

Addendum

(Revised 5 June 2006)

- The current operating hours of the studio are 24 hours / 7 days a week for all Multimedia students enrolled in MPI205, MPI206 and MPI303. Third years have priority over the higher-end workstations but like everyone are only entitled to one PC at a time. There will be occasions where the studio is closed due to scheduled lectures, workshops or special events and these events will be advertised in advance.
- The room may be closed without warning if urgent configuring, maintenance or upgrading is required.
- The workstations have been verified to work according to the specifications set. Though the hardware is performing as expected, the newest versions of software may require adjustments before being stable enough to run. This is mainly due to recent security changes, networking considerations, and the fact a brand new image has just been compiled. Please be patient with these applications in the interim as these matters will soon be resolved.
- The workstations no longer require a special password to boot.
- Log on with your standard username and password and make sure you select the CSUMAIN domain or you won't be able to log in.
- It is safe to ignore the CSU Proxy request that appears you log-in. This is a known issue with Microsoft's Genuine Validation Tool that doesn't affect the system.
- You may be prompted by a warning box when you first launch an application. It is usually safe to ignore these.
- Should the computer freeze but the mouse remain active, please leave the machine for up to 10 minutes as this is a known issue with the CSU network and note the computer hasn't crashed.
- In the event of a crash, hold down Control, Alternate and Delete to bring up the Task Manager. Close offending programs through the Applications tab or request a restart.
- Adobe Encore DVD is currently unavailable. Do not launch this application or you will have to use the Task Manager to restore system functionality.
- If there is an error please inform the technician (Chris Orchard) instead of approaching the staff at the Jack Cross Centre. If all else fails you can then contact me via email: ahagan@csu.edu.au if an issue is unresolved.
- Be careful not to eject media while the front cover is closed.
- Gently handle the front hinge of the workstations and close their door correctly before leaving the studio.
- Students can temporarily store and network data in the Shared directory on the Files drive (E).
- Remember that your data can be erased at any time and any files left on the workstations will likely be deleted.
- In the extreme event of a workstation freezing (wait several minutes to verify this), force a system restart by holding down the Power button for 10 seconds.
- If you find lost property then leave it on the table in the room. The person will come back to reclaim it.
- This Addendum will be frequently updated so stay informed. Refer to <http://hages.net> for the latest information relating to MPI subjects and the studio.

Codes of Conduct (Revised 5 June 2006)

On entering the PC Multimedia Studio you agree to the terms outlined below. Treat this facility as a professional production environment and act responsibly with the access you have been granted. Access to this facility is a privilege, not a right. On having your card approved and reading this document, you accept that you may be held liable for any physical damage to equipment or result of misconduct. This will ensure the longevity of the studio and continued enjoyment of the facilities.

Security

Cardex

- Please use your student card to enter the room. The permissions on your card will be arranged through your subject co-ordinator and the staff at the Jack Cross Centre. Access lasts for the period a student is enrolled in the relevant MPI coded subjects.
- Only you have access to the studio. Never allow another person to enter the room without their card approved.
- Visitors are not allowed. If you do have a temporary guest, they are strictly prohibited from using these facilities.

Windows

- Heat is a major issue within the room and is currently under discussion. You may open the windows to allow better ventilation.
- Always shut the windows when the room is left vacant.
- Keep the blinds down to stop the sun heating the room and the black-coated equipment. This also detracts observers.
- Dust is hazardous towards the equipment - avoid opening the windows on windy days.

Windows

- Avoid leaving the door open.
- If for some reason the door fails, ring security on the hot phone or break the glass if an emergency.

Surveillance

- These premises are under constant video surveillance. You are responsible for your actions.
- Motion sensors will set an alarm if the room is occupied outside of access times.

Hardware

- Never touch the surface of a monitor. If cleaning is necessary dab a finely fibred dry cloth gently to the screen. Under no circumstances use shirts, jumpers, towel, tissues, or any chemical products (especially windows or optical) when removing marks from the screen. If no suitable material is available, leave it to be cleaned later.
- Never reach around the back of the back of the equipment or attempt to rewire the system.
- Do not attempt to rewire or open the casing of any equipment. The workstations are alarmed for any hardware tampering.
- Be cautious when handling delicate moveable parts such as the CD trays and front panel of the workstation.
- Do not move the workstation or monitors.
- You can adjust the keyboard tilt via flips at the back should you require an alternative angle for comfort.
- There should be no reason to use any force on any component of the equipment. If there is a failure with hardware, please contact your subject co-ordinator before the Jack Cross Centre staff.

Software

- This facility is not to be used for commercial work.
- Each model of workstation is identical in configuration and software.
- New users can seek help through the Start menu or pressing the F1 key. Most programs also provide online help and should be referred to as the first step whenever there is a problem.
- Only use the central workstations when all others are occupied or a project necessitates those machines.
- Accept that no data is secure. It is the student's responsibility to backup any important data. Material left on a machine will be erased.
- User Profiles are regularly erased.
- Students are not allowed to install any software. Requested applications must be approved by your subject co-ordinator and satisfy university policies before being implemented.
- Any attempt to reconfigure the system or threaten security will to be viewed as a serious breach of trust.

Occupational Health & Safety

- Eating or drinking in the room is strictly prohibited.
- Intoxicated persons are not permitted in the studio.
- Be courteous towards others in the Jack Cross Centre with particular consideration given to sound levels.
- Exercise by stretching every hour and focusing your eyes on distant objects.
- Take pro-active steps in reducing the risk of Repetitive Strain Syndrome or similar health risks.

Additional Material

- Eating or drinking in the room is strictly prohibited.
- You accept that these terms and conditions may be subject to revision and will keep updated on publicised changes.
- You have read the Addendum accompanying this form.
- Failure to comply with the terms and conditions agreed to may result in loss of privileges towards the facility.