



## Student Information and Media Technology Guide

# TELEVISION

*Version 1.2 February 1 2020*

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

### **Contents:**

- 1) Physical space and access**
- 2) Computers**
- 3) Storage space**
- 4) The 'TV System'**
- 5) General IT Practice**
- 6) Teaching equipment**
- 7) Equipment booking**
- 8) Insurance**
- 9) Fault reporting**

## 1) Physical Space and Access

The section consists of a computer laboratory for use by 3<sup>rd</sup> year students, five separate rooms or 'edit suites', each with a computer in for the 4<sup>th</sup> year students; a crew hub with a presentation machine for teaching; an audio booth and a fully equipped control room and studio. Students at 3<sup>rd</sup> year level and above have access to the Television Section on a 24/7 basis.

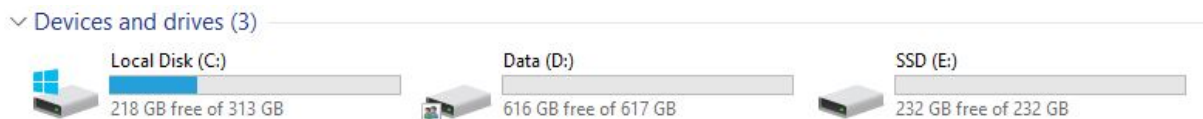
## 2) The Computers

### 3<sup>rd</sup> Year and Staff Computers

The student computers in the 3<sup>rd</sup> year computer laboratory each have 16GB of RAM and a 1 Terabyte (1000 Gigabyte) local hard drive. This appears in the Windows File Explorer as the D Drive. At 3<sup>rd</sup> year level *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.

### 4<sup>th</sup> Year Computers

The five Edit Suite computers for the 4<sup>th</sup> year students have an additional Solid State Drive fitted, which shows up as the *E Drive* as below. *This drive* should be used as the project / work drive on these computers to enhance performance. The D drive can be used for storage of non-active files.



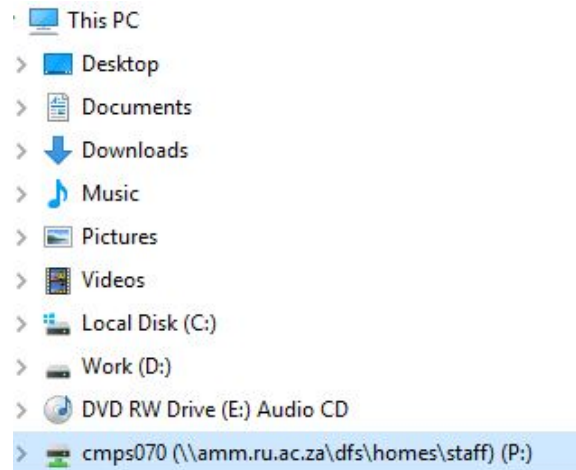
The TV Section Staff and all of the lab computers in the building (with the exception of the 4<sup>th</sup> year TV computers as a above, and the Postgrad Lab, which does not have Creative Cloud Access) have exactly the same physical and software configuration, so editing can be done and files including the *TVSystem* (see page 4) can be accessed from any computer in the AMM Building as from those specified above.

Staff and student computers are replaced every three years. Student computers in the Television section are reloaded with updated software at year end. The computers in the control room are maintained separately and have different specifications and replacement cycles. The lab and staff computers are currently in the first year of their three year cycle.

### 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 Television Specialisation Space on the DFS:

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

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

This space is for use by all TV students and staff and is by a design a collaborative space, not intended for the storage of final data. The Television 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.

#### The Television Production Space on the DFS

This space located at <\\amm.ru.ac.za\TVProduction> is for the use of Television Section staff for the placement of non-archive material that requires a period of ongoing use. Files placed here can also be displayed on the foyer screens. This space has a 500 GB data limit and is not backed up across servers though it is also protected against server driver failure.

#### The Television Archive

The Television archive is located at <\\carter.amm.ru.ac.za\TVArchive> and is for the storing of final student work. The archive is managed by the TV Production Manager, and viewing access is available to staff in the Television section as well as the HOD and JMS Technology Manager. Student have no access to this folder. This archive is replicated between physical servers in the AMM and Struben Buildings on a weekly basis.

The contents of the archive should be reviewed annually.

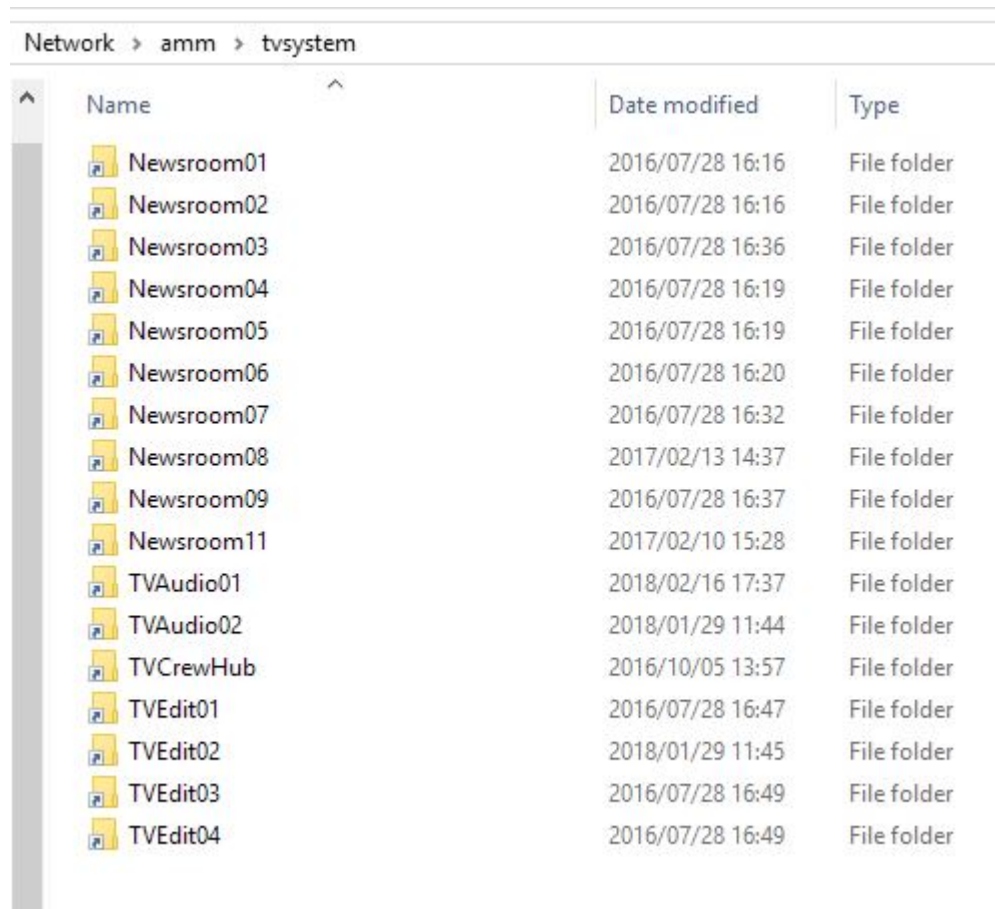
## 4) The 'TV System'

The 'TV System' is a directory of the local work or D drives of the computers in the TV lab and the Crew Room \ Edit Suites. This allows students to access work stored on the computers in the Television section from any computer in the AMM Building.

It can be accessed by typing the following into the 'run' box from the start menu:

<\\amm.ru.ac.za\tvsystem>

The directory appears as on the next page, with the name of each computer representing access to the D drive on it.



Name	Date modified	Type
Newsroom01	2016/07/28 16:16	File folder
Newsroom02	2016/07/28 16:16	File folder
Newsroom03	2016/07/28 16:36	File folder
Newsroom04	2016/07/28 16:19	File folder
Newsroom05	2016/07/28 16:19	File folder
Newsroom06	2016/07/28 16:20	File folder
Newsroom07	2016/07/28 16:32	File folder
Newsroom08	2017/02/13 14:37	File folder
Newsroom09	2016/07/28 16:37	File folder
Newsroom11	2017/02/10 15:28	File folder
TVAudio01	2018/02/16 17:37	File folder
TVAudio02	2018/01/29 11:44	File folder
TVCrewHub	2016/10/05 13:57	File folder
TVEdit01	2016/07/28 16:47	File folder
TVEdit02	2018/01/29 11:45	File folder
TVEdit03	2016/07/28 16:49	File folder
TVEdit04	2016/07/28 16:49	File folder

## 5) General IT Practice

### 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 and / or E in the case of 4<sup>th</sup> years) drive of the computer rather than in a network location such as the P Drive, DFS, or TVSystem. Working files should be copied physically to the computer where the software is running, for optimum performance.

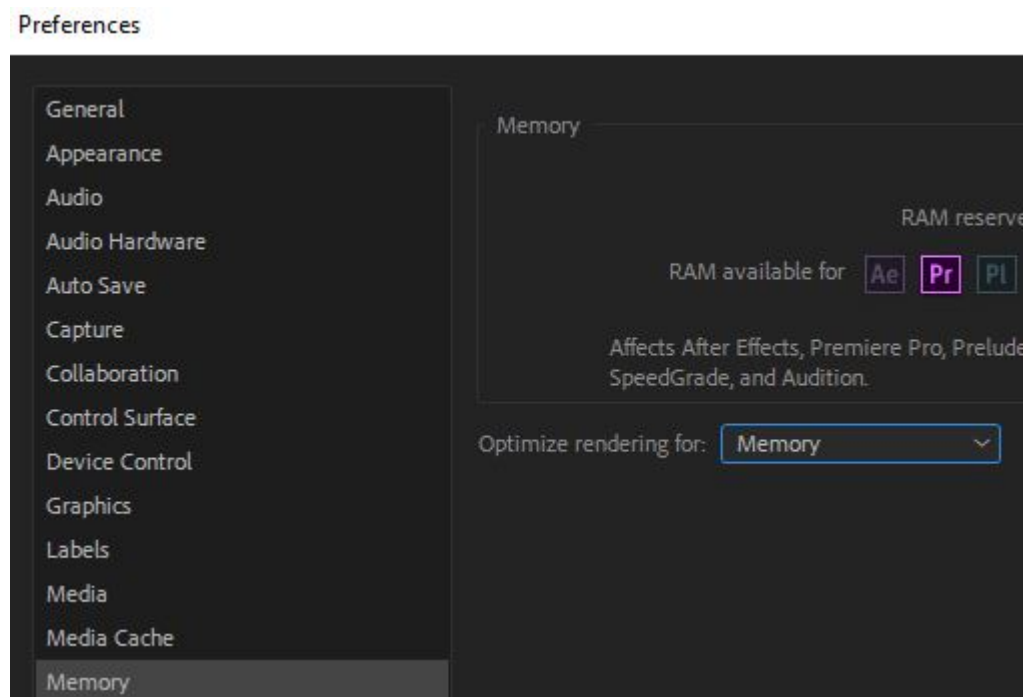
## Desktops

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.*

## Premiere CC Performance

To enhance the performance of Premiere CC, the rendering optimization setting should be changed under 'memory' in the preferences menu to 'memory' rather than 'performance' as below:



## The Tricaster System

The Tricaster cannot be directly connected to the RU network as it is unable to receive Operating System updates or run an Anti-Virus Program (Both of these would interfere with the Newtek software on it). As a result it exists on a separate VLAN and so external devices such as USB drives or flash sticks should *never* be connected directly into the Tricaster. Instead they should be connected to the computer labelled 'Tricaster Link Computer' in the Control Room, from where files should be transferred into the 'MediaUploads' folder through the desktop shortcut of the same name. This folder is accessible from the Tricaster unit itself, as the two computers are linked, with the 'Link Computer' have two network cards; one on the separate Tricaster VLAN and one on the RU network. It thus acts as a cleaner for files going to the Tricaster.

## 6) Available Equipment

### Equipment Dedicated To Television Students:

- 16 X Standard P2 camera kits (12 X HPX174, 4 X HPX250)
- 5 X PX230 P2 Camera (This takes P2 Micro Cards)
- 3 X GoPro cameras
- 16 X 16 GB P2 cards (Standard)
- 4 X 32 GB P2 cards (Standard)
- 2 X 32 GB P2 Cards (Micro, for the PX230s)
- 8 X 64GB P2 Cards (Micro, for the PX230s)
- 6 X 64 GB P2 cards
- 18 X Tripods
- 12 X LED lights & stands
- 6 X Redhead lights & stands
- 2 X Blonde lights & stands
- 3 X Boom poles
- 4 X Sennheiser rifle mics
- 3 X NTG1 shotgun microphones (2 in the studio, 1 in the Equipment Store)
- 5 X Rode Filmmaker wireless mic kits
- 5 X Rode SmartLav mics
- 6 X Reflectors
- 1 X External hard drive

### Headphones

Each student can book out a set of headphones from the Equipment Store, which they can keep for a semester at a time.

### Additional Equipment

Subject to availability Television students can also make use of equipment from the general pool including DSLR cameras, audio recorders, and additional microphones.

## 7) Equipment Booking

Equipment should as far as possible be booked in advance by sending a message to [ammtech@ru.ac.za](mailto: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 TV Section Staff: <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.

## **8) 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 TV Staff.

## **9) Fault Reporting Including Loss or Damage**

### **General Equipment Faults including Computers**

All physical faults with equipment should be reported to the Technology Section via the [ammtech@ru.ac.za](mailto:ammtech@ru.ac.za) email address. Student problems with or queries relating to how to use non computing equipment such as cameras should be addressed with TV Section Staff.

Problems with software functionality can be reported to [ammtech@ru.ac.za](mailto:ammtech@ru.ac.za) as above, issues arising with the way software is used, or how to use it correctly are the responsibility of TV Section Staff.

### **The Studio**

The functioning of the studio is the responsibility of the Television Production Manager, who may call on assistance from the Technology Section through the above email address.

<b>Revisions and Changes</b>			
<b>Date</b>	<b>Name</b>	<b>Page</b>	<b>Edit</b>
9/11/2018	M. Irwin	All	Creator.
01/02/2020	M. Irwin	All	Equipment, Specs, Process updates