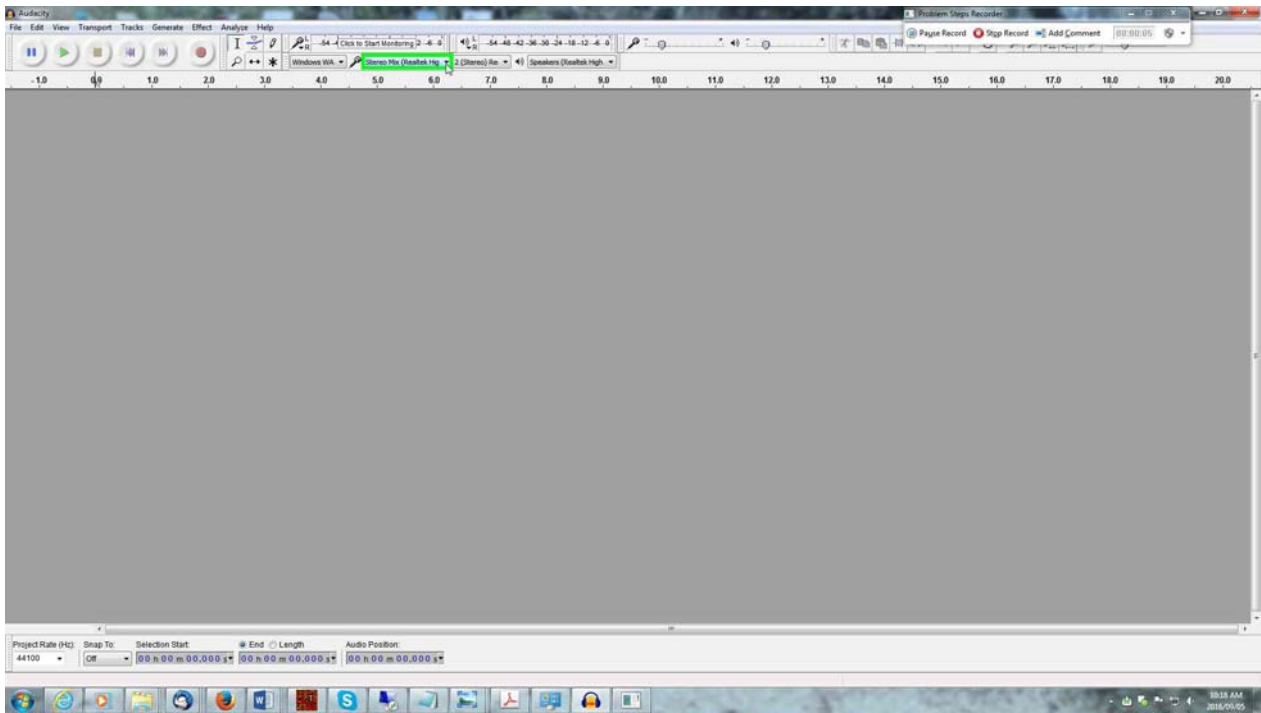
Step 1: Left click on "Open (push button)" in "Audacity"



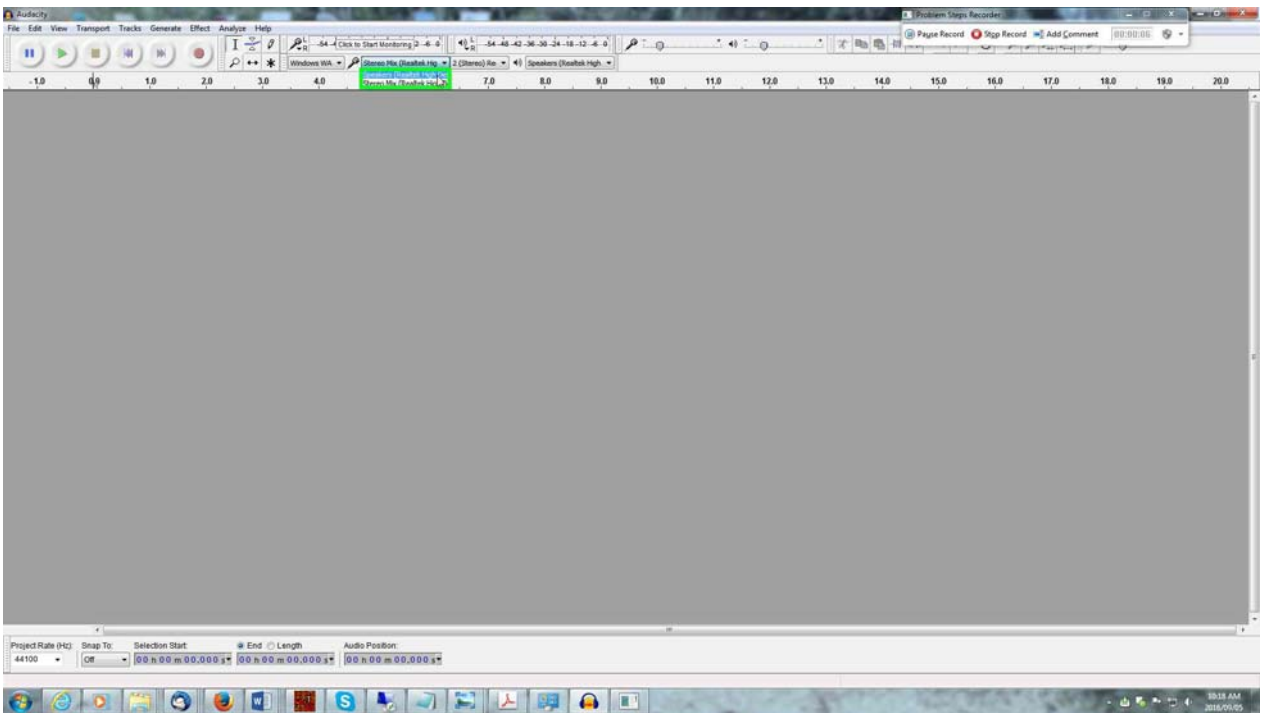
Step 2: Left click on "Windows WASAPI (list item)"



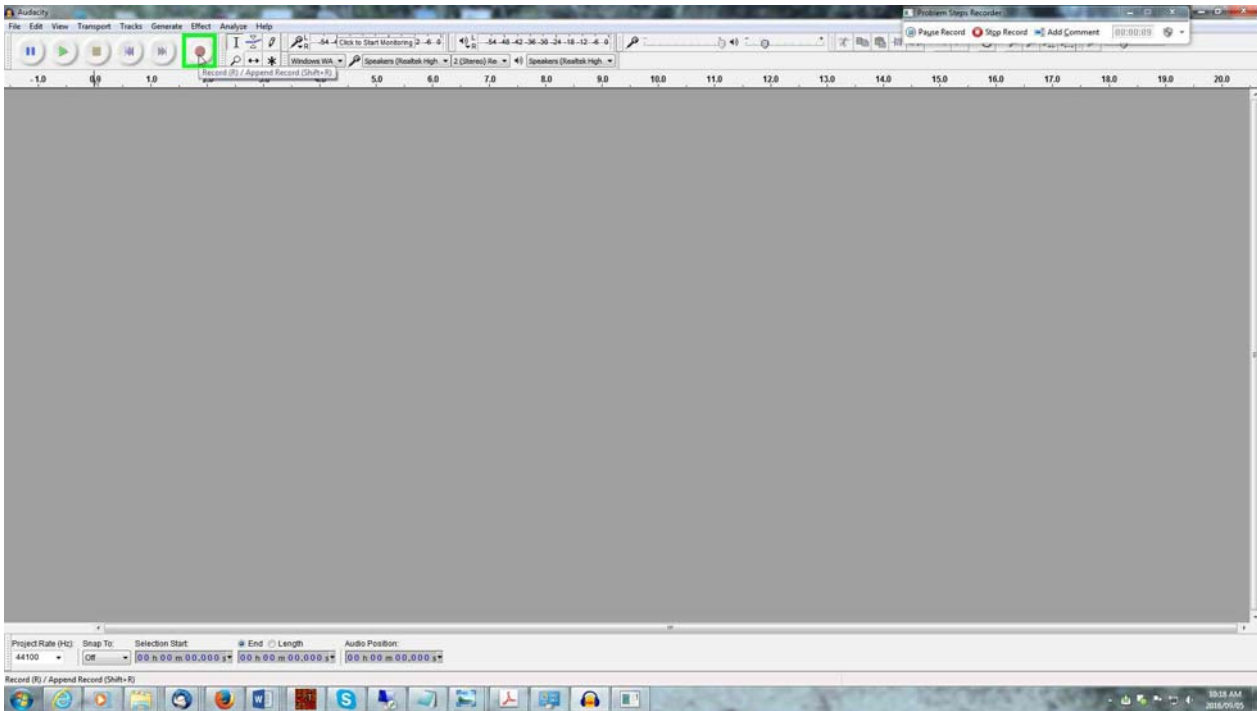
Step 3: Left click on "Open (push button)" in "Audacity"



Step 4: Left click on "Speakers (Realtek High Definition Audio) (loopback) (list item)"



Step 5: Left click on "Record (push button)" in "Audacity"



Step 6: Left click on "Stop (push button)" in "Audacity"

