

A large red circle containing the text 'Media Stores Guide' in a black, typewriter-style font.

# Media Stores Guide

Please use this guide as a reference for information about the audio visual equipment available for student use.

Certain items of equipment are only available to students studying specific Programmes or Pathways.

Please note that students must attend the relevant induction prior to loaning equipment.

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Welcome to Media Stores. This is a short guide in order to assist you in how to book out equipment, find out what is available, and also some basic guides on how to get started with the equipment.

Media Stores houses a large amount of equipment to assist you in the production and resolution of work throughout your studies. It is a shared resource across the school, so equipment must be well looked after. Failure to do so will result in account suspensions.

## Staff

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**Dave Gibbons**

Photography & Media Stores  
Technician  
drg@soton.ac.uk  
02380 596987

Photography  
Capture One Pro 9  
Photoshop CC  
Audio Visual

Media Stores  
Studio Bookings

**Dave Linsell**

Moving Image Specialist  
D.J.Linsell@soton.ac.uk  
02380 598888

Video Production  
Premiere CC  
After Effects CC  
Animation

Motion Graphics  
Illustration  
Film Studio Bookings

**Chris O'Connor**

Digital Media Technician  
c.s.oconnor@soton.ac.uk  
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InDesign CC  
Illustrator CC  
Photoshop CC  
Web Development  
Coding

HTML, CSS,  
JavaScript  
jQuery  
Arduino  
Raspberry Pi

### Opening Times

Media Stores is Open at the times below, Monday to Friday unless stated otherwise.

**Monday 09.45 am - 12.15 pm**

**Tuesday 09.45 am - 12.15 pm**

**Wednesday 09.45 am - 12.15 pm**

**Thursday 09.45 am - 12.15 pm**

**Friday 09.45 am - 12.00 pm**

Opening times may vary throughout the year due to timetabling and workloads. Please check your @soton e-mails daily in order to see any updates or the notice board outside the Media Stores.

Please have your University of Southampton ID card ready as it is required in order to loan out any equipment. Unfortunately no loans can be issued without a valid University of Southampton ID card.

### Loan Durations

High Priority: 2 Days

Standard Priority: 7 Days

**Equipment loans are not available over the summer break.**

## Returning Equipment

Equipment can only be returned when Media Stores is open. Please do not try to bring back equipment outside of the opening hours. You are responsible for ensuring all equipment is returned on time, and everything is scanned back in. **Please ask the Media Stores assistant to verify on your account that all equipment has been scanned back in.**

Please note, all memory cards and card readers must be returned at the same time as the rest of the equipment. The next student can't use the equipment until the memory card and card reader have been returned. Please be courteous and respect this.

### Late Returns

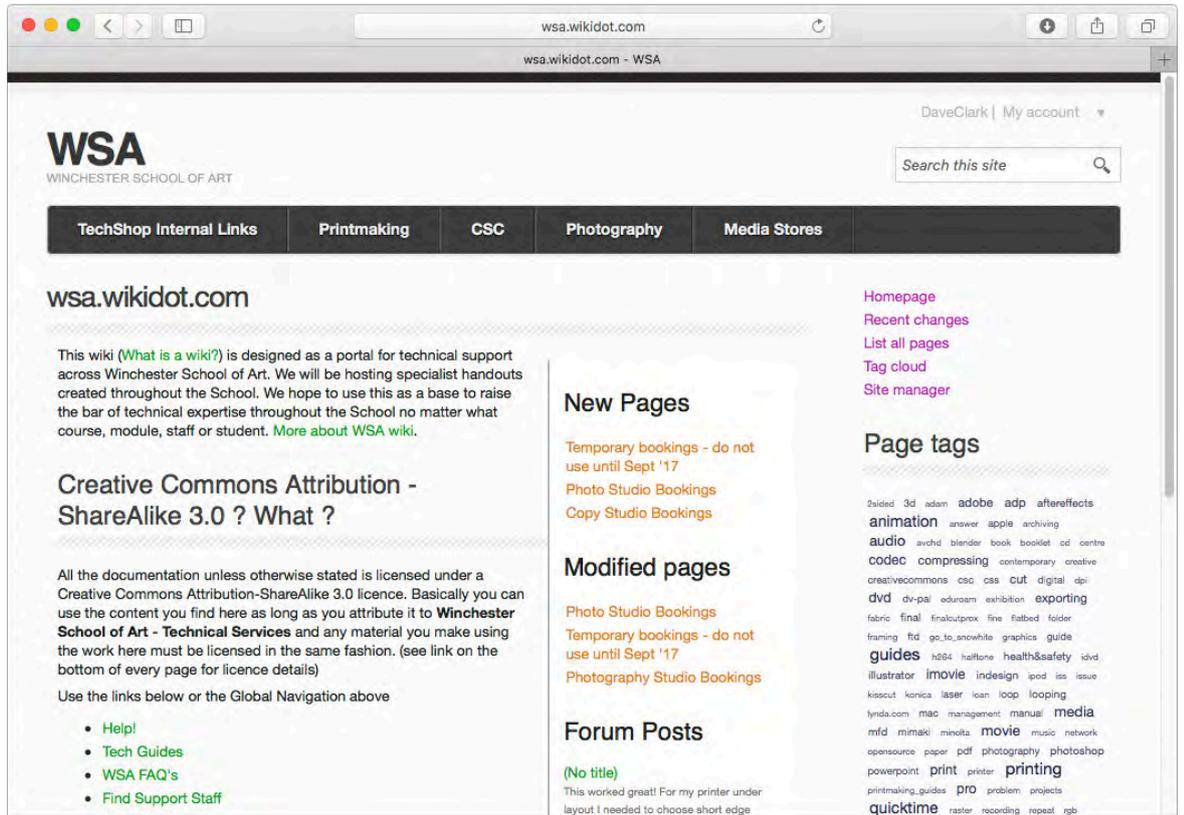
You will be notified via e-mail that equipment is overdue and must be returned immediately. Any prints queued to be printed at Creative Services will be put on hold until equipment is returned. If you repeatedly return equipment late, your access will be revoked.

### Terms & Conditions

The full T&Cs can be found on [p63](#).

### Enquiries

The technician in charge of Media Stores equipment and loans is:  
Dave Gibbons- [drg@soton.ac.uk](mailto:drg@soton.ac.uk)



The WSA Wikidot acts as a knowledgebase containing information and guides helpful to all students throughout their studies.

It is well worth visiting the wikidot site to browse the available guides to familiarise yourself with them.

There are guides available for the following areas:

- Photography & Video
- Motion Graphics
- Creative Services / Printing
- Fine Art Printmaking
- Textiles Printmaking

More guides are being added throughout the year.

[wsa.wikidot.com](http://wsa.wikidot.com)

Choosing the right equipment for the task is extremely important. Requesting the most expensive kit, or the most advanced kit will not necessarily get you the best final quality. In order to get the best quality images, videos, or audio, you will need to learn how to use the equipment over the duration of your studies. Learning how to use equipment can be broken down into 3 steps:

### 1. Attend workshops

Workshops introduce you to the equipment and the terminology used when talking about photography, video, or audio. Attending a workshop will demonstrate the capabilities of the camera systems. Usually workshops last 2 hours. Please note to loan professional equipment such as DSLR cameras, Medium Format cameras Pro Video cameras, you will need to attend the relevant inductions and workshops. Some items are only available to students studying specific Programmes and Pathways. Please ask for more details.

### 2. Online learning

There are numerous guides and tutorials online (official and unofficial) that go into more depth than a workshop. Lynda tutorials can last up to 6 hours.

### 3. Individual practice

This is where the real learning starts. By spending more and more time experimenting and testing out equipment you will build your own understanding of the equipment and build skills associated with photography, video, and audio.

We recommend starting off with the basic equipment. Basic equipment can still provide you with fantastic results, albeit with some minor limitations. More advanced kit allows more controlled results, but you need to have an understanding of equipments settings and adjustments.

The example below outlines the pros and cons between basic and advanced kit.

It is useful to try out all types of equipment, as different cameras all have different pros and cons. Best quality can only be achieved when you have all of the settings correct for the current situation.

#### Basic Camera



##### Pros

- + Small & Lightweight
- + Easy to use auto mode.
- + 7 Day loan

##### Cons

- No AF control
- Limited DoF
- No RAW

#### Advanced Camera



##### Pros

- + High FPS
- + Advanced AF modes

##### Cons

- No auto mode
- APS-C sensor
- Noise at 2000 ISO
- 2 Day loan

## Available Equipment

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### Digital Cameras

Digital cameras are nice and lightweight and simple to operate. All cameras have the ability to produce high resolution images, easily printable at A3+, and the ability to record basic video. These cameras are ideal for documenting work or for when you don't need the power of a DSLR.



[Canon SX50](#)



[Canon SX40](#)



[Canon G7X mk II](#)



[Canon SX620](#)

### Video Cameras

Our range of video cameras are all HD as standard. We have basic video cameras that are simple to operate, advancing to larger modular systems that require a strong understanding of filmmaking. We recommend starting off with the basic equipment. If you feel like require more control over your footage you can try a more advanced camera system.



Manuals can be found by clicking the image.



[Canon M306 HD](#)



[Black Magic CC 2.5K](#)



[Black Magic URSA Mini Pro](#)



[Panasonic HMC-41e HD](#)



[Canon XF400](#)

### Tripods

All of our tripods come with Manfrotto legs that extend up to a maximum height of 160cm. We then have different heads that are fixed on the legs. If you are looking to produce still Photographs you are best off using a Photography head. If you wish to produce videos then you should stick to the video heads. If you will be producing both photos and videos, choose a video head.



[Manfrotto 804 RC2](#)  
(Photography)



[Manfrotto 141 RC2](#)  
(Photography)



[Manfrotto 128 RC2](#)  
(Video)



[Manfrotto 700 RC2](#)  
(Video)

## Available Equipment

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### Flash Equipment

Media Stores has portable lighting solutions available. We have a range of Canon and Nikon speed-lights, wireless trigger kits, and larger mains powered Bowens monoblock head kits.



[Bowens Gemini 500R battery kit](#)



[Canon 580ex ii](#)



[Nikon SB-910](#)



Wireless Flash Triggers  
[Canon](#) [Nikon](#)

### Light Meters

Light meters are essential tools in photography to help you to determine the correct exposure value. This is extremely important when working in the flash studio or when working with film cameras.



[Sekonic L308s](#)



[Sekonic L758](#)

### Analogue Film Cameras

Film cameras offer a slower approach to Photography. Supporters of film photography often say that the quality of the colours and tones in film is incomparable. Shooting on film does have a cost per shot as opposed to digital, but this can often influence your practice in a positive way; forcing you to consider each shot before pressing the shutter.

We have a range of 35mm cameras, medium format cameras, and a 5x4" large format camera ([Specialist Induction required](#)) all available.



[Mamiya 7ii](#)



[Mamiya RZ67 Pro ii](#)



[Mamiya RB67](#)



[Mamiya 645](#)



[Shen Hao TZ45 5x4 5x4 camera](#)



[Various 35mm SLRs](#)

## DSLRs

DSLRs offer the highest possible quality image. However, the best image quality can only be achieved when all of the settings are correct. For a novice, this can be quite difficult at first.

Each DSLR has slight advantages over other DSLRs. Please view the list below to help you choose the DSLR that suits your requirements.

We recommend trying out both Nikon and Canon bodies over the duration of your studies, so you become more confident using different types of camera.



### **Nikon D810**

36MP  
Very quiet shooting



### **Nikon D800**

36MP sensor  
Large format printing



### **Nikon D610**

24MP  
Slightly smaller than D800



### **Canon 1D mk4**

16MP APS-C  
10fps for action



### **Canon 5Ds**

50MP  
Best for large format printing. Poor in low light, so is best used on a tripod.



### **Phase One XF**

80MP  
Medium Format

Specialist  
Induction required



### **Canon 6D**

Great all round camera



### **Canon 7D**

APS-C  
Great all round camera



### **Canon 5D mk2**

Great all round camera

## Available Equipment

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### Nikon Lenses

We have a range of prime (fixed focal length) and zoom (variable focal length) lenses for Nikon DSLRs.



[Nikon 35mm f/2.0](#)



[Nikon 50mm f/1.8](#)



[Nikon 85mm f/1.8](#)



[Nikon 105mm f/2.8](#)



[Nikon 16-35mm f/4.0](#)



[Nikon 24-120mm f/4.0](#)



[Nikon 80-200mm f/2.8](#)



[Nikon 70-200mm f/2.8](#)

### Cine Lenses (For video)

Cine lenses are specifically designed for shooting video. They have a smooth aperture dial to allow filmmakers to easily adjust the Iris (aperture) whilst recording. They also have very accurate focus scales to aid filmmakers in getting the focus correct. **Specialist Induction required**



[Canon 14mm t/3.1](#)



[Canon 24mm t/2.0](#)



[Canon 50mm t/1.3](#)

### Phase One Lenses

We have a small but effective range of Schneider Kreuznach lenses for the Phase One XF camera system. Both lenses have leaf shutters, allowing for high speed sync with flash. Schneider Kreuznach lenses are regarded as the ultimate in quality.



[Schneider Kreuznach 80mm f/2.8 LS](#)



[Schneider Kreuznach 120mm f/4.0 LS macro](#)

Canon Lenses

We have a large collection of Canon mount lenses. Each lens will provide you with a different image: there is no perfect lens. Lenses can be grouped into two categories: primes and zooms.

Prime lenses have a fixed focal length, giving you an incredibly sharp image and allowing a shallow depth of field. However you can't adjust the focal length to zoom in or out: you will need to physically move closer or further from your subject.

Zoom lenses allow you to adjust the focal length, giving you a range from zoomed out to zoomed in. However, a zoom lens will rarely give you a shallow depth of field, or an image as sharp as a prime.



[Canon 24mm f/2.8](#)



[Canon 24mm f/1.4 L](#)



[Canon 24mm f/3.5 L Tilt Shift](#)



[Canon 28mm f/2.8](#)



[Canon 35mm f/2.0](#)



[Canon 50mm f/1.8](#)



[Canon 50mm f/1.4](#)



[Carl Zeiss 50mm f/1.4 Manual Focus](#)



[Canon 60mm f/2.8 APS-C only](#)



[Canon 85mm f/1.8](#)



[Carl Zeiss 85mm f/1.4 Manual Focus](#)



[Canon 100mm f/2.8 macro](#)



[Canon 135mm f/2.0](#)



[Tokina 11-16mm f/2.8](#)



[Canon 16-35mm f/2.8](#)



[Sigma 17-35mm f/2.8-4.0](#)

APS-C only:  
Canon 7D,  
Canon 50D

## Available Equipment

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[Canon 17-40mm  
f/4.0 L](#)



[Sigma 20-40mm  
f/2.8](#)



[Canon 17-85mm  
f/4.5-5 APS-C only](#)



[Sigma 18-50mm  
f/2.8](#)



[Canon 35-70mm  
f/3.5-4.5](#)



[Canon 28-80mm  
f/3.5-5.6](#)



[Canon 55-200mm  
f/4.5-5.6](#)



[Canon 24-70mm  
f/2.8 L](#)



[Canon 24-70mm  
f/4.0 L](#)



[Canon 24-105mm  
f/4.0 L](#)



[Canon 24-105mm  
f/3.5-5.6](#)



[Canon 70-200mm  
f/2.8](#)



[Canon 100-300mm  
f/5.6](#)



[Sigma 70-300mm  
f/4.0-5.6](#)

## Available Equipment

### Digital Projectors

Digital projectors allow you to display visual content much larger than TV screens. The resolution of the projector is important as this determines how many pixels it can display. Lumens measure how bright the projection is. Throw angle determines how close or far the projector needs to be from a wall.

Projectors work better in darker spaces, allowing higher contrast and saturation to be displayed. When projectors are used in daylight, contrast is lost and images look desaturated.

We have ultra-short throw projectors (more commonly referred to as floor/vertical projectors) that can be installed at the base of a wall to project directly upwards.



#### NEC V300/V260X

1024x768  
1.9 - 2.2x



#### NEC NP-M402H

1920 x 1080  
1.2 - 2.0x



#### Epson EB-945

1024x768  
1.38 - 2.x



#### Sanyo PLC-XU301A

1024 x 768  
1.2 - 1.9x



#### Vivitek D7180HD

ultra-short throw  
1920 x 1080  
0.19x



#### Sanyo PDG-DXL2000

ultra-short throw  
1024 x 768  
0.20x

### TVs



LG 43in 4k TV  
USB playback  
HDMI



LG 32in HD TV  
USB playback  
HDMI



LG 28in HD TV  
USB Autoplay  
HDMI



ALBA 32" HD TV +  
DVD



Sanyo 22" HD TV +  
DVD



Philips 9" TV + DVD  
TV Wall mounting  
bracket



Various JVC, Ikegami  
Analogue CRT TVs

### Speakers

Speakers can be used to add clearer sound to any work or installation as built in speakers on TVs and projectors often have a poor output.

Please be aware that when using speakers, the sound may be disturbing to other students working, or other students exhibiting nearby.



Pioneer A10 Amp



JBL Wall mount speakers 50W



Various 2.0 PC Speakers



Various 2.1 PC Speakers

### Audio Recorders

Audio recorders allow you digitize sound into a file that can be used on a computer. An audio recorder differs to a dictaphone as it is more advanced. You are able to adjust your sampling frequency, bit rate, audio levels, and microphone direction.

Using an audio recorder is essential if you are making video. Using the built in audio from a video camera or DSLR is simply not good enough. If you do need better DSLR sound, you can use a hotshoe microphone such as the Rode VideoMic Go.



[Zoom H2](#)



[Zoom H2n](#)



[Rode VideoMicGo](#)

### Misc.

Media stores houses some additional equipment that doesn't necessarily fall into any of the previous categories.



5-in-1 photo reflector



[Colour Checker Passport](#)



[i1 Screen calibration tool](#)



[iPad 2](#)



[iMacs \(for exhibition only\)](#)



[Wacom Intuous Medium Tablet](#)



[Glidecam HD 4000](#)



[TV Wall Bracket](#)

# Equipment Reservation Form

1. Visit [wsa.wikidot.com/msg](http://wsa.wikidot.com/msg) to find the correct equipment you wish to reserve.

2. Fill out the form below. Make sure to use the full item title so we know exactly what you want.

3. Bring the completed form to Media Stores in person during the opening hours.

## Terms & Conditions of Equipment Reservations

This is an experimental service. By completing this form you recognise its primary use it to test an experimental service.

Whilst every effort is made to ensure reserved equipment is available on the date specified, this cannot always be guaranteed.

Equipment may be returned late from the previous loan due to factors outside of our control.

Media Stores accepts no responsibility for any work that cannot be produced as a direct result of reserved equipment not being available.

Media Stores is not in control of the time that reserved equipment is returned. It may be returned as late as 4.55pm on the date specified.

Media Stores may not be able to accept requests for equipment if not given sufficient notice.

Media Stores reserves the right to refuse requests if they are deemed to be unreasonable.

Equipment requests are subject to the maximum loan durations specified in the Media Stores Guide.

Returning equipment late that was reserved will be noted and your access to the service will be suspended.

All loans are subject to the Terms & Conditions of Media Stores loans outlined in the Media Stores Guide.

By filling out this form you agree to the Terms & Conditions outlined above .



Name:

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Mobile:

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Collect on:

---

Equipment:

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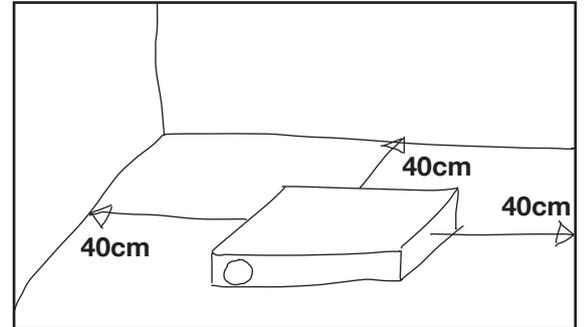
Complete, cut off, and return this slip to Media Stores

When used correctly, digital projectors are safe. Problems arise when they are installed without adequate airflow space.

In order to borrow a projector from Media Stores, **you must agree to follow these rules** outlined on these two pages.

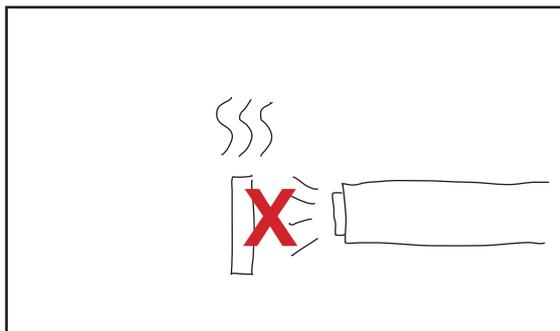
If you do not agree to follow these rules you will not be allowed to loan the projector.

**If you fail to follow these rules we can remove your projector and ban any further loans.**



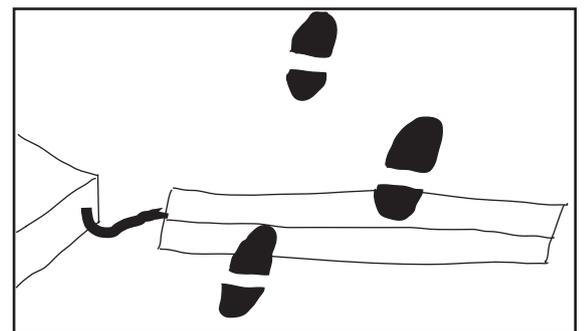
### 40cm Gap

Ensure there is a 40cm gap on all four sides of the projector. Strictly nothing can be inside this 40cm space.



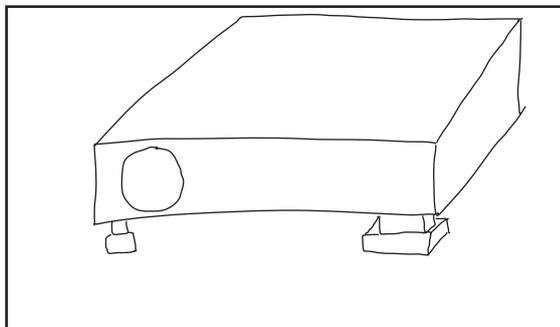
### No lens Obstructions

Ensure nothing is covering or blocking the lens.



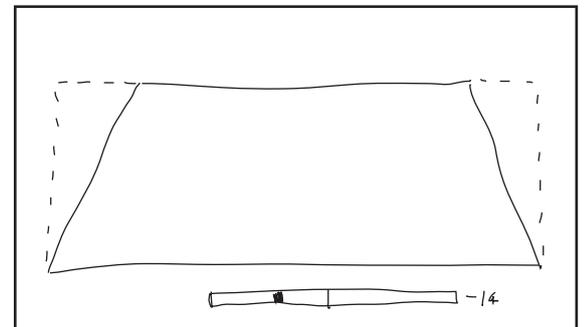
### Apply Cable guard

Use cable guard (and tape down if possible) on all cables that may cause a trip hazard.



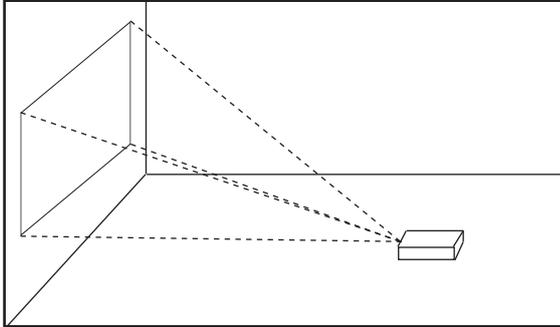
### Level it

Adjust the feet on the projector, or use small shims to balance the projector. Projectors must not be turned on their side.



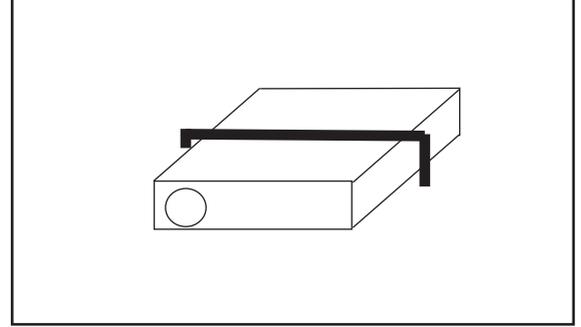
### Keystone

Using the remote or buttons on the projector, adjust the keystone setting to make the image align vertically.



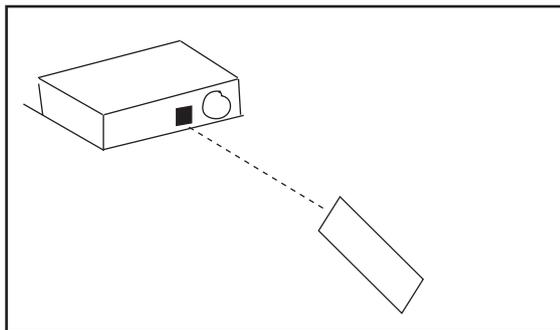
### Ensure nothing is in the beam

Make sure the projection is not obstructed by anything or is spilling off beyond where it should be.



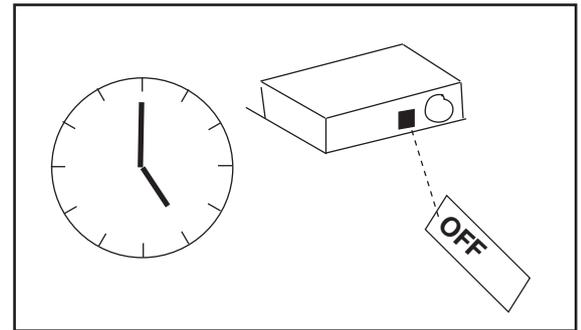
### Make it secure

If the projector is being installed above head height, it must be securely fitted and fixed in place.



### Remotes

Remote controls are available from Media Stores. If your equipment is not easily accessible (i.e. mounted up high), you need to provide a remote to be kept in the room.



### Timings

Remember to turn off the projector at the end of the day.



### Do Not Install on

- Anything unstable
- Near water, damp spaces, or sources of moisture.
- Direct sunlight or heat sources
- Dusty, smoky, or steamy environment
- Paper, cloth, rugs, or carpet.



### Do Not

- Place any objects easily affected by heat in front of a projector exhaust vent
- Look into the projector whilst it is turned on
- Place the projector on its side
- Place next to other projectors

## Preparing a USB drive for video playback

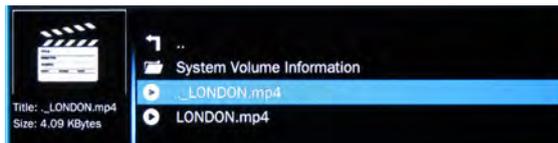


Mac OS X adds invisible files and folders to USB drives to help it search for files better. This causes problems with video playback.

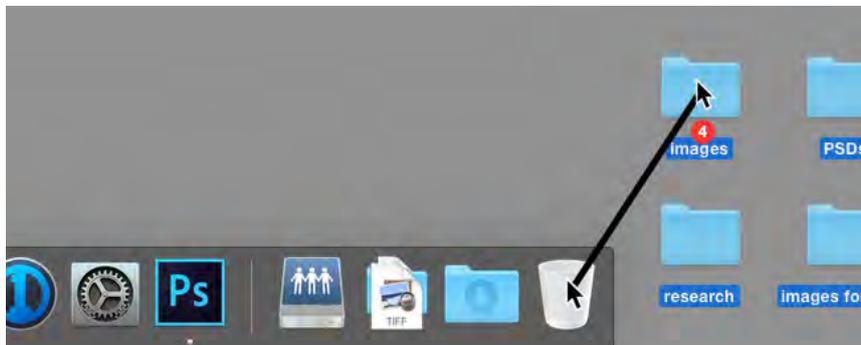
In order for video playback to run smoothly from

a USB or SD card, it is best to use a blank drive with only the video files you wish to play on it. You can use 'Clean Up' to remove any hidden files or folders that may cause playback and looping issues on a media player or TV.

If you can't write files to the drive, or no files appear whilst connected to the Media Player, you will need to reformat the drive to MS-DOS (FAT32)

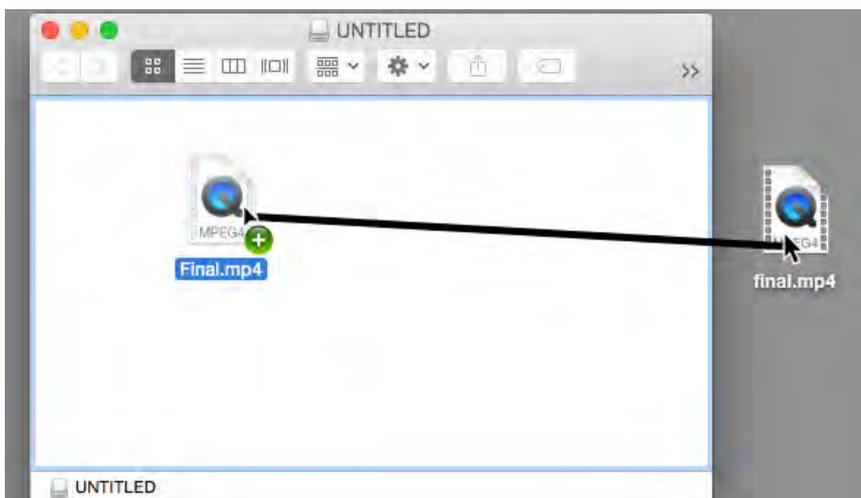


You may have seen these invisible files when using a Media Player - they are a copy of your original file, prefixed with `._`



### Delete all files

1. Double click to open the USB.
2. Drag all contents of the USB to the trash.
3. Right click the trash and click 'Empty Trash'.



### Transfer your video

4. Drag only the video file(s) you wish to play onto the USB drive.



Refer to the PDF Guide here;  
<http://wsa.wikidot.com/photography>



Media Players can play almost all types of video files. In order to get them to work correctly it is worth noting there is a very precise order in order to get the device to function with a projector/TV correctly. However we recommend converting your file to H.264/.mp4 prior to exporting.

Media Players have an extremely low rate of failure due to very few mechanical parts. Often, the main reason for the media player appearing to be broken, or not responding is incorrect setup.

**Please note, Media Players cannot play .PDF or .PPT files.**

Follow the steps below to correctly set up your Media Player.

### 1. Prepare the USB

Follow the guide on [p18](#) to prepare your USB for video playback.

### 2. Connect the HDMI cable

Connect the HDMI cable between the media player and TV/projector. Note which input it is connected to (e.g. HDMI1 / HDMI2)

### 3. Insert the USB drive

Insert the USB or SD card into the media player.

### 4. Connect the power cable

Plug in the power cable to the DC socket (not the yellow AV socket) and to a wall socket.

### 5. Turn on TV/Projector

Turn on the TV/projector. You may need to use the remote (available from Media Stores) to change the source/input. Make sure you change to the correct input (e.g. HDMI1)

### 6. Turn on the Media Player

If it doesn't turn on automatically, aim the remote at the blue LED, no further than 40cm away, and press the POWER button.

### 7. Navigate to your files

Using the directional buttons on the remote, navigate to your video file. If you see a load of You will now see a menu system appear on the TV/projector. Point the remote directly at the blue LED. You can then navigate to your video file.

### 8. Make it loop

Once the video starts playing, you can make it loop by pressing the repeat button until 'repeat one' is displayed. In this mode, the media player will loop this single file indefinitely.

Once the media player has been disconnected from power, it will need to be set up again.

Connect the power cable last. Otherwise no output will be detected.

### 1. Double check your TV/Projector INPUT

Make sure your device is set to the correct Input. Media Players are supplied with an HDMI cable, so make sure your INPUT is set to HDMI. There may be multiple HDMI inputs.

### 2. Double check ALL cables and connections

Ensure the HDMI cable is connected correctly to the media player and your output device.

Ensure the power adapter is plugged in to the DC socket (not the yellow AV socket) and is turned on at the wall.

### 3. Reset your Media Player

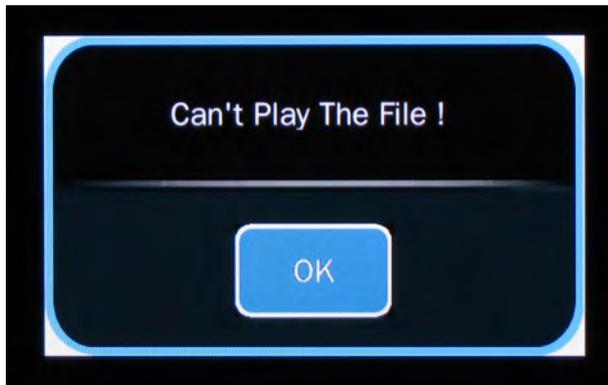
Disconnect the power cable then reconnect it.

### Media player remote does not respond?

Follow steps 1-3 above.

Make sure you are pointing the remote at the blue LED, no further than 40cm away.

If these both fail, it may be the battery. Bring it to media stores for a replacement.



### File can't be played?

You might have exported your video file in an unreadable format. We recommend the following settings:

H.264/.mp4 // 1920 x 1080p // 24fps

### File can't be played? Advanced

You might be attempting to play an invisible (.) file. These are invisible files that OS X creates in order to store information about the original file. On OS X they are invisible, but on a media player they are visible.

Please follow the instructions on [p18: Preparing a USB Drive for video playback](#).

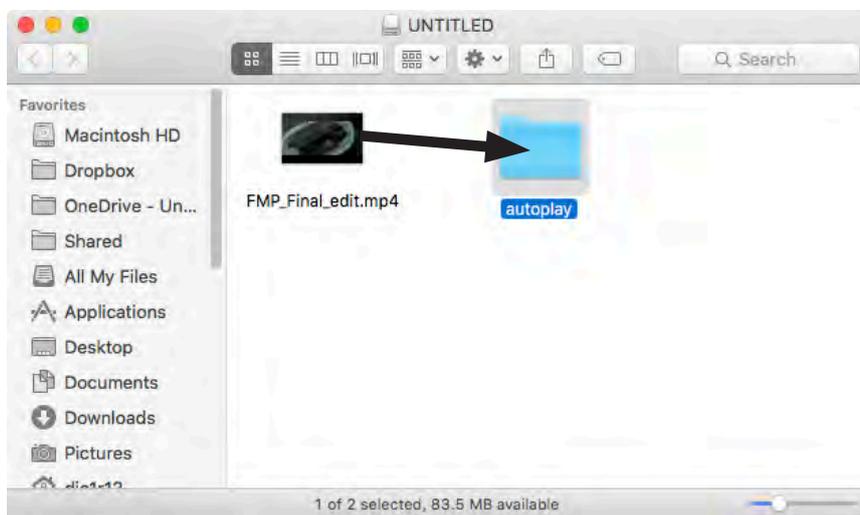
### Still not fixed?

If the problems persist, please bring the USB drive to media stores so a technician can help you solve the issue.



Sumvision Cyclone Micro 2+ Media Players have the ability to *autoplay* your video file. The easiest way to check you have a sumvision Media Player is by inspecting the media player, or checking to see if you have a remote with blue buttons (as pictured above).

Follow the steps below to set up your USB to autoplay your file.



### 1. Create new folder

On the USB, Create a new folder in the root (i.e. not in any subfolders)

### 2. Rename to Autoplay

Rename the folder 'autoplay'. Sumvision media players are not case sensitive so you can do 'Autoplay or 'AUTOPLAY' if you wish.

### 3. Drag your files into the folder

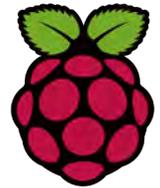
Drag your video file(s) into the autoplay folder.

### 4. Run Clean Up

Invisible files will cause video playback problems. Follow the guide on [p19](#) to remove them.

When you turn your Sumvision Media player on, the video file should start playing automatically.

Connect the power cable last. Otherwise no output will be detected.



Raspberry Pi Video Loopers are similar to a Media Player but offer many advantages, such as automatic looping and autoplay.

Please follow the instructions below to set up your Raspberry Pi video looper.

### 1. Prepare the USB

Ensure that only the video files you wish to loop are located in the USB's root. Ideally all other files should be deleted.



You must use the specific Raspberry Pi AV cable - other cables are incompatible.

### 2. Connect the HDMI or AV cable

Connect the HDMI cable between the Raspberry Pi and TV/projector. Note which input it is connected to (e.g. HDMI1 / HDMI2)

If your TV/projector does not have an HDMI cable, you will need to use the Specialist Raspberry Pi AV cable

### 4. Connect the power cable

Plug in the power cable to the Raspberry Pi and to a wall socket.

### 5. Turn on TV/Projector

Turn on the TV/projector. You may need to use the remote (available from Media Stores) to change the source/input. Make sure you change to the correct input (e.g. HDMI1)

### 6. Follow the on screen instructions

The Raspberry Pi takes around 20s to boot up. Once booted it will begin looping your video automatically, or ask you to insert a USB drive.

To start a video after the Raspberry Pi has been disconnected from power, simply reconnect the power cable.



Image for illustrative purpose.

The 32in LG TVs have an integrated USB socket for video playback. This means no media player is required, allowing for a neater presentation of work.

The LG TVs do not require a remote control; touch-screen buttons are next to the standby LED on the TV. Follow these steps to initiate playback:

### **1. Prepare the USB**

Please follow the instructions on [p18: Preparing a USB Drive for video playback](#).

### **2. Connect your USB drive**

The USB socket is found on the left hand side of the TV.

### **3. Turn on the TV**

Tap the standby light towards the lower right of the TV.

### **4. Change Input to USB**

Tap INPUT until USB is selected and wait 2s.  
Press OK on Movie List.

### **5. Select your video file**

Use the vol-/+ and pr-/+ buttons to navigate to the correct file you wish to play.  
Then press OK.

If your USB has been set up correctly, your video should start playing immediately.  
Your video file will now loop indefinitely.

Once the TV is turned off, these steps will need to be followed again.

### **Red X on thumbnail?**

If your video appears with a red X through the thumbnail, your video file is in an unreadable format.  
We recommend the following settings:  
H.264/.mp4 // 1920 x 1080p // 24fps



The 28in LG TVs have an integrated USB socket that can be used to play a video file. This means no media player is required, allowing for a neater presentation of work. When the TV is turned on it will automatically start playing the video file, and will loop it.

For the autoplay feature to work best, you should have only the video files you need on the USB stick, placed in the root (i.e. not inside any subfolders). It is also necessary to delete any invisible files in order to make playback run smoothly. Please follow the steps below to use this TV.

### **1. Prepare the USB**

Please follow the instructions on [p18: Preparing a USB Drive for video playback](#).

### **2. Connect your USB drive**

The USB socket is found on the left hand side of the TV.

### **3. Turn on the TV**

Under the 'LG' icon at the bottom of the TV, push the button once.

If your USB has been set up correctly, your video should start playing after around 15s.

Your file(s) will now loop indefinitely. The TVs have been set up to automatically turn off after 6hrs, or at 8pm (whichever comes first).

### **Adjusting the Volume**

Under the 'LG' icon at the bottom of the TV, push the button left/right.



The 43in LG TVs have an integrated USB socket for 4K video playback. This means no media player is required, allowing for a neater presentation of work.

This LG TV **does** require a remote control. There is only one button on the bottom under the LG icon to turn the TV on/off. Follow the steps below to initiate playback:

### **1. Prepare the USB**

Please follow the instructions on [p18: Preparing a USB Drive for video playback](#).

### **2. Connect your USB drive**

The USB socket is found on the left hand side of the TV.

### **3. Turn on the TV**

Press the power button on the bottom of the TV or via the remote.

### **4. Change Input to USB**

Press the INPUT button on the remote until the USB is selected then press OK

Select Photos & Video then Press OK

Select the USB then Press OK

### **5. Select your video file**

Navigate to your file using the remote then press OK.

If your USB has been set up correctly, your video should start playing immediately. Your video file will now loop indefinitely.

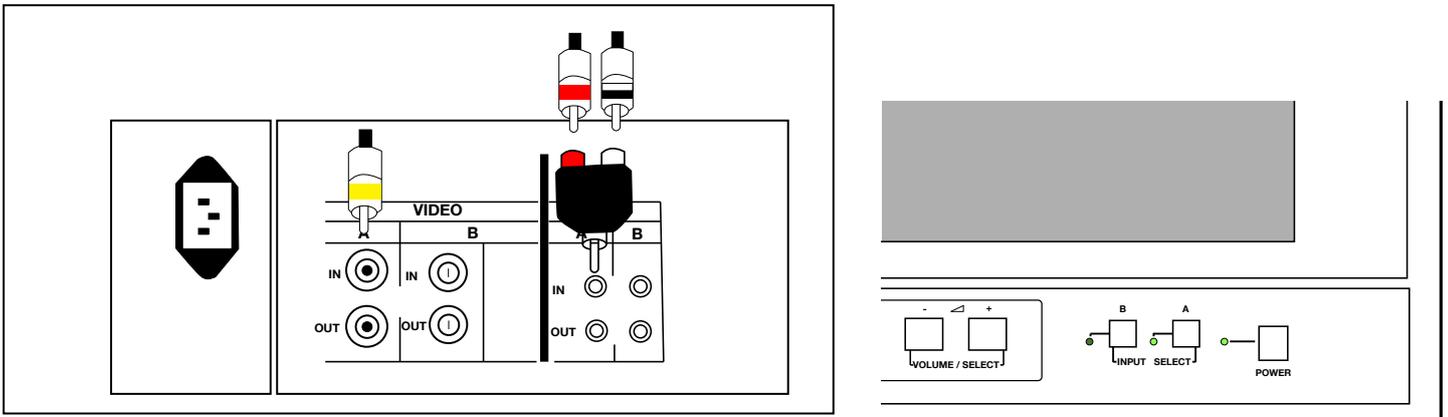
Once the TV is turned off, these steps will need to be followed again.

### **Red X on thumbnail?**

If your video appears with a red X through the thumbnail, your video file is in an unreadable format.

We recommend the following settings:

QuickTime H.264 // 1920 x 1080p // 24fps



The JVC TVs are a medium size analogue monitor that can be daisy chained together to play the same video in sync across multiple monitors. Please be advised that the nature of legacy analogue equipment can be unpredictable and requires rigorous testing to ensure it is capable for your requirements.

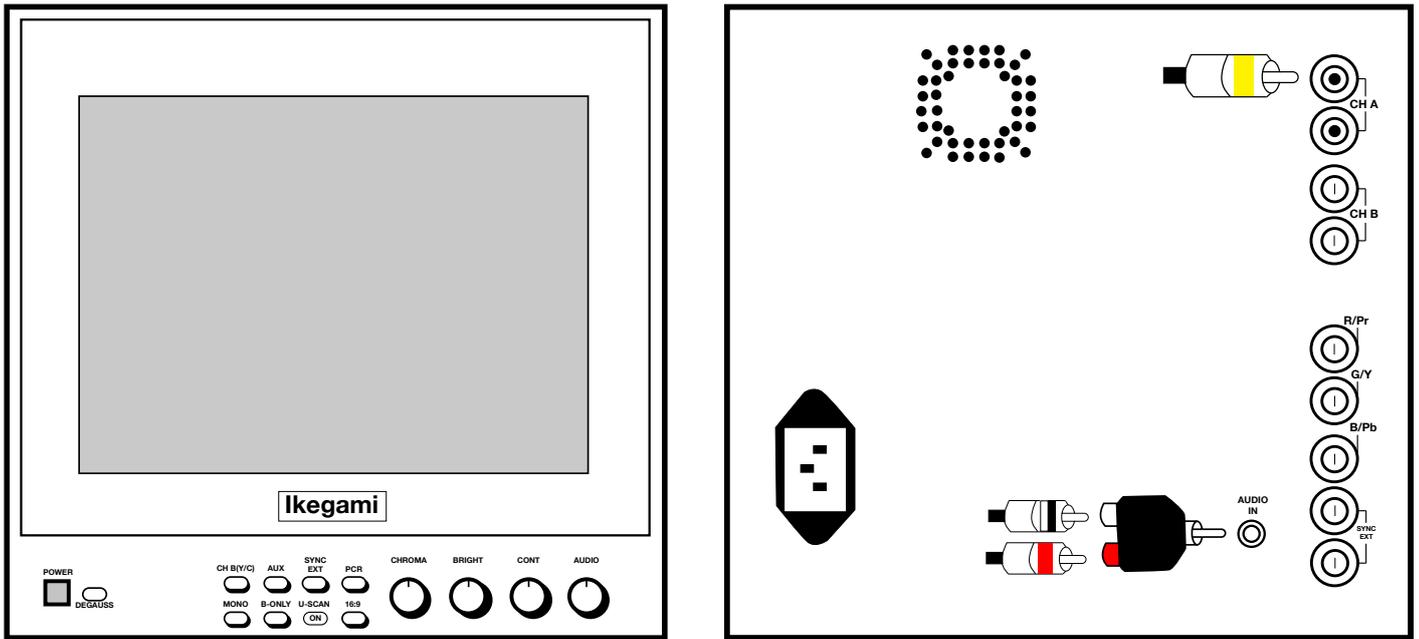
**You must use a Raspberry Pi Video Looper with analogue monitors. Please ensure you are using the specialist Raspberry Pi AV cable (Ask in Media Stores)**

1. Connect up the Raspberry Pi Video Looper ensuring you use the specialist Raspberry Pi AV cable.
2. Ensure the YELLOW output is connected to VIDEO IN A
3. Connect the RED and BLACK outputs together using a phono splitter, then connect to the socket labelled AUDIO IN A
4. Turn the monitor ON and ensure A channel is active.

These settings will give you a standard video signal. Depending on your video, you may need to fine tune these settings.

### Daisy Chaining?

1. Connect a standard AV cable between the lower OUT sockets and the upper IN sockets on the second monitor.



The Ikegami TVs are a small analogue monitor that can be daisy chained together to play the same video in sync across multiple monitors. Please be advised that the nature of legacy analogue equipment can be unpredictable and requires rigorous testing to ensure it is capable for your requirements.

**You must use a Raspberry Pi Video Looper with analogue monitors. Please ensure you are using the specialist Raspberry Pi AV cable (Ask in Media Stores)**

1. Connect up the Raspberry Pi Video Looper ensuring you use the specialist Raspberry Pi AV cable.
2. Ensure the YELLOW output is connected to the TOP socket labelled CH A
3. Connect the RED and BLACK outputs together using a phono splitter, then connect to the socket labelled AUDIO IN.
4. Turn the monitor ON.
5. Ensure all the buttons are pushed OUT so they are OFF  
If your video appears fuzzy, you may need to turn ON U-SCAN.
6. Ensure all the dials are pushed OUT and set so the black line points to 12 O'Clock.

These settings will give you a standard video signal. Depending on your video, you may need to fine tune these settings.

### Daisy Chaining?

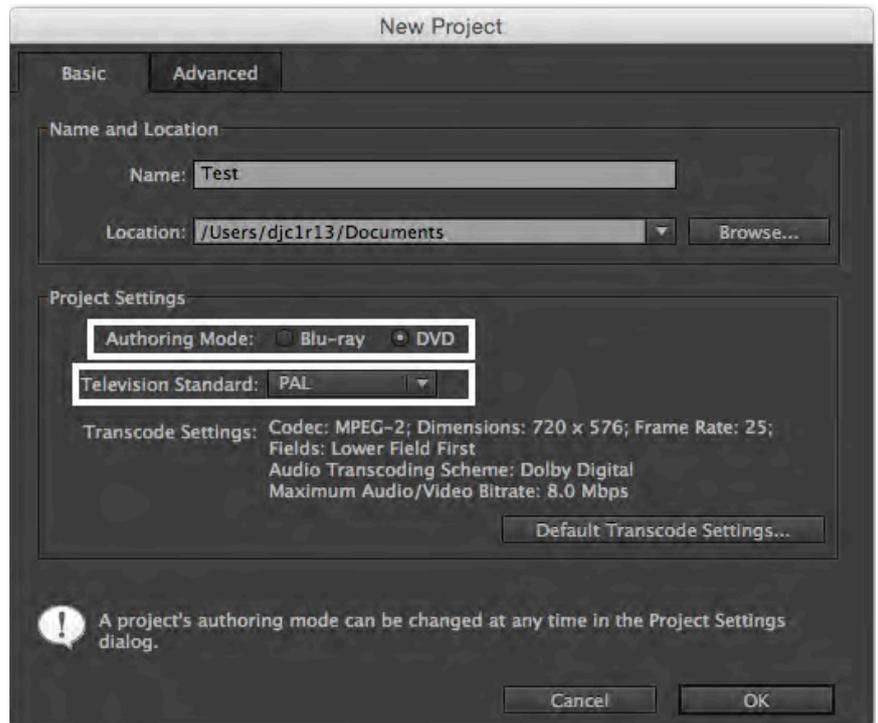
1. Connect a standard AV cable between the lower CH A socket and the TOP CH A socket on the next monitor.  
Unfortunately sound cannot be linked between monitors.

## Making a looping DVD using Adobe Encore 1/4

### 1. Create a New Project

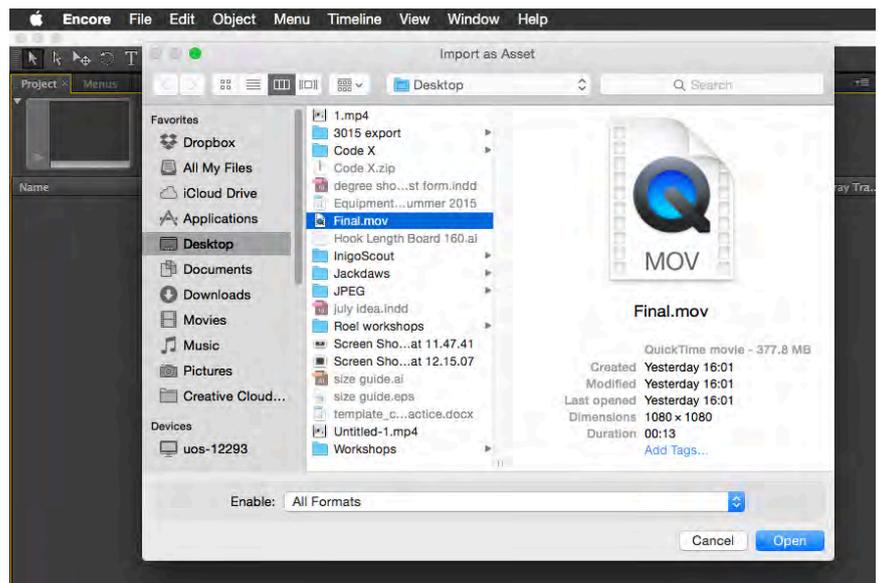
Open Up Adobe Encore  
Click 'Create New Project'

Authoring Mode: **DVD**  
Television Standard: **PAL**



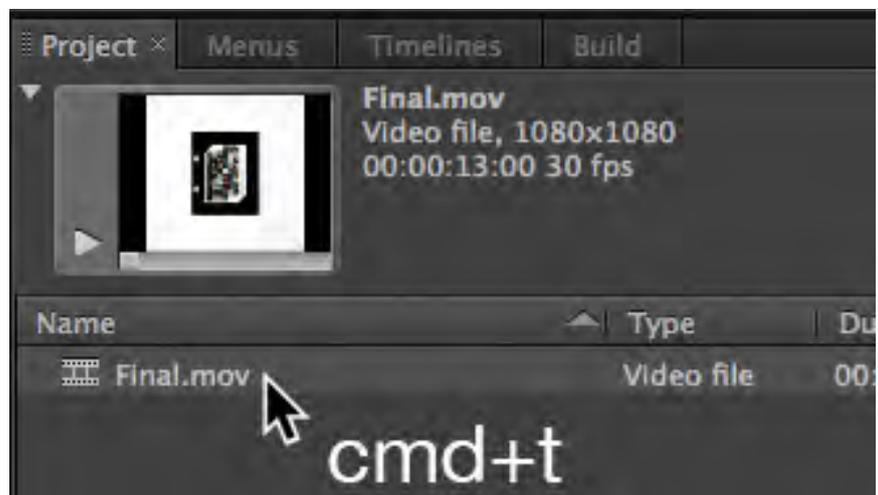
### 2. Import the video

Click the Project tab.  
Press **cmd+i** to import your video.



### 3. Add to timeline

Select the video and press **cmd+t** to add it to the time line.

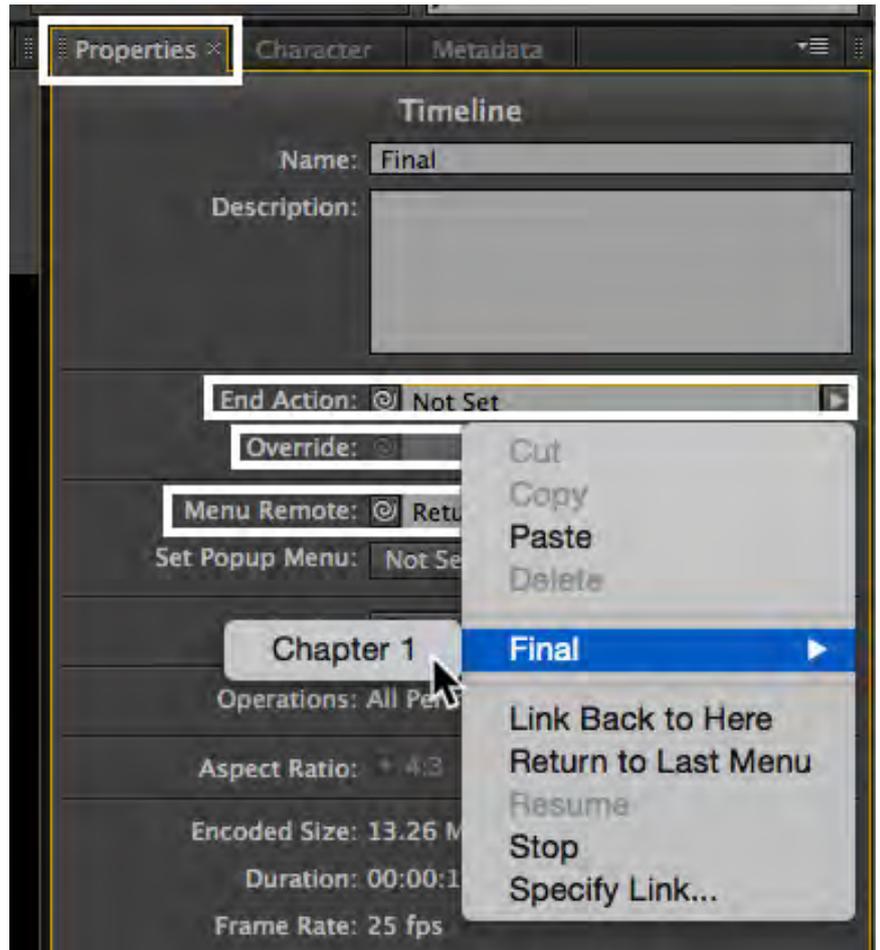


#### 4. Set actions to play video

Select the properties tab.  
Set:

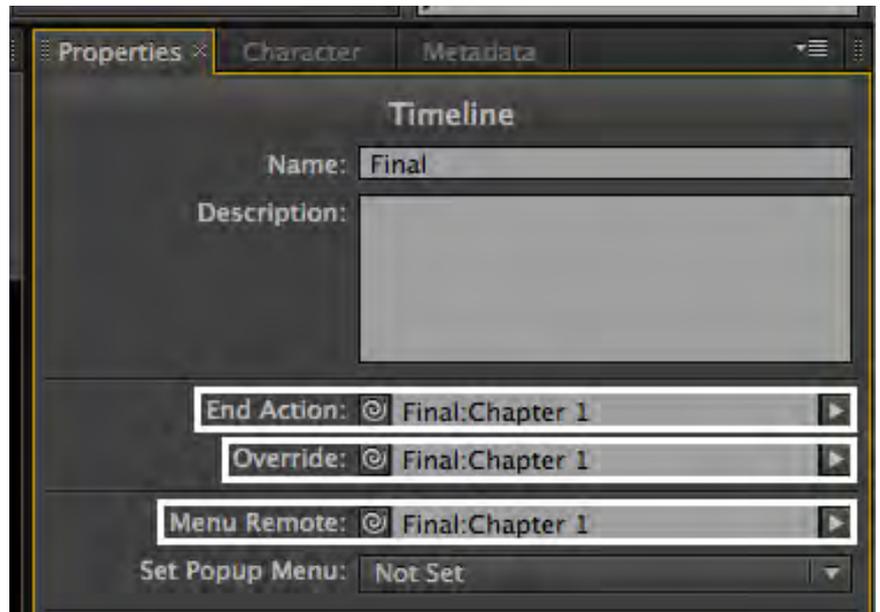
*End Action*  
*Override*  
*Menu Remote*

To link to your video by right clicking in each box and selecting **Chapter 1**.



#### Check properties

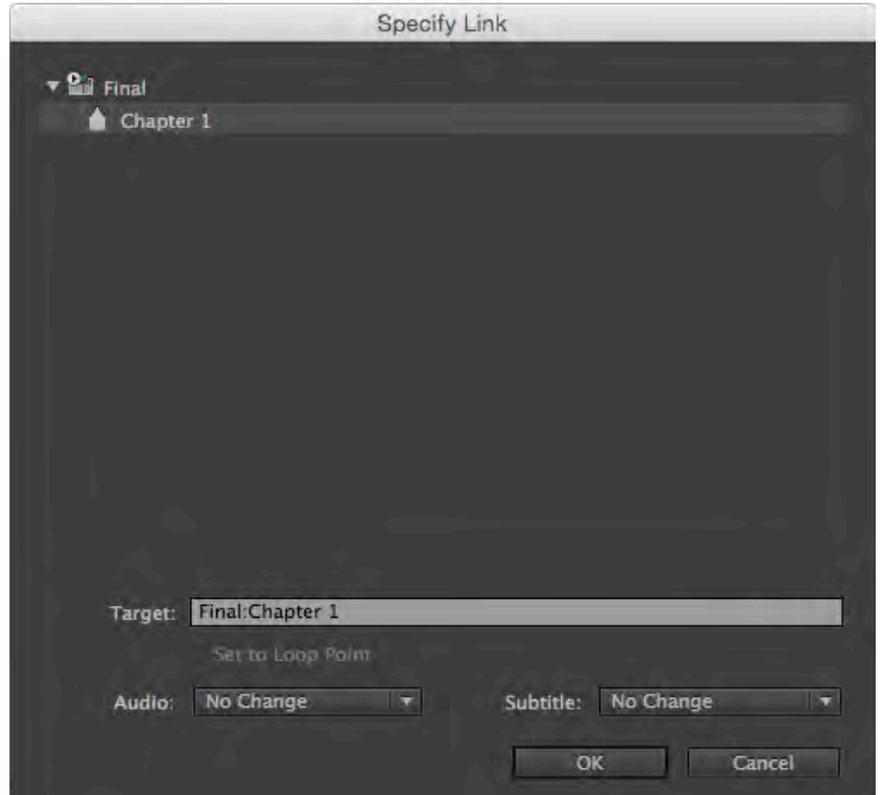
Once complete, it should look like this:



### 5. Set your video to auto-play

Select the Project tab,  
then  
select the Properties tab.

Right click Title Button and  
select Specify link.  
Select your video and press **OK**.

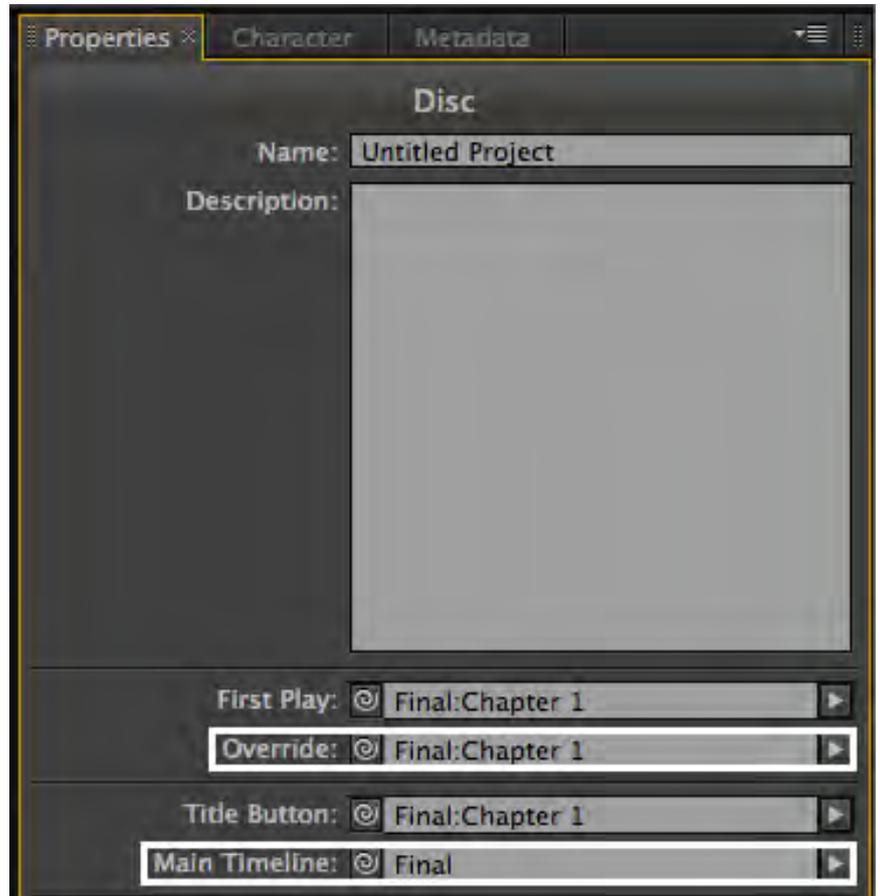


### 6. Set remaining actions to play your video

Set:

*Override*  
*Main Timeline*

To link to your video by right clicking in each box  
and selecting **Chapter 1**.



### 7. Set to burn as DVD

Select the Build tab.

Format: **DVD**

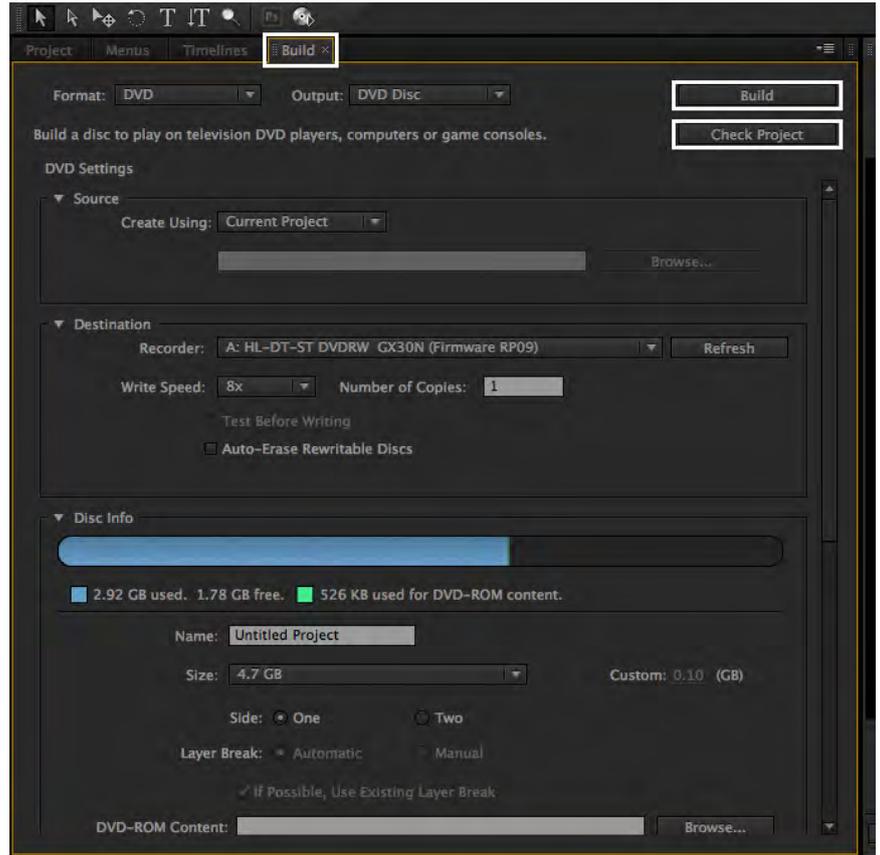
Output: **DVD Disc**

### 7. Check for errors

Click **Check Project**.

Then click **Start**.

If there are any faults you will need to resolve them.



### 8. Begin Burning

Insert a blank DVD and click **Build**.

If you don't have a blank DVD, they can be purchased from the University shop.

Your DVD will begin burning.

If you experience any problems, contact the Motion Graphics Technician.

### Common Faults

If you drag a .mp4 / .mov / .avi file directly onto a DVD and burn it, the DVD player will not be able to play it. The file must be rendered and burned correctly to the disc using Adobe Encore.

If your video plays but doesn't loop, you will need to start again, as DVDs can only be burned once. You may have forgotten to set 'End Action' to play your video.

### Still having problems?

Please contact [Adrian Baxter](#) for further help.

### iSolutions

iSolutions are the University's specialist IT support team. They can help you with the following:

- Eduroam WiFi
- Keychain Access
- E-mail problems
- MFD Printing
- Print Account Top Up

iSolutions operate a ticket based system to manage workloads.

In order to receive any help you must have logged a ticket. This can be done through two ways:

#### **Step 1 - Log a Ticket**

Log a ticket by clicking the link: <https://sotonproduction.service-now.com/soton/it.do>

Or by calling: 02380 595656

Or by visiting: [sussed.soton.ac.uk](https://sussed.soton.ac.uk) > Serviceline Online

#### **Step 2 - Wait for a Response**

Your ticket will be allocated to a suitable member of the team. They will then contact you to assist you.

#### **Knowledgebase**

There is a knowledgebase that contains commonly asked questions that you can visit by clicking the link: [https://sotonproduction.service-now.com/soton/\\$knowledge.do](https://sotonproduction.service-now.com/soton/$knowledge.do)



Below is a list of procedures that should be carried out before and after using a digital camera. More detailed instructions can be found on [p32-37](#).

For further information, please consult the manual, available from the manufacturers website.

**1. Format the memory card**

Formatting the memory card removes all previous images and folders, enabling you to use the entire capacity of the memory card.

**2. Reset default settings**

It is worth returning the camera to default settings, as the previous user may have adjusted something you are not aware of.

**3. Clean the lens**

A lens with any dust or grease smears will not provide you with optimal images. Images may be soft and blurry as a result.

Clean the lens by making a light clockwise motion from the centre until all dust and grease is removed. Do not use any cleaning fluids as these may damage the coatings on the lens filter.

**After use**

4. Format the memory card.
5. Reset default settings.
6. Clean the lens.
7. Charge up the battery.

Please try your best to return the equipment on time, with the memory card formatted and battery charged up. One day it may be you that needs a camera fully charged up.



[Nikon DSLR manuals](#)

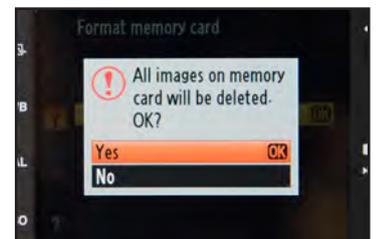
### Formatting a Memory card



Press MENU



Select Setup Menu



Format Memory card  
- OK

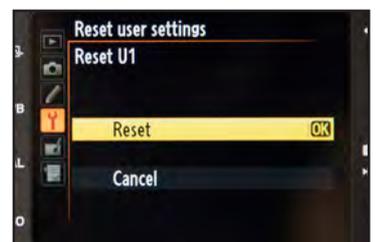
### Resetting Camera Settings



Press MENU



Select Setup Menu



Reset user settings  
- OK

### Changing a Camera's Language



Press MENU



Select Setup Menu  
Select Language

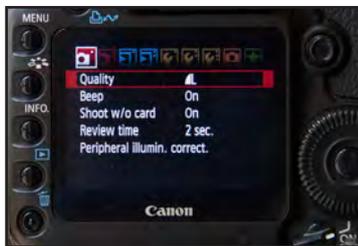
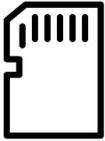


Select English  
- OK



[Canon DSLR manuals](#)

### Formatting the camera



Press MENU



Select 1st Settings  
Menu



Format Memory card  
- OK

### Reset Settings



Press MENU



Select 3rd camera  
settings menu



Clear settings  
- OK

### Reset language to English



Press MENU



Select 2nd Setup Menu  
Select Language

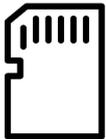


Select English  
- OK



[Canon SX40 manual](#)

### Formatting the camera



Press MENU



Select Settings



Format Memory card  
- OK

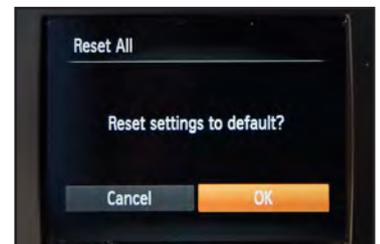
### Reset Settings



Press MENU



Select Setup Menu



Reset All  
- OK

### Reset language to English



Press MENU  
Select Setup Menu



Select Language

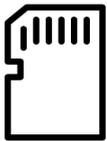


Select English  
- OK



[Canon SX40 manual](#)

### Formatting the camera



Press FUNC.



Press MENU



Select Setup menu  
Initialize SD - OK

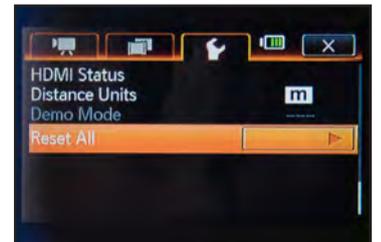
### Reset Settings



Press FUNC.



Press MENU



Select Setup Menu  
Reset All - OK

### Reset language to English



Press FUNC.  
Press MENU



Select Setup Menu  
Select Language



Select English  
- OK



[Black Magic Cinema Camera manual](#)

### Formatting the camera



Press MENU  
Select Format Disk



Select HFS+  
Click Yes, Format my disk

### Shooting Settings



#### Recording Settings

- ProRes 422
- Film
- 24fps



#### Camera Settings

- ISO: 200
- WB: 5200K
- Shutter Angle: 180



#### Audio Settings

- Microphone Input 100%

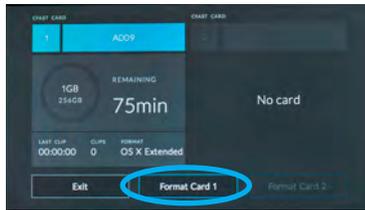


[Black Magic URSA Mini Pro manual](#)

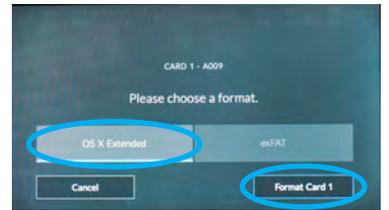
### Formatting the camera



Press Card 1

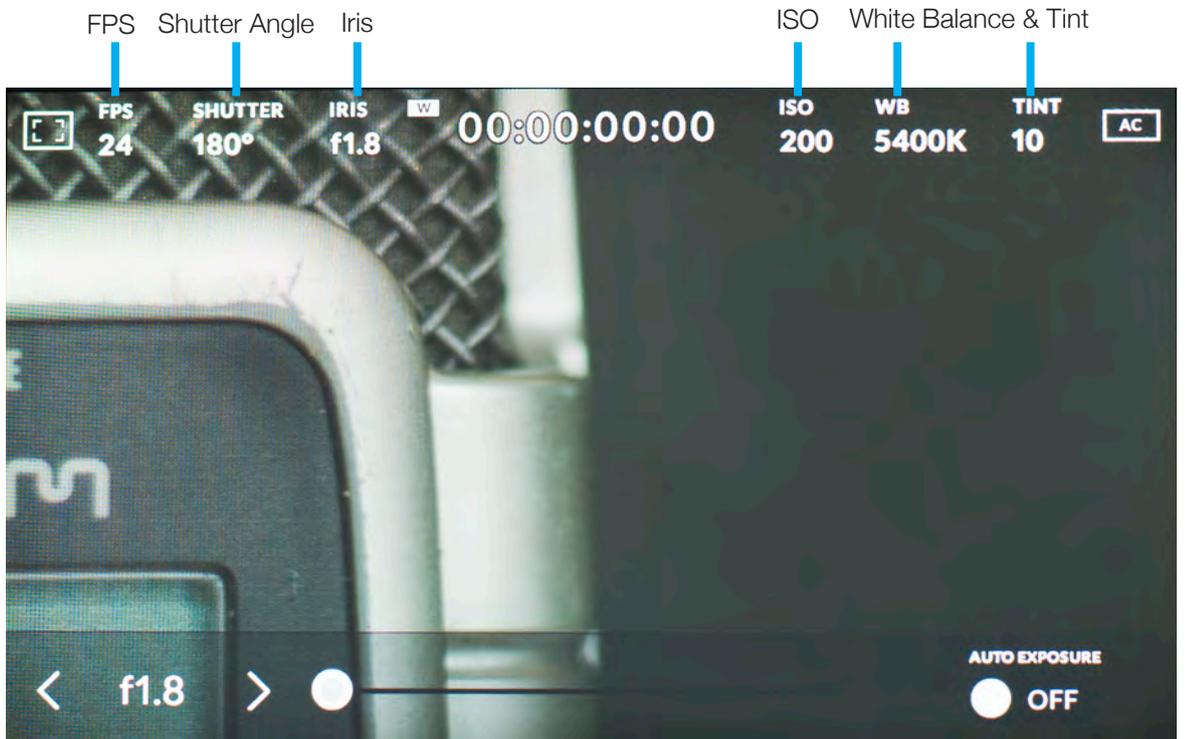


Press Format Card 1



Select OS X Extended  
Press Format Card 1

### Adjust Shooting Settings



Swipe left / right to control adjustment

Zoom H2



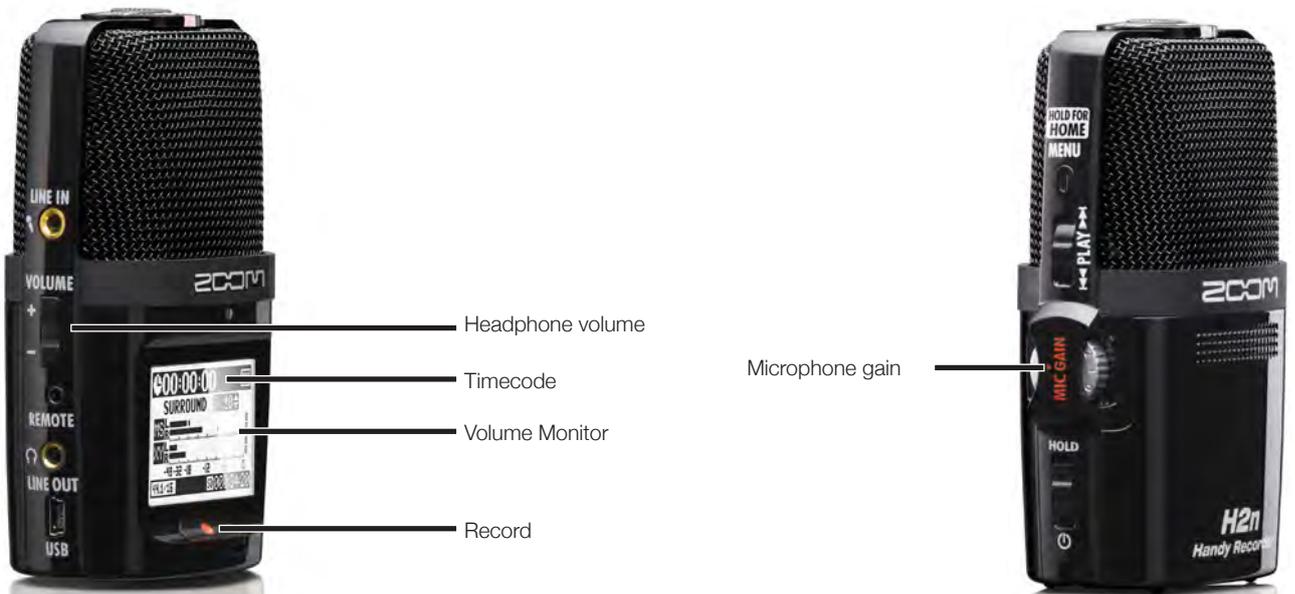
[Zoom H2 manual](#)



Zoom H2n



[Zoom H2n manual](#)



Only use the supplied rechargeable batteries with the device and charger.

Using non rechargeable batteries may harm the device and yourself.

### **Charge Batteries before use**

Charge the AA batteries fully before use. If you need to use the audio recorder for a long period of time, the H2 model comes with an AC power adapter that can provide continuous power.

### **Format the Device**

To erase all previous data, and enable the memory card to be written to, follow the guides on [p40-41](#) to format the device.

### **Set the Record Mode**

Depending on whether you are recording audio, or audio for video, you will need to adjust the recording mode. Follow the guides on [p40-41](#) to set the recording mode.

### **Check Levels**

The H2N automatically displays recording levels. The H2 requires the REC button to be pressed once to display recording levels.

Place the device in the environment you wish to record and adjust the GAIN until the meter reads -6dB max.

### **Check the device is recording**

Press the REC button and you should notice a small red LED flashing. You should also see the timecode change from 00:00:00 in 1sec increments. If not: It is not recording.

### **Test it out before hand**

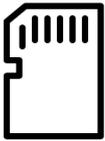
Please try a test recording to ensure you have the levels set correctly and the audio is recording to the memory card.

### **Don't touch it whilst recording**

Try not to touch the Zoom voice recorder when in use as it will pick up unwanted sounds.

Background noise will be recorded. Try to dampen this out. It is best to use headphones to check this.

### Formatting an H2 voice recorder



Press MENU

> SD CARD

> FORMAT

Are you sure?  
YES

### Setting the recording mode on an H2 voice recorder

**REC  
MODE**



MENU  
> REC MODE

For Audio:  
WAV 44.1KHz / 16bit

OR

For Video:  
WAV 48KHz / 16bit

### Recording audio on an H2 voice recorder

**REC**



To hide the menu  
Press MENU

Press RECORD  
Monitor Audio levels

Adjust GAIN if levels  
are too high/low.

Press RECORD  
note the timestamp is  
now moving.

### Formatting an H2n voice recorder



Press MENU



> SD CARD



> FORMAT



Are you sure?  
YES

### Setting the recording mode on an H2n voice recorder

REC  
MODE



MENU  
> REC



For Audio:  
WAV 44.1KHz / 16bit

OR



For Video:  
WAV 48KHz / 16bit

### Recording audio on an H2n voice recorder

REC



Monitor Audio levels



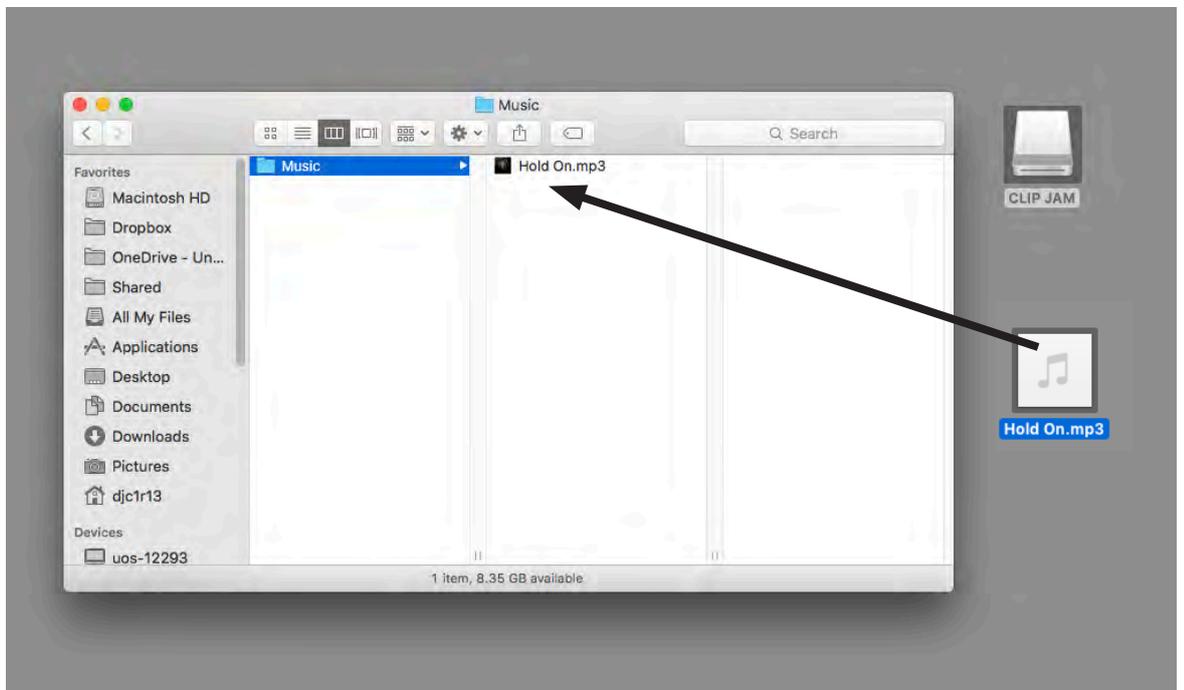
Adjust GAIN if levels  
are too high/low.



Press RECORD  
note the timestamp is  
now moving.



[Sandisk Clip Jam Manual](#)



Files must be placed in the Music folder

### Transferring files to the MP3 player

Connect the MP3 player to a computer via the USB cable.  
Drag and drop the MP3 file you wish to play into the **Music** folder.  
Remember to safely eject the USB.

### Playing and Looping an audio file

SanDisk MP3 players can be used to play and loop an audio file for use in an exhibition. The battery life usually is able to last a full day if left alone. Please follow the guide below to help you loop an audio file.



Hold the middle button to turn the unit on/o



Select **Music**



Select **Songs**



Select the file you wish to play.



Press Options:  
**Repeat: Song**

### Studio 1

- Bowens Quad X
- 9ft backdrops
- 4ft backdrops
- Magnetic Wall
- Tethered iMac
- Capture One Pro 9

Managed by Dave Gibbons

**Induction required**



Studio 1 provides all of the equipment required to produce high quality studio photographs.

You can book Studio 1 and Studio 2 together to utilise both spaces together, providing you with a larger working area.

### Studio 2

- Bowens Quad X
- 9ft backdrops
- Tethered iMac
- Capture One Pro 9
- HD Projector

Managed by Dave Gibbons

**Induction required**



Studio 2 provides the same equipment as Studio 1.

Studio 1 also contains a shorter backdrop system, suited for working on still life and table top photography. There is also a magnetic white board underneath the shorter backdrop system. This allows **prints** and **textiles** to be hung on a wall and photographed.

Studio 2 has a ceiling mounted HD (1920 x 1080px) projector that can be used for projection overlays etc.

### Copy Studio

- 36MP DSLR
- Flash Lighting
- 2D work: 1.0 x 1.5m max
- Capture One Pro 9
- Copy stand with lighting

Managed by Dave Gibbons

**Induction  
recommended**



Copy Studio provides a near-perfect lit setup for producing high quality images of two dimensional work. Copy Studio is best used for photographing sketchbooks, publications, and textiles. For more creative work, we recommend Studio 1 + 2.

### Image Lab

- 7 Workstations
- 7 Calibrated monitors
- Hasselblad X1 Scanner
- Epson 4900 Inkjet Printer
- Magnetic Viewing Wall with Just-Normlicht lighting
- Communal work area
- Capture One Pro 9
- Photoshop CC

Managed by Dave Gibbons

**Induction  
recommended**



Image Lab provides a space for photography post-production. The lighting is daylight balanced and the monitors have been calibrated to provide a perfect environment for working on anything photographic. Image Lab has a self-service Inkjet printer, virtual drum scanner, and the workstations come with **Adobe Photoshop** and **Capture One** installed.

Image Lab is not a Mac Suite: It is strictly for Photographic use only.

**Film Studio**

- Arri LED lighting
- Green screen lighting
- 12ft backdrops
- Still Life table
- Tethered iMac
- Dragonframe

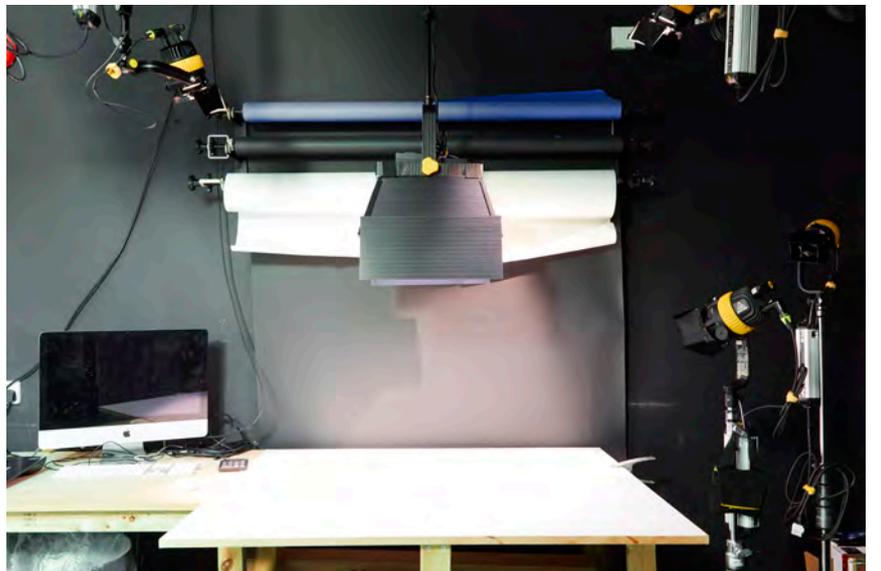
Managed by Dave Linsell

**Induction required**



Film Studio is similar to Studio 1 and 2, but the lighting equipment is different. The Video studio houses continuous LED and Tungsten lighting, a still life table, and dragonframe stop motion software.

Use this studio if you wish to produce moving image.



The animation table allows you to produce moving images on a smaller scale.

## Computer Suite 1

- 10 iMacs
- 10 PCs
- Adobe Premiere Pro
- After Effects
- Cinema 4D
- Unity

Managed by Dave Linsell

**Open Access**



Time Based Media (TBM) is for video editing, motion graphics, visual effects work, and 3D Games Design.

TBM is not the same as a Mac Suite as it contains high spec workstations and professional editing software.

## Computer Suite 2

- 11 iMacs
- Adobe Premiere Pro
- After Effects
- Cinema 4D
- Unity

Managed by Dave Linsell

**Open Access**



This room follows the same specification as TBM1 but on a smaller scale. This room is school wide so it is available for any student to use.

Please note: The room layout for TBM has changed. Images will be updated when possible.

### You must have received an induction before using a facility

In order to use certain facilities you will need to have attended the relevant workshop or induction. This applies to all students and staff at WSA. Even if you have used similar equipment before, you will still need to attend an induction.

An induction serves two purposes:

1. To ensure the safety of yourself and those around you.
2. To familiarise and educate you with new equipment, processes, and techniques.

#### How do I get an induction?

Your tutor will have organised inductions throughout the year. These may be compulsory or sign up.

If you have missed the inductions and wish to gain access to a facility, please contact your tutor and they can contact the relevant technician to see if additional inductions can be provided. Timetables are worked out well in advance so it can often be difficult to schedule in additional inductions.

You will not be able to use the facility if you have not attended the relevant induction.

## PAT Testing

---



All electrical equipment that has a 13amp socket must be inspected and tested by a qualified member of staff at WSA. This includes all laptop chargers and phone chargers.

Please bring your equipment to any of the offices listed below. A member of staff can test your equipment and label it to be in compliance with University Health & Safety Policy.

#### Sta

David Clark	W.1197
Chris Carter	E.1049
Andy Reaney	E.1025
Leesa Miller	A.3003
Jane Smith	E.2031

Any equipment found to have not been tested may be removed and quarantined until it is tested.

Before using any electrical equipment, the user (i.e. the person about to use the equipment) should inspect the equipment before it is connected and turned on. If the equipment fails the user checks, report it and return it to the appropriate member of staff.

Any equipment failing these user checks will be turned off, disconnected from power, and removed from use. Whilst removed, equipment will not be able to be assessed.

### PLUG

- Not loose in socket-outlet and can be removed without difficulty
- Free from cracks or damage
- Free from any signs of overheating
- Cable flex is secure in its anchorage
- If the plug is non-rewirable or moulded, the cable grip should be checked by firmly pulling and twisting the cable. No movement should be apparent.
- Pins not bent
- Live pins should be sleeved in accordance with BS 1363
- No cardboard label on the bottom
- Plug does not rattle**

### FLEX / CABLE

- In good condition
- Free from cuts, fraying and damage**
- Not in a location where it could be damaged\***
- Not too long, too short or in any other way unsatisfactory
- No joints or connections that may render it unsuitable for use, such as taped joints
- Only one flex connected into one plug
- Not too tightly bent at any place**
- Not run under a carpet
- Not a trip hazard

### SOCKET-OUTLET / FLEX OUTLET\*

- Free from cracks or other damage
- No sign of overheating
- Shutter mechanism of socket-outlet functioning
- Not loose
- Switch (if fitted) operates correctly

### RCD

- Inspect device connected and verify it has a rated residual operating current not exceeding 30mA

- Check device by plugging it in, switching on and then pushing the TEST button. The RCD should operate and disconnect the supply from the socket-outlet.

### APPLIANCE / ITEM OF EQUIPMENT

- A legible PAT sticker is attached**
- Free from cracks, chemical or corrosion damage to the case, or damage that could result in access to live parts.
- Equipment is operated with protective covers in place and doors closed
- Able to be used safely
- Switches on and off correctly
- works properly
- Sufficient space to permit cooling.** Not positioned so close to walls and partitions that there is inadequate spacing for ventilation and cooling.
- No sign of overheating**
- Not likely to overheat.** Nothing obstructing the cooling fan e.g. books, paper, towels etc or a convected heater. The correct lamps should be fitted to luminaires, which do not exceed its rated capacity.
- Cups and plants are not placed where their contents could spill into equipment.**

### ENVIRONMENT\*

- Equipment suitable for its environment**
- No improper use of extension leads or multiway adapters**
- Equipment normally not left on overnight**

### SUITABILITY

- Equipment suitable for the work it is required to carry out.**

\*These user checks may need to be carried out in the location of intended use.



How and where you store your files is an important aspect to consider. There are multiple options available, all with different benefits.

### **MyDesktop**

This is your standard file storage space that appears as your desktop when logged on to any machine, or as a folder on the desktop called 'MyDesktop'. You are provided with 50GB.

- + Available on all machines
- + Easily accessible from home
- Limited storage quota

### **TBM**

This is an additional file storage space for storing Video assets and Photography sessions. You are provided with 300GB.

- + Storage available across WSA campus
- Requires VPN and drive mounting to access file storage whilst off campus

### **Dropo**

This is an online service that allows you to send large attachments (up to 50GB) to anyone. This is a similar service to WeTransfer.

- + Easiest way to collect files off campus
- Attachments should be compressed
- Attachments take a while to send

### **OneDrive**

Microsoft supply students with 5TB (5,000GB) of Cloud based storage.

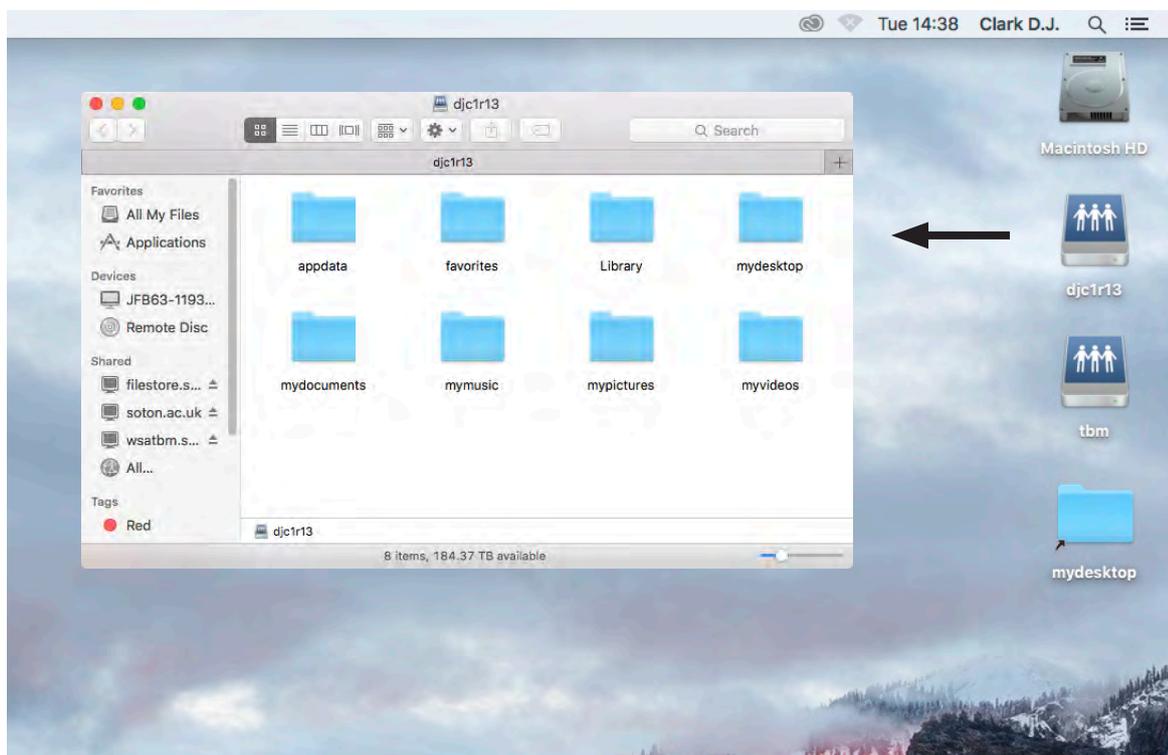
- + Massive storage available
- Transfer speeds reliant on internet strength

### **USB Drive / External Hard Drive**

Personally owned storage systems

- + Convenient
- Data often has no redundancy
- Risk of file corruption/deletion/loss

MyDesktop is best used for storing files you need instant access to, but it can be slow for specialist files.



MyDesktop provides you with 50GB of file storage that is mounted to your desktop when you log on.

All data held on this drive is routinely backed up by iSolutions so files stored in this space are kept secure and are very unlikely to be lost. However, 50GB can be used up very quickly, especially when working with RAW files from a DSLR (600 images) or Video camera (8 mins).

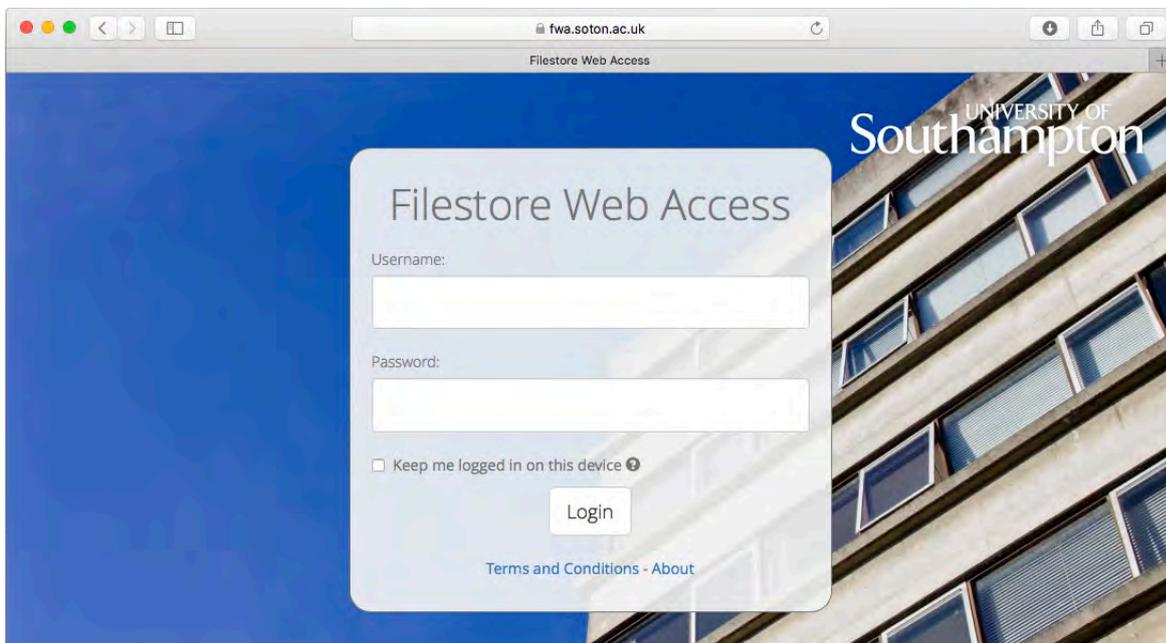
If you have maxed out your available storage, we recommend using the TBM drive to store project files.

Once you are finished with a project, it should be archived and backed up to multiple locations (e.g. OneDrive and an external hard drive).

## Accessing MyDesktop from Home

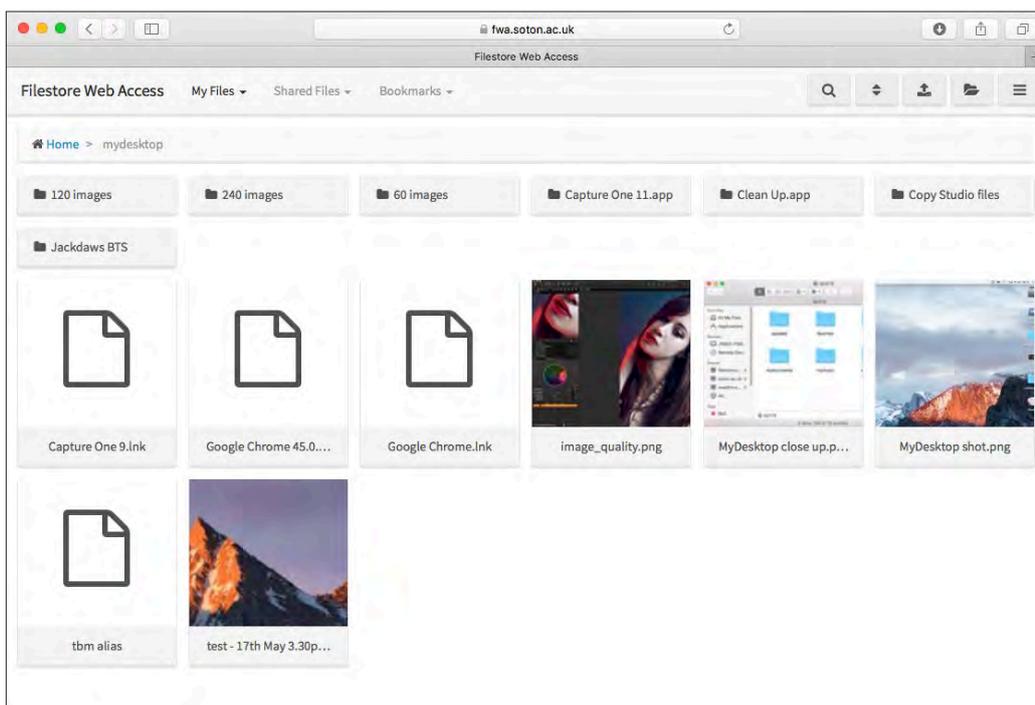
If you need to get access to any of your files on MyDesktop whilst away from campus, you can access your student filestore by visiting [fwa.soton.ac.uk](http://fwa.soton.ac.uk)

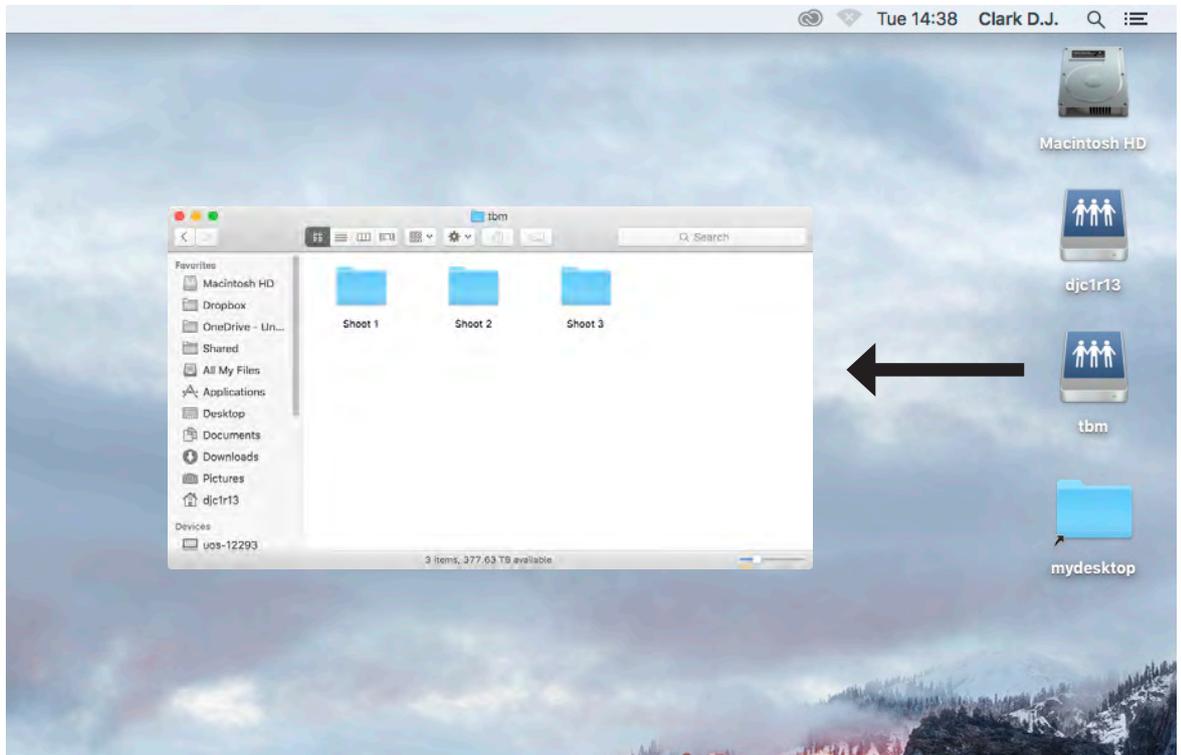
You will have access to all of your files saved in your student filestore.



Login via [fwa.soton.ac.uk](http://fwa.soton.ac.uk)

Unfortunately, FWA doesn't allow you to download a directory (such as a folder of images). You will need to manually download each image, or compress the files whilst on campus.



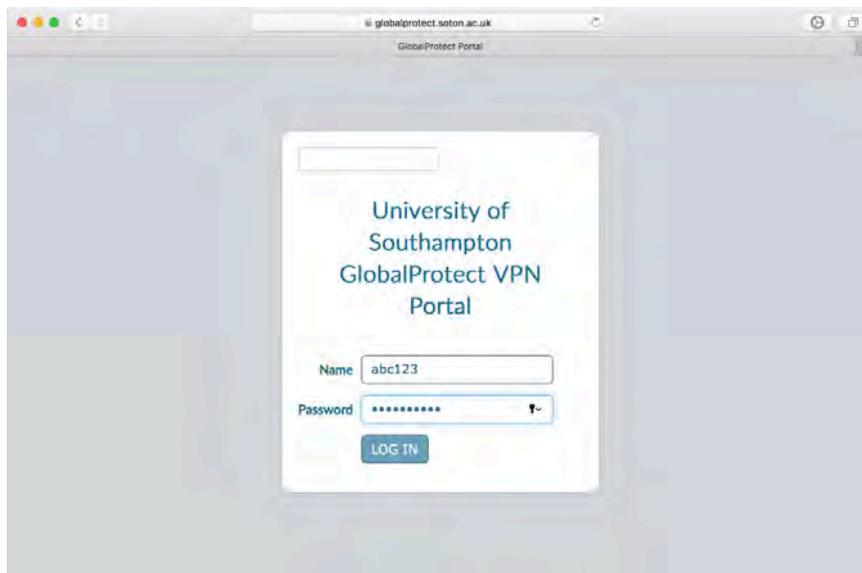


TBM is best used for storing files for your current project

TBM is a storage drive available for all students at WSA. Each student is allocated 300GB of storage. TBM should be used for storing large amounts of data, for example RAW files from a DSLR or video camera. 300GB should be enough storage space for each project. Once a project has been finished, we recommend backing it up on your OneDrive account in order to free up the storage space again.

TBM is a resource that should primarily be used for projects that require large storage space.

A VPN is a Virtual Private Network. Connecting to the University VPN allows you to access personal file storage and print using the MFDs. Setting up the VPN is straightforward, simply download and install the software, then enter your username and password.

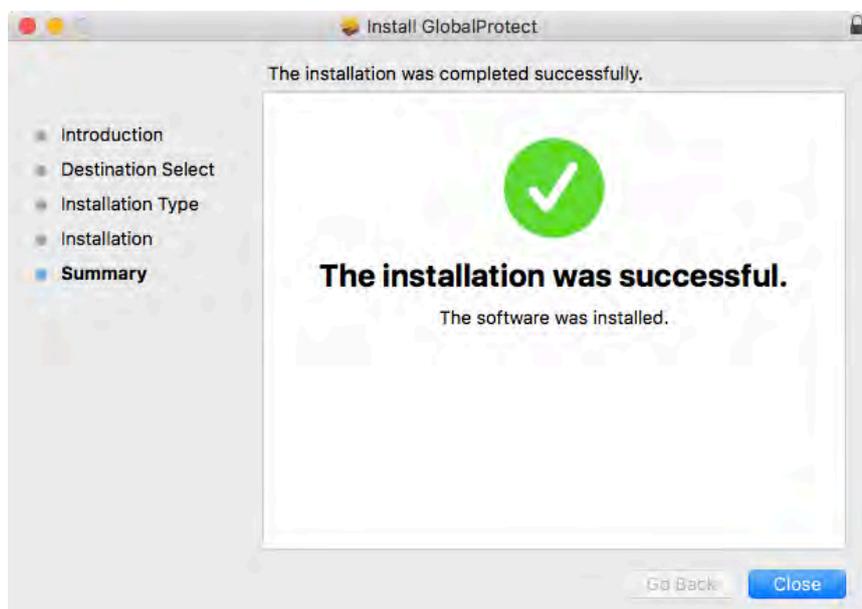


### Download the Installer

Go to <http://globalprotect.soton.ac.uk>

Enter your username and password

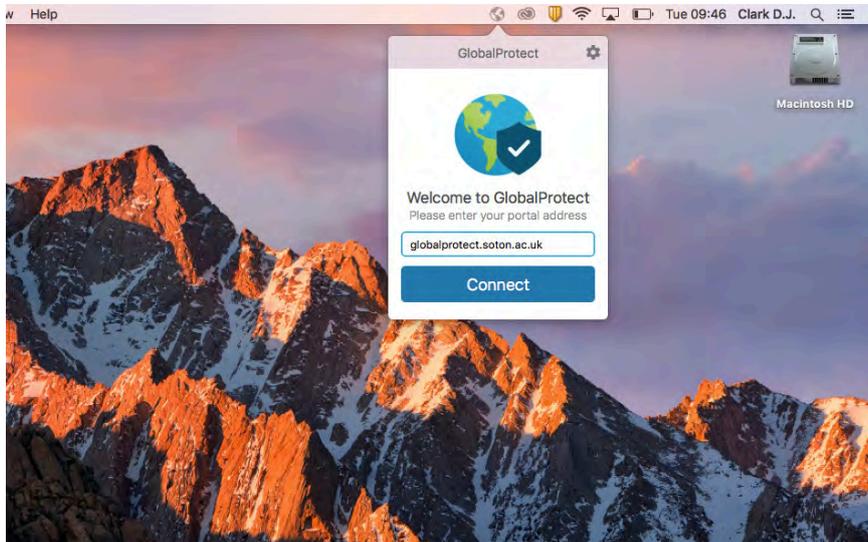
Click the correct download link based on your operating system (Mac/Windows)



### Run the Installer

Open the downloaded file and follow the prompts to install the software

You may be asked for your personal machine password

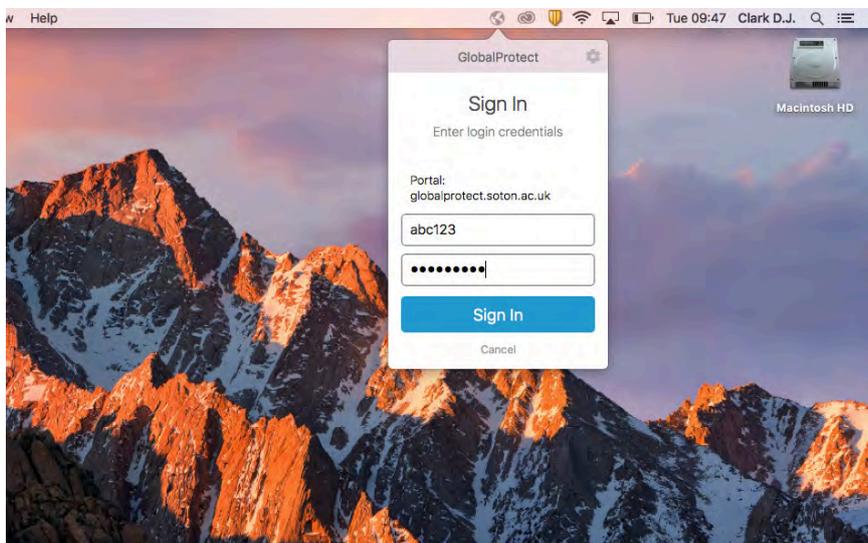


### Enter the Portal address

Type in:

globalprotect.soton.ac.uk

Click Connect



### Sign In

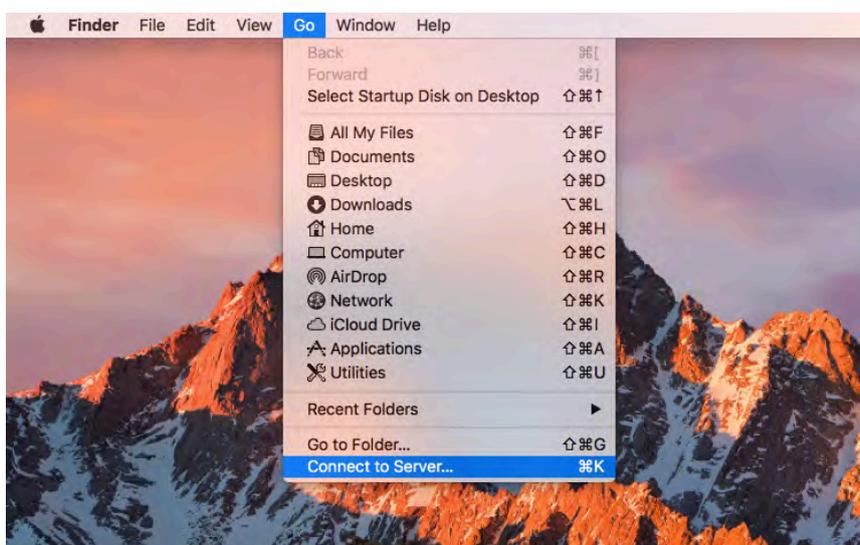
Enter your username and password

You are now connected to the University of Southampton VPN. You will need to re-connect to the VPN if your machine goes to sleep or is closed down. To reconnect, click the icon, then click 'Connect'.

Accessing the tbm drive from your personal machine allows you to work on files that would otherwise be inaccessible. This is important if you have worked in the Photo Studios and need to retrieve your files.

### Connect to the VPN

You must have the University VPN installed and connected. If you haven't done this, follow the guide on the previous two pages.



### Connect to Server

Open finder or click on the Desktop  
Go to Finder > Go > Connect to Server  
Alternatively press CMD + K



### Enter Server Address

type in:  
smb://wsacloud.soton.ac.uk/tbm/  
Click Connect

The tbm drive will now be visible on your desktop with all files available.  
Internet connections can be unreliable so it is advisable to not work on files remotely, but to drag them to your personal machine and work locally.



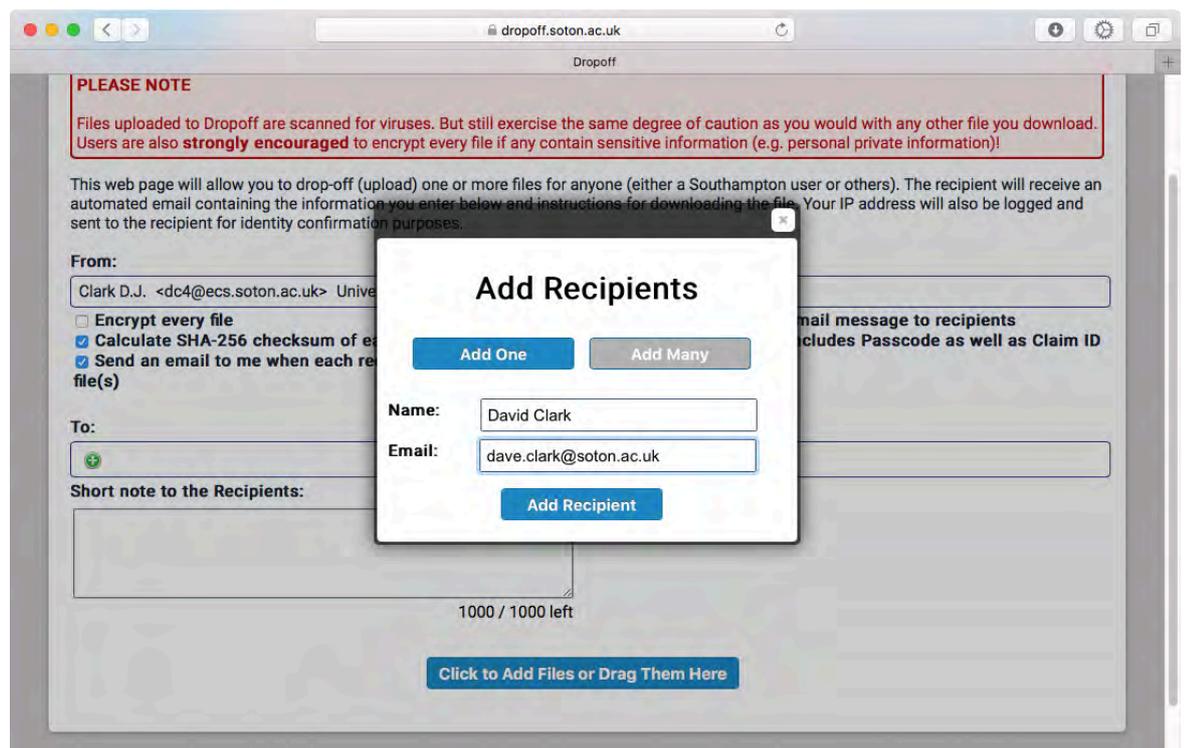
[dropoff.soton.ac.uk](http://dropoff.soton.ac.uk)

Dropoff is a service that makes it easy for you to send files, up to **50 GB**, to single or multiple recipients.

Files are automatically deleted from Dropoff **32 days** after you upload them, so you don't need to manually clean delete files.

Anyone from outside of the university can also use the service, to transfer files to you.

This service can be especially useful if you are doing group work and need to transfer large files to multiple members of your group. It is also useful if you forget your USB drive and need to transfer files.

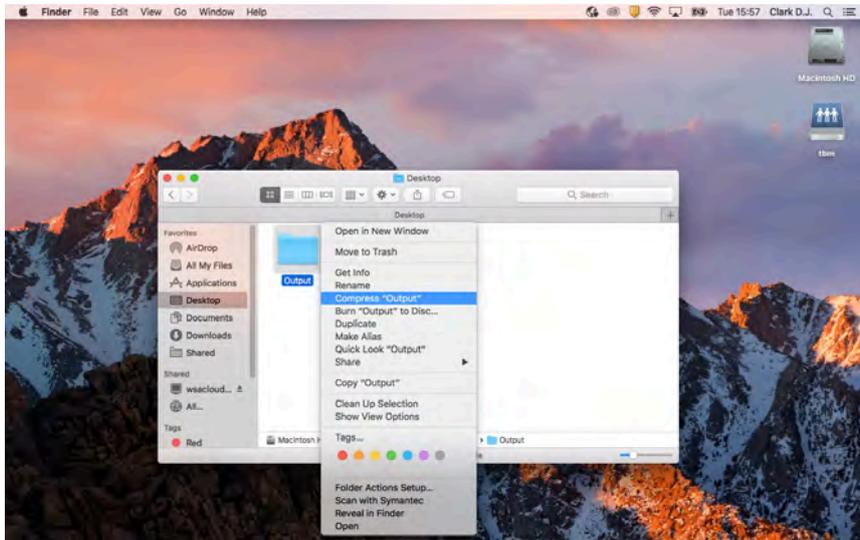


### Log in and Add Recipients

Go to [dropoff.soton.ac.uk](http://dropoff.soton.ac.uk)

Enter your username and password

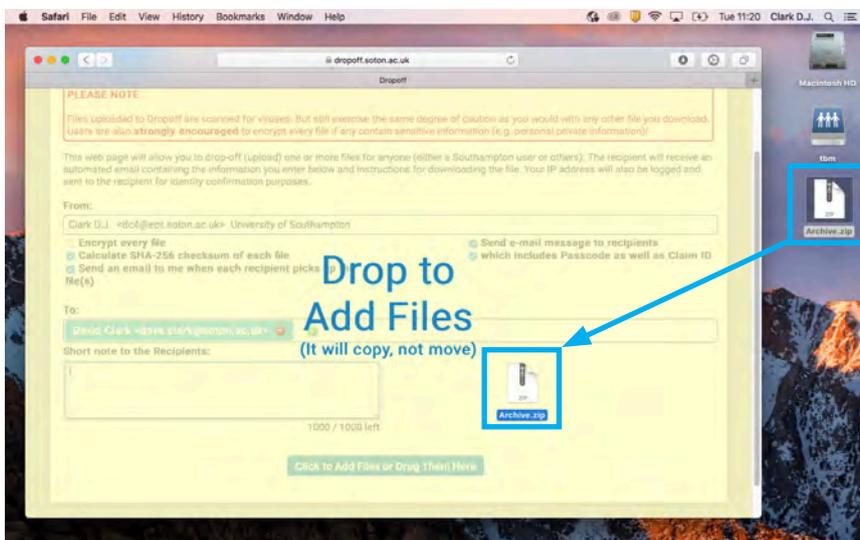
Click the green + icon to add recipients



### Compress the attachments

It is recommended you compress the files to make them more secure. This also helps to speed up the download process if you are sending a folder of images for example.

Right click > Compress "Folder Name"



### Attach Files and send

Drag and drop the files into the browser.  
Click Dropoff Files

Upload times are based on the size of the attachments and the strength of your internet connection.



[onedrive.live.com](https://onedrive.live.com)

Microsoft OneDrive is a cloud storage service provided for free by Microsoft. As a student you get 5TB (5000GB) of storage online whilst you are a student. Once you finish your course you will need to transfer all of the data to a new storage platform.

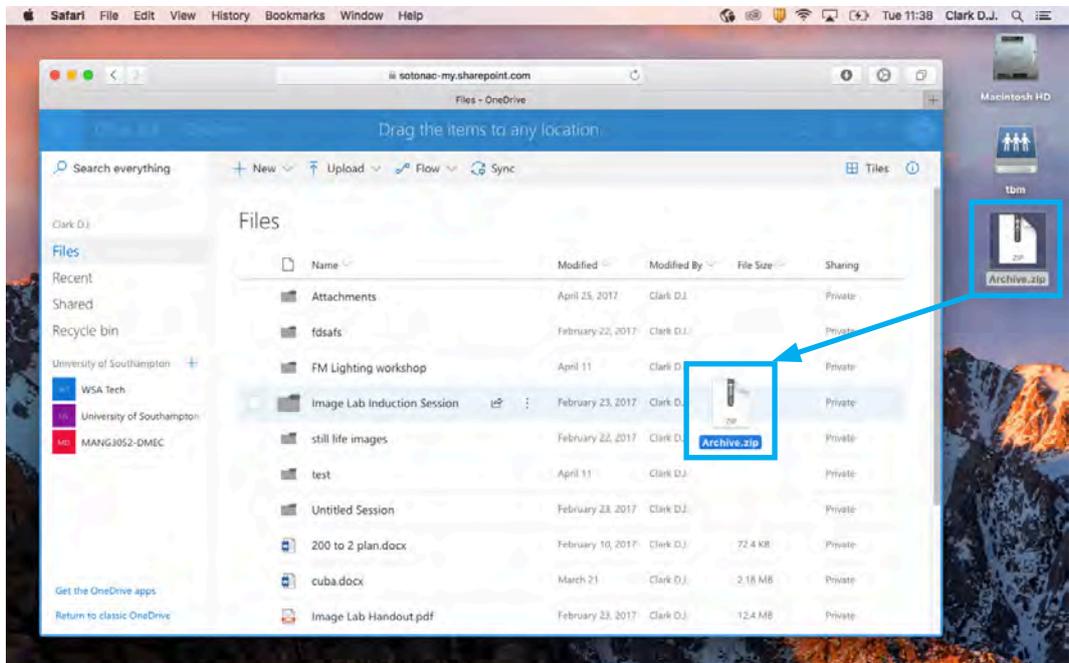
Although unlikely, University of Southampton cannot be held responsible for any loss of data from OneDrive. If any problems do arise, you will need to contact Microsoft directly.

Download and upload speeds on OneDrive are reliant on the strength of your internet connection. So it may take a long time to back up everything. We recommend that Microsoft OneDrive is used as an archival tool to create a duplicate backup of your work once you have finished a project.

We highly recommend that all files stored on your personal laptop, USB drives, and external hard drives are routinely backed up to OneDrive. Click the link below to get started.

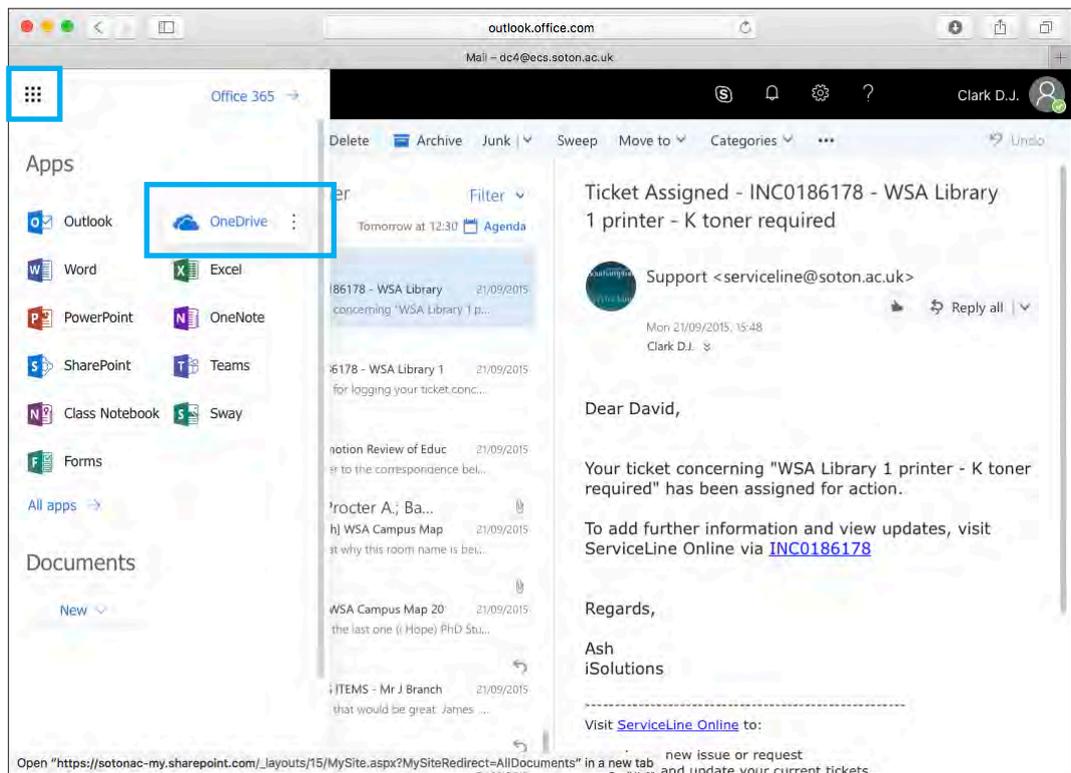
[onedrive.live.com](https://onedrive.live.com)

You can also download the OneDrive app to sync files from your own PC/Mac to OneDrive.



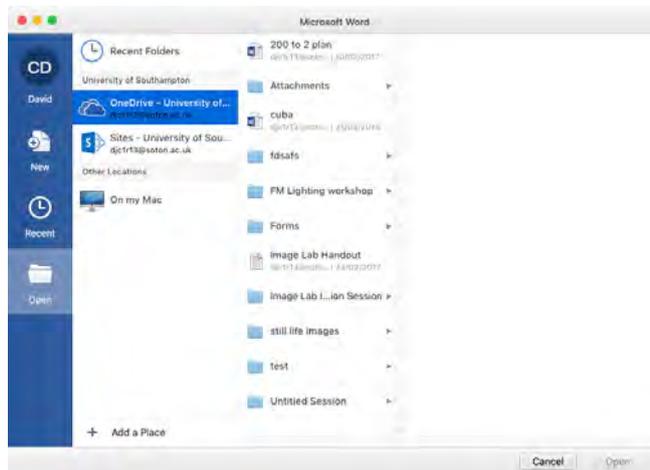
### How to Backup?

Files can be backed up by dragging and dropping. Alternatively you can download OneDrive for Mac



## Office 365

OneDrive can also be accessed whilst you are logged in to your Outlook account. Click the grid icon and select OneDrive from the list.



## Open and Save Office files with OneDrive

You can choose to save any office documents (such as essays) directly to OneDrive. Saving Office files to the cloud allows you to edit the file from anywhere, and protects you from losing important files close to deadlines.



External storage such as USB drives or portable hard drives can seem tempting. They are extremely affordable and *can* work perfectly for several years without any problems. However, your data is at risk if it is **only** stored in one location.

We discourage the use of external storage drives as there is a much higher risk to losing your data. However, at times they offer the only practicable solution to transferring data, and are unavoidable. In these instances we recommend following these tips below:

- Ensure you safely eject the drive
- Keep the drive safe and secure whilst being transported, ideally protected from adverse weather
- Maintain a duplicate copy of the data until it has been transferred off the portable drive.

Below are some recommendations for storage drives if you find their use unavoidable



[Samsung T5 250GB](#)  
**+ Super fast transfer speeds**  
**+ Very reliable**  
**- Expensive**

If you regularly need to transport large amounts of data quickly, this is the ultimate solution.

£~99



[Seagate 2TB USB 3.0](#)  
**+ Affordable**  
**+ Large data storage**  
**- Average transfer speeds**

Much slower to transfer data, but you can store much more data and its cheaper. Higher risk of data corruption.

£~75



[Kingston 32GB USB 3.0](#)  
**+ Solid construction**  
**+ Attaches to your keys**  
**- Slow to transfer**

An all metal USB drive is more robust and if you attach it to your keys, its less likely to go missing.

£~10

Lynda.com is a fantastic online learning resource. It holds thousands of training videos. The majority of the training videos go into extreme depth on almost every topic available. Below are six tutorials that we recommend you watch during your studies as they will help you out when you are working with Photography



### [Introduction to Photography](#)

Get a solid grounding the skills and tools you'll need to explore the world of digital photography.

**1hr52**



### [Learning the Canon 6D](#)

Learn the key features and controls of your Canon 6D DSLR, from exposure adjustments to shooting video.

**1hr32**



### [Learning the Nikon D610](#)

Get up to speed quickly with the essential features and controls of the Nikon D610

**1hr45**



### [Capture One Pro 9 Essential Training](#)

Learn to manage and enhance photos and set up tethered shooting with Capture One Pro 9

**5hr48**



### [Photoshop for Photographers](#)

Learn what every photographer needs to master Photoshop, including cropping, improving exposure, masking, and more.

**7hr57**



### [Inkjet Printing for Photographers](#)

Learn the art and craft of creating inkjet prints that do justice to your photos and get the most out of your printer.

**5hr53**

**Layout of the Wacom Intuos Pro Tablet**

 [Wacom Intuos Pro Manual](#)

 [Wacom Intuos Pro Driver Download](#)

**Express Keys**

These keys are programmable with shortcuts in Wacom settings

**Radial Menu**

You can choose between four different options depending on which software you are using.

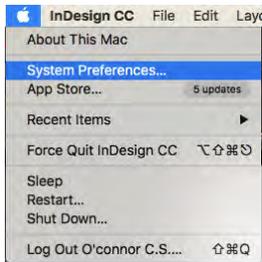


**Working Area is designated by the light up framing guides**

**Wacom Pen**



These are equivalent to mouse buttons



**Setting it Up.**

 **System Preferences > Wacom Tablet**



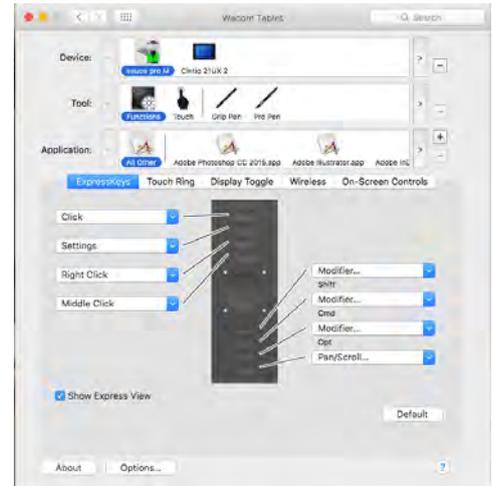
## Setting up a Wacom Tablet

The top section you can select the Tablet, Pen and application the settings apply to.

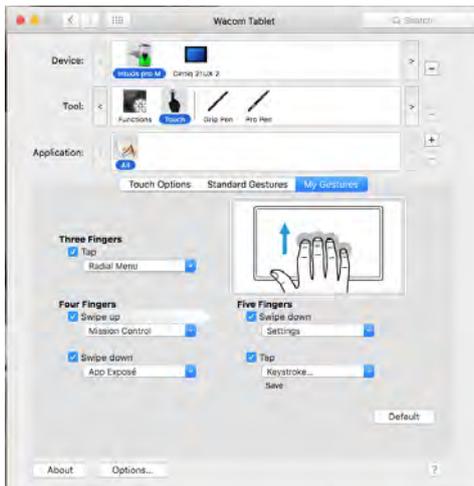


The bottom section will display your selected options.

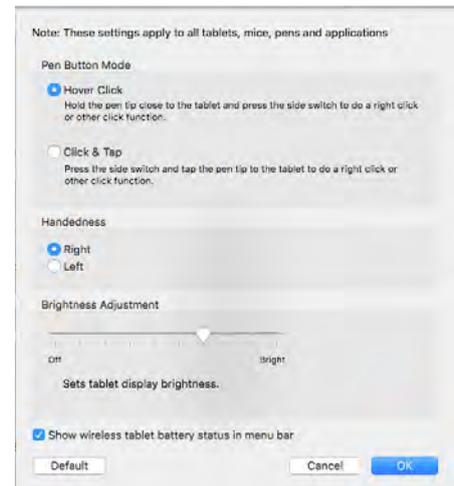
You can customise the pressure and sensitivity of your pen, plus the functions of the buttons. It will be applied to all applications.



You can customise your express keys depending on the application you are using.



You can also customise your touch gestures. It will be applied to all applications.



Select Options on any window and you can adjust things such as Left and right hand controls.



The tablet has palm-rejection so you can rest your hand on its surface without affecting your application.

## Extension Cables

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When you take out an extension cable from Media Stores it will always be neatly coiled and held in place with yellow velcro.

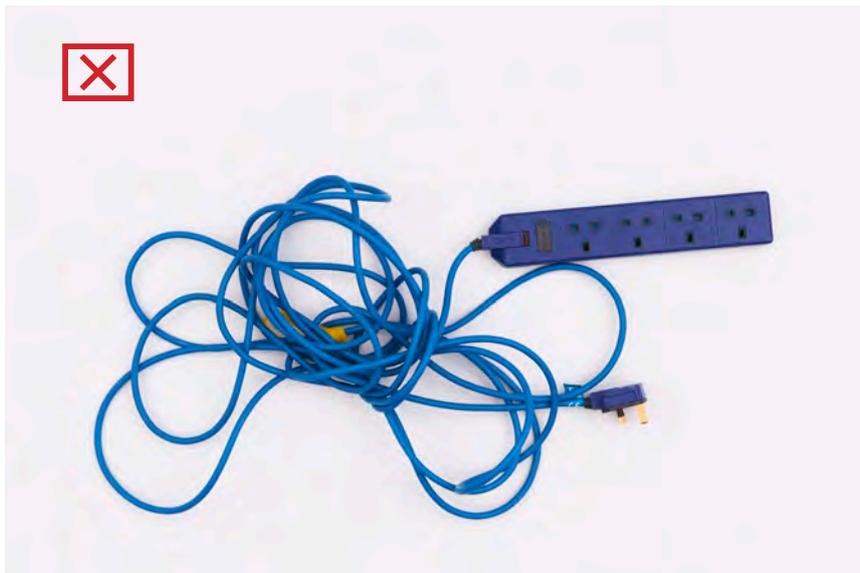
When you return the extension cable, please make sure it has been coiled up neatly with the velcro holding everything in place.

If you try to return extension cables in an untidy manner, the stores assistant will ask you to wind up the extension lead correctly and velcro it together before they can scan it back in.

For instructions on how to wind up an extension cable, please follow the guide on [p57: How to wind a cable - Over Under Method](#).



Perfectly wound and velcroed.



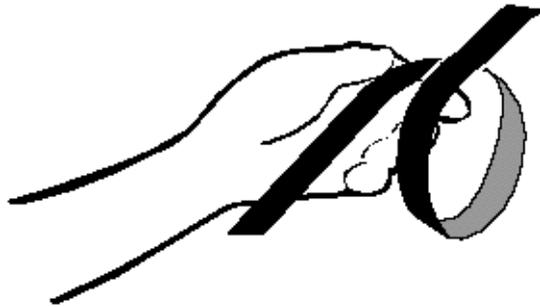
Unacceptable.

You are only permitted to use extension cables loaned from WSA. Extension cables from home have not been tested and will be confiscated if seen.

## How to Wind a cable - Over Under Method

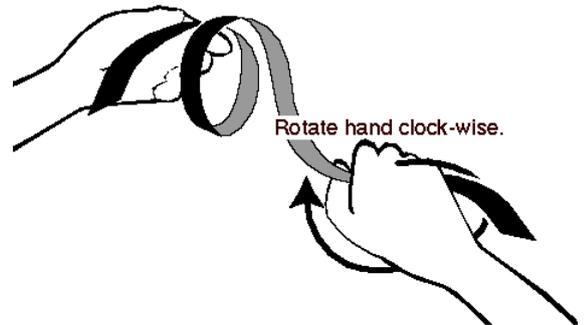
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It is important to make sure all cables returned to Media Stores have been neatly wound up and fixed into place with the velcro tag. Follow the step by step guide below to help you coil any cable. This is known as the 'over under' method.



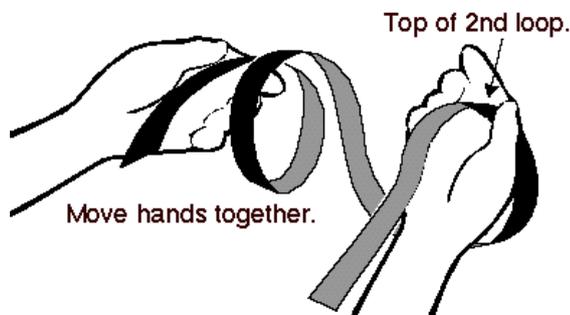
### 1. Initial Loop

Hold the plug with your left hand.  
Grab around 50cm of cable with your right hand,  
and make a loop.  
Grab the loop with your left hand



### 2. Over

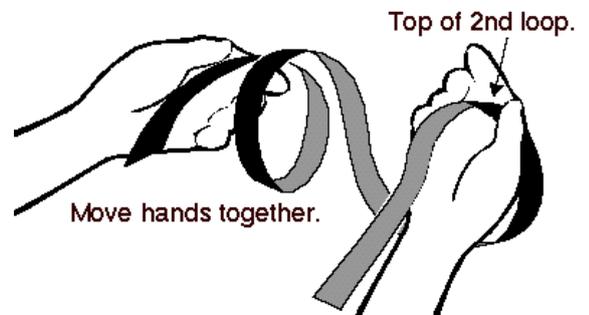
Grab around 50cm of cable with your right hand.  
Twist the cable clockwise until it forms a loop.  
Grab the loop with your left hand.



### 3. Under

Grab around 50cm of cable with your right hand,  
and make a loop.  
Grab the loop with your left hand.

Repeat Steps 2-3 until the cable is wound.



### 4. Velcro

Wrap the velcro around the cable close to either  
end.

## Recommended Purchases

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Winchester School of Art is able to provide every student with access to a great range of equipment throughout their studies, so there is no requirement to purchase any of this equipment. However, due to the certain nature of some equipment, it may be greatly beneficial to invest in your own equipment to aid you during your studies and beyond.

**If you must purchase a portable hard drive or USB drive, please make sure you follow the steps on page XX to ensure your data is kept safe.**

Before purchasing a USB drive, consider using other methods first.



[Samsung T5 250GB](#)

Super fast transfer speed portable hard drive. Highlight recommended

£~99



[Seagate 2TB USB 3.0](#)

Affordable but slower transfer speeds

£~75



[Kingston 32GB USB 3.0](#)

Well built and attached to your keys for safe keeping

£~10



[Wacom Intuous small](#)

Useful to Photography/ Graphics/Textiles students

£~70



[SanDisk Extreme 32GB SD](#)

Great for extending filming (up to 3hrs)

£~15



[SanDisk Extreme 32GB CF](#)

Useful for high end Photography

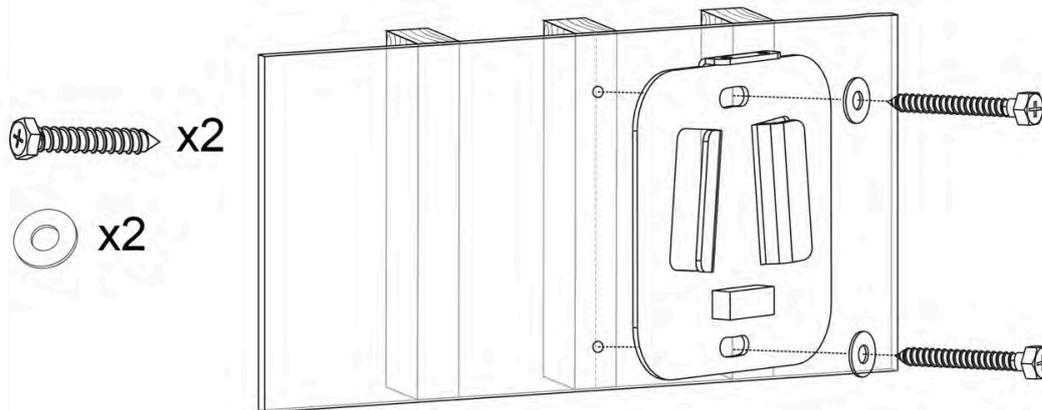
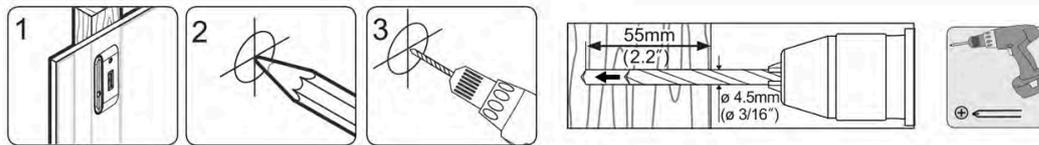
£~30

## Mounting a TV bracket to a wall



[Wall Mounting Bracket Full Instructions PDF](#)

TV mounting bracket kits can be loaned from Media Stores. You will need to supply a drill in order to fix the bracket to the wall. If you do not feel confident, please request assistance from a technician.

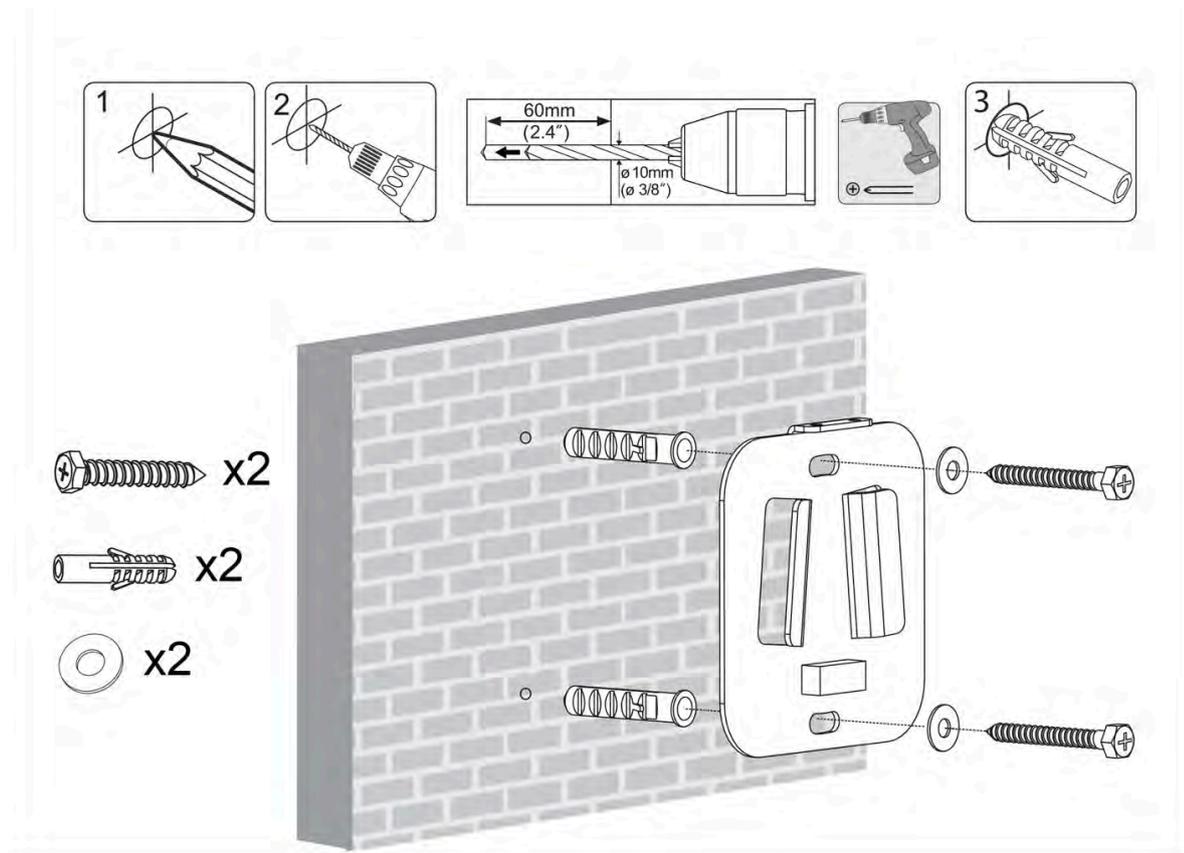


### Fixing to MDF

In order for the TV to be secure, the bracket must be screwed in to a joist. If there is no joist available, you can hold a block of timber from behind the MDF wall whilst screwing it in.

1. Place the TV bracket in the desired position
2. Put a washer on each screw and fix them into the wall, whilst holding a block of wood from behind the board.

## Mounting a TV bracket to a wall



### Fixing to masonry

- 1.**  
Position the TV bracket and mark the top and bottom holes with a pencil.
- 2.**  
Using a 7mm masonry drill bit, drill these two holes, then place the wall plug in the holes
- 3.**  
Place the bracket over the holes
- 4.**  
Put a washer on the screw and screw them into place.

### Fixing to plasterboard

In order to fix to plasterboard securely, a specialist plasterboard wall plug is required. Simply ask for one from Media Stores.

- 1.**  
Mark the plasterboard by positioning the wall bracket in the desired position.
- 2.**  
Gently screw by hand the plasterboard wall plug into the board until it is flush.
- 3.**  
Place the bracket over the holes.  
Put a washer on each screw and fix them into place.



[plasterboard wall plug](#)

Cable guard must be used at all times when any cable is in contact with the floor, in an area where it poses a trip hazard.

### **Is there a better solution?**

Double check the surrounding area for additional power sockets as there may be a closer power supply. Potentially ask other students to use a different power socket if it helps.

Bear in mind that cable guard can be quite distracting in an exhibition. It may be worth reconsidering if moving the electrical equipment so no cable guard is required could benefit the entire exhibition.

### **Where to get it?**

Cable guard is available from Media Stores. Some technicians may also have additional cable guard in their workshops.



Cable guard covers the entire length of the floor and is perpendicular to the wall for aesthetics.



Grey duct tape has been used for added safety.

### **Installing Cable guard**

Cable guard ideally should cover as much of the cable as possible.

Consider the position of the cable guard: Often working with straight lines is a simple and effective way to make cables appear less distracting.

#### **1.**

With your cable in position, squeeze your cable into the cable guard across its entire length.

#### **2.**

Although not necessary, running strips of grey gaffer tape along each side of the cable guard will hold the cable guard in place, and keeps things looking neat and tidy.

Once finished, please remove all gaffer tape and clean off any adhesive residue before returning to Media Stores.

## Terms & Conditions of Media Stores Loans

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### Definition

- 1.1** "Items" "equipment" and "kit" means the equipment and all articles and materials hired out or supplied by Media Stores.
- 1.2** "Return by date" means the date on which the student/user agrees to return the kit to Media Stores, as set out during the loan, or otherwise agreed in writing.
- 1.3** "Contract" means the agreement between media stores and the user for the loan of the equipment in accordance with and incorporating these Terms & Conditions. **1.4** "User" means any member of staff or student at Winchester School of Art who requests a loan from Media Stores.
- 1.5** "Media Stores" means any member of staff acting on behalf of the interests of equipment owned by the University, and also the physical space where the equipment owned by the university is stored: W1195/W1197.

### Acceptance of Terms and Conditions

- 2.1** Unless otherwise agreed in writing by a technical services member of staff, any loan by the user for equipment shall be construed as an express acceptance of these Terms & Conditions.
- 2.2** Loans are only available to current students and staff who are not in debt with the University.
- 2.3** The user may loan equipment in person only and not on behalf of anyone else, unless otherwise agreed in writing by a technical services member of staff.
- 2.4** The user may only loan equipment when a valid University ID card is presented, or a University username with a valid form of photo ID (passport or driving license).
- 2.5** Requests for loans via e-mail, telephone, or verbally outside of the opening hours, are not required to be honored.
- 2.6** Media Stores reserves the right in its absolute discretion to refuse to accept any requests for a loan.
- 2.7** Joint loans or loans to a group of users are not permitted. It is the responsibility of one user to accept the terms and conditions and be liable to any loss or damages incurred.

### Loan Period

- 3.1** The loan period for equipment shall commence from the moment the equipment is accepted by the user (and unless returned earlier) and shall continue until the Return By Date.
- 3.2** Media Stores will use all reasonable endeavours to have the equipment available for collection, but Media Stores shall not be responsible for any consequences of a delay due to circumstances beyond its control.
- 3.3** Loan periods may be extended by agreement between Media Stores and the user, subject always to the availability of the equipment.
- 3.4** Equipment must be returned by 16.00 on the return by date to ensure that it can be checked/prepared for other users may take out a loan the next day.
- 3.5** If equipment is not returned by the agreed date, the user's account will be suspended from the date the equipment is overdue, and a further 7 days from when the last overdue equipment is returned.
- 3.6** If equipment is not returned within 28 days from the agreed return by date, you will be invoiced for the full replacement costs, including postage and packaging, and any administration costs incurred.
- 3.7** Opening hours are stated clearly on the door to media stores. Requests for loans outside these times are not accepted.
- 3.8** Loan periods are stated in the equipment matrix and durations of loans must be followed at all times, unless otherwise agreed in writing between Media Stores and a senior member of staff.
- 3.9** Users that repeatedly return equipment late will have their access revoked for a period of time agreed with their supervisor. Subsequent incidents may result in indefinite suspensions.
- 3.10** Any overdue equipment that directly or indirectly impacts on another user being able to successfully loan equipment will result in the student having their access revoked for a period of time agreed with their supervisor.
- 3.11** Any users who are deemed to be wasting support time through returning equipment late will have their access revoked for a period of time agreed with their supervisor.

### Inspection and Condition

- 4.1** The user shall inspect and satisfy itself as to the condition and suitability of the equipment before the user accepts it.
- 4.2** Notwithstanding the foregoing, the use of the equipment by or on behalf of the user shall be conclusive evidence that the equipment is in satisfactory condition and good working order at the commencement of the loan period.
- 4.3** The user is responsible for returning the equipment at the end of the loan period in satisfactory condition and good working order, save for fair wear and tear.
- 4.4** The user shall pay any losses or costs at Media Stores discretion; the lesser of the full replacement cost of the damaged equipment or the cost of repairing and reinstating the equipment to the condition it was in at the commencement of the loan.
- 4.5** Media Stores liability in respect of faulty equipment shall be limited to the adjustment, repair or replacement of such equipment and, for the avoidance of doubt, Media stores shall not be liable for the cost of retaking or re-shooting any material which is not captured or is lost, and shall have no liability for any other costs or losses incurred by the user, as a result of the equipment being faulty, equipment being loan incorrectly, or equipment loans being late.

### Damage and Loss

- 5.1** Risk in the equipment shall pass to the user on the loan date and the user shall be responsible, for the duration of the loan period, for the cost repairing or replacing all equipment.
- 5.2** It is the user's responsibility to ensure that all equipment is checked back into Media Stores correctly.

### Intellectual Property Rights

- 6.1** The user represents and warrants that no intellectual property rights, or other proprietary rights of any third party, now existent or hereafter created will be infringed by virtue of the user's use of Media Stores equipment.
- 6.2** The user represents and warrants that no materials or data deposited with Media Stores shall contain any material which is defamatory, blasphemous or obscene, or which is otherwise contrary to any applicable laws, regulations or codes of practice.

### Termination of Loan

- 7.1** If the user fails to return any equipment under the contract agreement between Media Stores, or shall commit a breach of other terms and conditions, Media stores may at any time give the user written or verbal notice to terminate the loan.

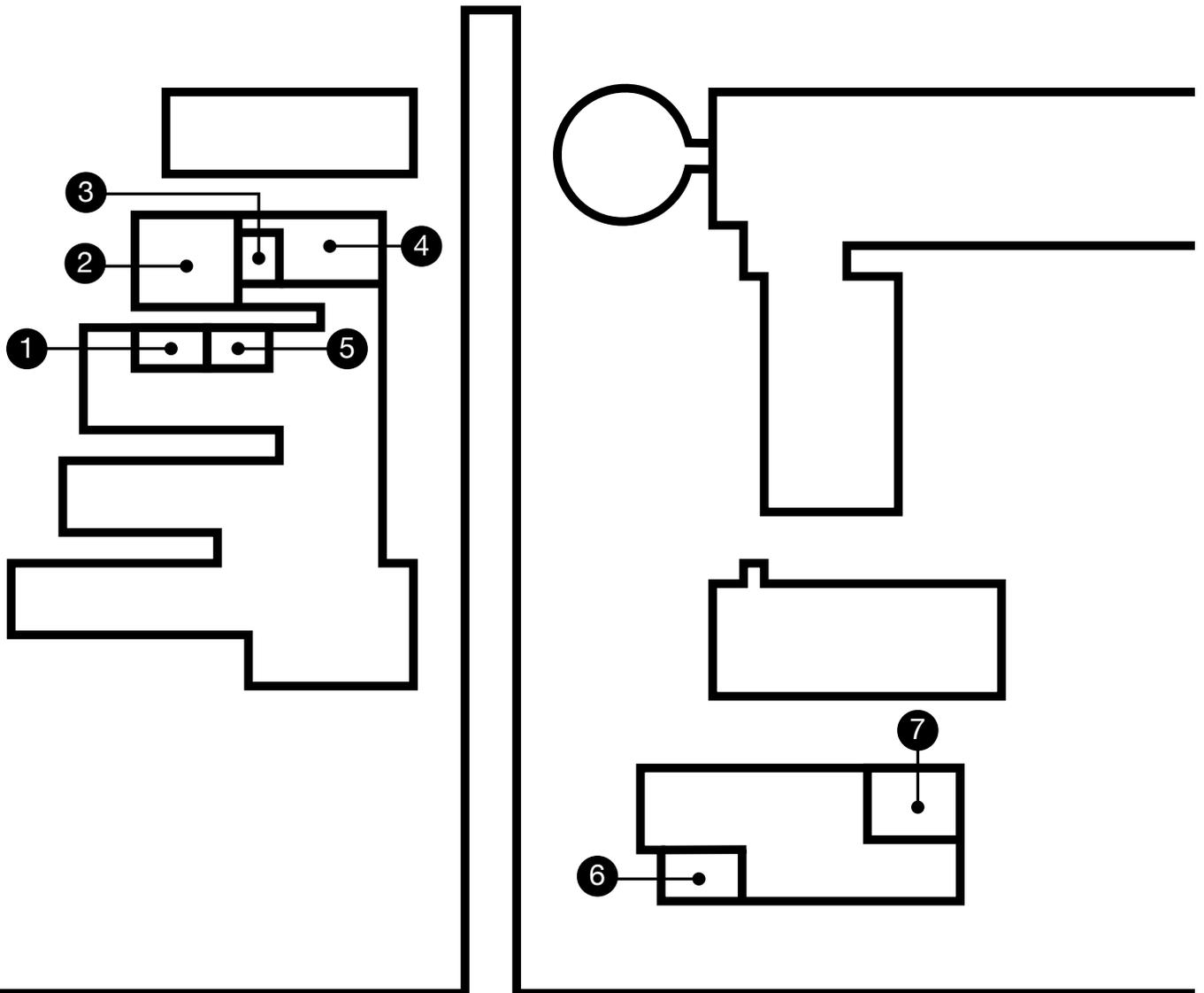
### User's Duties

- 8.1** During the period of the loan, the user shall:
- 8.1.1** Keep the equipment in its custody and control and shall not sell, loan, assign, pledge, or encumber, or part with possession of or suffer and lien to be created over the equipment or any part thereof (unless otherwise agreed in writing by Media Stores)
- 8.1.2** ensure that equipment is used in a skilful and proper manner and only by persons having the appropriate training and experience and who are familiar with the equipment and not on any abnormal or hazardous assignment.
- 8.1.3** Take proper care of the equipment and ensure that it is properly stored and protected from interference and damage from any source whatsoever including the effect of the elements and its surroundings, and interference from strangers.
- 8.1.4** not take or allow any of the equipment to be taken out of the United Kingdom mainland without the prior written authority from Media Stores and in the event of that authority being given only on such terms as the company deems fit.
- 8.1.5** comply with all health and safety legislation in relation to the services performed with the equipment.
- 8.1.6** return equipment on the return by date.
- 8.1.7** check University e-mails daily to view and receive updates from Media Stores, relating to the continuation of the loan or enquiries arising from its loan.
- 8.2** The user shall fulfil its obligations under this contract in compliance with all applicable laws and regulations, including all binding codes of conduct and judgements.
- 8.3** The user is responsible for ensuring that all equipment is returned safely to stores.
- 8.4** If equipment is returned and the user is still getting e-mails, it is still the user's responsibility to contact Media Stores to discuss this.

### Replacement, Damage and Repairs

- 9.1** The user shall at all reasonable times during the relevant loan period, permit Media Stores access to the equipment to inspect, test, adjust, repair, alter or replace the same.
- 9.2** If at any time during the loan of the equipment or any part thereof is deemed to require repair, the user shall return the equipment to Media Stores at the soonest possible time.
- 9.3** If any equipment needs to be taken to be inspected or repaired during a loan period, Media Stores will endeavour to find a suitable replacement for the remainder of the loan period, but accepts no liability for any losses incurred as a result to no replacement being available.
- 9.4** If the equipment's condition results in damage or the need for repair to the whole or any part, then the user will be invoiced by the finance department for all costs incurred.

Last revised 17/01/2020



**Westside Building**

- 1. Media Stores
- 2. Photo Studios 1 & 2
- 3. Copy Studio
- 4. Image Lab
- 5. Photography Office

**Southside Building**

- 6. Time Based Media
- 7. Video Studio

Spotted a mistake?

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