

WSA MEDIA STORES

WSA MEDIA STORES
MEDIA STORES GUIDE

Please refer to this guide before your booking.



WSA MEDIA STORES

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WSA MEDIA STORES

INTRODUCTION

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.

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For general enquiries about the media stores & bookings,
please email wsaloans@soton.ac.uk.



MEDIA STORES INFORMATION

Media Stores is open at the times below, unless stated otherwise:

| | |
|------------------|--------------------|
| MONDAY | 10AM - 12PM |
| TUESDAY | 10AM - 12PM |
| WEDNESDAY | 10AM - 12PM |
| THURSDAY | 10AM - 12PM |
| FRIDAY | 10AM - 12PM |

Before visiting the media stores, you must book an appointment. Details of how to do this are listed on the 'booking an appointment' page of this document.

Upon attending your appointment, 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

RETURNING EQUIPMENT

Equipment can only be returned when you have made an appointment. You are responsible for ensuring all equipment is returned on time, and everything is scanned back in.

If you have overdue equipment, you will be notified via email that you must return the equipment immediately. If you repeatedly return equipment late, your access will be revoked.



WSA MEDIA STORES

BOOKING AN APPOINTMENT

You must book an appointment to let us know when you would like to borrow and return equipment. To book an appointment, visit the Media Stores section on wsa.wikidot.com and select 'APPOINTMENTS'.

You will be directed to the form below, where you must select the time and date of your appointment and give details about what you would like to collect or return. If you do not book an appointment, we may refuse your request.

The screenshot shows a web form titled "Media Stores" with a red header. Below the header is a "Select service" section with three options: "Equipment Loan Collection 5 minutes", "Equipment Loan Return 5 minutes", and "AV Technical Support Appointment 30 minutes". Each option has an information icon. Below this is a "Select time" section featuring a calendar for September 2022. A grey button next to the calendar says "Select a service and date to see available times...". Below the calendar is an "Add your details" section with input fields for Name, Email, Address (optional), and Phone number (optional). To the right of these fields is a text area for "Notes (optional)" with the instruction "Please let us know if you have any special requests. Thank you." At the bottom of the form is a red "Book" button.

For further guidance on booking an appointment, [watch this video.](#)



WSA.WIKIDOT.COM

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**

Manuals and guides pertaining to some of the equipment that is available from the Media Stores can be found under the Photography & Video tab.



FINDING THE RIGHT EQUIPMENT

Choosing the right equipment for the task is 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 or Black Magic cameras, you will need to attend the relevant inductions and workshops.

2. ONLINE LEARNING

There are numerous guides and tutorials online that go into more depth than a workshop. Lynda tutorials can last up to 6 hours. We also have a YouTube channel, @WSA_Photo, that showcases various video tutorials on how to use some of our equipment & various softwares.

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.



EQUIPMENT LIST

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 SX20



Canon SX40



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 you require more control over your footage you can try a more advanced camera system.



Canon HV30/HV40



Canon XF400
Induction Required



GoPro HERO7



Panasonic HMC-41e HD
Induction Required



BlackMagic CC 6K Pro Kit
Specialist Induction Required



BlackMagic Ursa Mini Pro
Specialist Induction Required



EQUIPMENT LIST

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.

An induction is required for ALL Analogue Film Cameras.



Mamiya 7II



Mamiya 645



Mamiya RZ67 Pro II



Mamiya RB67



Shen Hao TZ45 5x4

Specialist Induction Required

We also have a varied selection of 35mm SLRs. Inductions are not required for these, but recommended.



EQUIPMENT LIST

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 Sensor

Very quiet shooting

Induction Required



Nikon D800

36MP Sensor

Large format printing

Induction Required



Nikon D610

24MP Sensor

Slightly smaller than D800

Induction Required



Phase One XF

80MP

Medium Format

Specialist Induction Required



Canon 1D mk4

16MP APS-C Sensor

10fps for action

Induction Required



Canon 5Ds

50MP Sensor

Large format printing

Poor in low light conditions;
best with a tripod

Induction Required



Canon 6D/7D/5D mk2

Great all round cameras

7D: APS-C Sensor

Induction Required



EQUIPMENT LIST

LENSES

We have a large collection of Nikon & 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.

NIKON



35mm f/2.0



50mm f/1.8



85mm f/1.8



105mm f/2.8



16-35mm f/4.0



24-120mm f/4.0



28-80mm f/3.5-5.6



28-200mm f/3.5-5.6



70-200mm f/2.8
& 80-200mm f/2.8



EQUIPMENT LIST

LENSES

CANON



24mm f/1.4 L



24mm f/2.8



24mm f/3.5 L
Tilt Shift



28mm f/1.8



35mm f/2.0



50mm f/1.4



CARL ZEISS
50mm f/1.4
Manual Focus Only



50mm f/1.8



60mm f/2.8
*APS-C Only
MACRO*



CARL ZEISS
85mm f/1.4
Manual Focus Only



85mm f/1.8



100mm f/2.8 L
MACRO



SIGMA
105mm f/2.8



135mm f/2.0 L



EQUIPMENT LIST

LENSES

CANON



TOKINA
11-16mm f/2.8



16-35mm f/2.8



SIGMA
17-35mm f/2.8-4.0



17-40mm f/4.0 L



17-85mm f/4-5.6
APS-C Only
MACRO



SIGMA
18-50mm F/2.8



18-55mm F/3.5-5.6
APS-C Only



24-70mm f/2.8 L



24-70mm f/4.0 L
MACRO



24-105mm f/3.5-5.6



24-105mm f/4.0 L



28-70mm f/3.5-4.5



28-80mm f/3.5-5.6



28-90mm f/4.5-5.6



35-70mm f/3.5-4.5



35-105mm f/3.5-4.5



55-200mm f/4.5-5.6



70-200mm f/2.8



SIGMA
70mm-300mm
f/4.0-5.6



EQUIPMENT LIST

LENSES

CINE (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.

The lenses listed below are all part of our Canon CN-E Lens Kit, which is available to students who have had a specialist induction.



14mm t/3.1

Specialist Induction Required



24mm t/2.0

Specialist Induction Required



50mm t/1.3

Specialist Induction Required

PHASE ONE

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.



80mm f/2.8

Specialist Induction Required



120mm f/4.0

*Macro
Specialist Induction Required*



EQUIPMENT LIST

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.

We also have JOBY Gorilla Pod Kits, which are suitable for mounting phones to.



Manfrotto 804 RC2

Photography



Manfrotto 141 RC2

Photography



Manfrotto 128 RC2

Video



Manfrotto 701 HDV Fluid Head

Video



Manfrotto 136 Fluid Head

Video



Manfrotto Magic Arm 143RC

Video



Manfrotto Dolly VA219



Kessler Pocket Dolly 3



Genus Shoulder Mount



Glidecam HD 4000



**JOBY Gorilla Pod
& GripTight Mount Pro**



EQUIPMENT LIST

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.



Canon & Nikon Wireless Flash Triggers



Canon 580ex ii



Nikon SB-910



BIX Location Kit

Specialist Induction Required



Profoto Stand Location Kit

Specialist Induction Required



Bowens Gemini 500R Kit/
Bowens Gemini GM750Pro Kit

Induction Required



EQUIPMENT LIST

LIGHTING



F&V K4000S Plus 3 Light Kit



ARRI 650 Plus Tungsten Fresnel Spotlight Kit



Interfit Fluorescent Light & Stand



Brennenstuhl Floor Lamp



Manfrotto Imagine More Lumimuse 8



Sekonic L758 Light Meter Sekonic L308s Light Meter

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



EQUIPMENT LIST

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.



NEC V300/V260X

1024x768
1.9 - 2.2x



NEC NP-M403H

1920 x 1080
1.2 - 2.0x



Epson EB-945

1024x768
1.38 - 2.0x



Panasonic PT-LX22

1024x768
1.2x



Vivitek D7180HD (Short Throw)

1920 x 1080
0.19x



Sanyo PDG-DXL2000 (Short Throw)

1024 x 768
0.20x

We also have an overhead projector available at the Media Stores.

Our short throw projectors can be installed at the base of a wall to project directly upwards, which is good for tighter spaces.



EQUIPMENT LIST

TVs

TV screens allow you to display visual content that will give a different outcome to that of a projection. Our LG TV screens have USB playback, and we will often supply you with a Media Player for you to run your content from. Digital TV screens can be freestanding or mounted to the wall using a wall bracket that you can request from the Media Stores.



LG 43in 4k TV



LG 32in HD TV



ALBA 32in HD TV + DVD



LG 28in HD TV



Various JVC/Ikegami Analogue

Induction Recommended

For information and guidance on how to use our TV screens & Media Players, visit [WSA_Photo](#) on YouTube.



EQUIPMENT LIST

SPEAKERS/AUDIO PLAYERS

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 - curating sound is just as important as curating visual works.



Pioneer A10 Amp



JBL Wall Mount Speakers 50W



Various 2.0 PC Speakers



Various 2.1 PC Speakers



SanDisk MP3 Player



JVC/Sony Headphones

We also have headphone splitters here at the Media Stores, which will enable you to plug two sets of headphones into one device.



EQUIPMENT LIST

AUDIO RECORDING

Audio recorders allow you to 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 won't provide the best results. If you do need better DSLR sound, you can use a hotshoe microphone such as the Rode VideoMic Go.



ZOOM H2/H2n



RODE VideoMicGo



RODE NTG/NTG2



AKG C1000S



RODE NTG-3



RODE Boom Pole & Shockmount



Various Cassette Recorders



RODE Lavalier GO



RODE Wireless GO



EQUIPMENT LIST

MISC.

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



Wacom Intuos Medium Tablet



Various iPads & Security Cases



iMac (exhibition use only)



Kensington Lock (& other padlocks)



Cable Guards



RCD



Media Players



Various DVD & VHS players



M-Audio Ozone USB Keyboard



SD & CF Card Readers



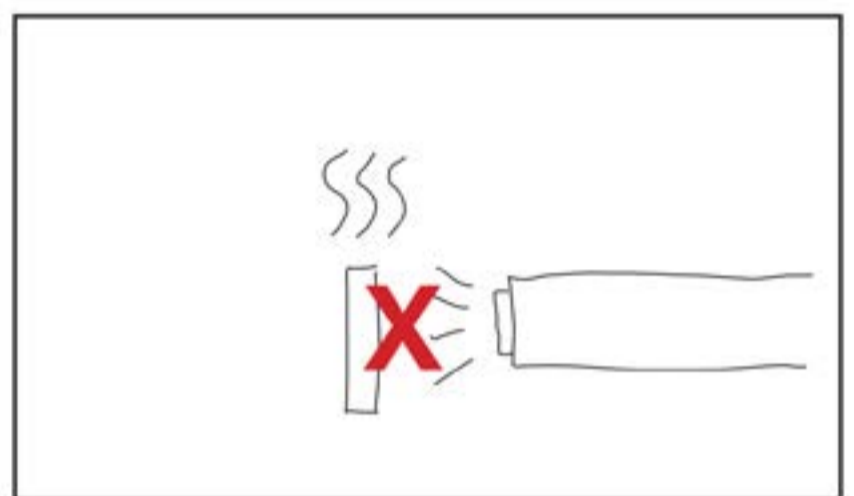
5-in-1 Photo Reflector

We also house various adaptors at the Media Stores to suit a variety of needs.



USING A PROJECTOR

When used correctly, digital projectors are safe. Problems arise when they are installed without adequate airflow space. In order to borrow a projector from the Media Stores, you must agree to follow these rules outlined on the following 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.

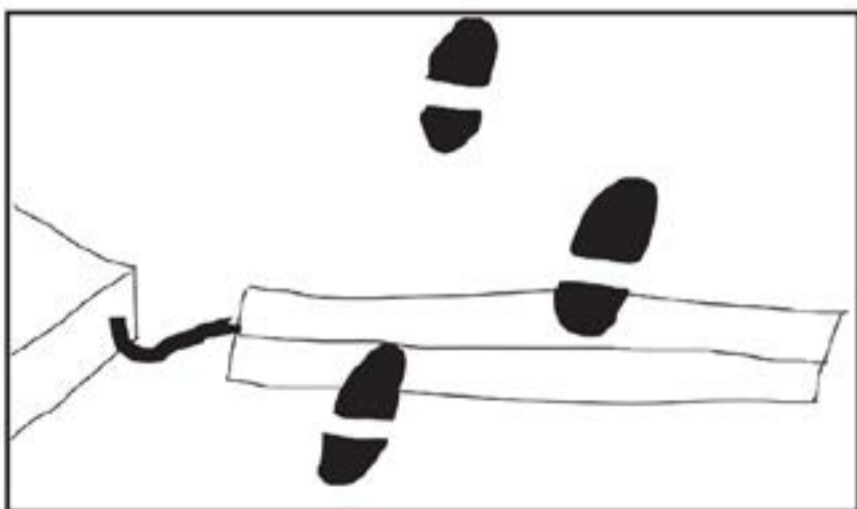


No Lens Obstructions

Ensure nothing is covering or blocking the lens.

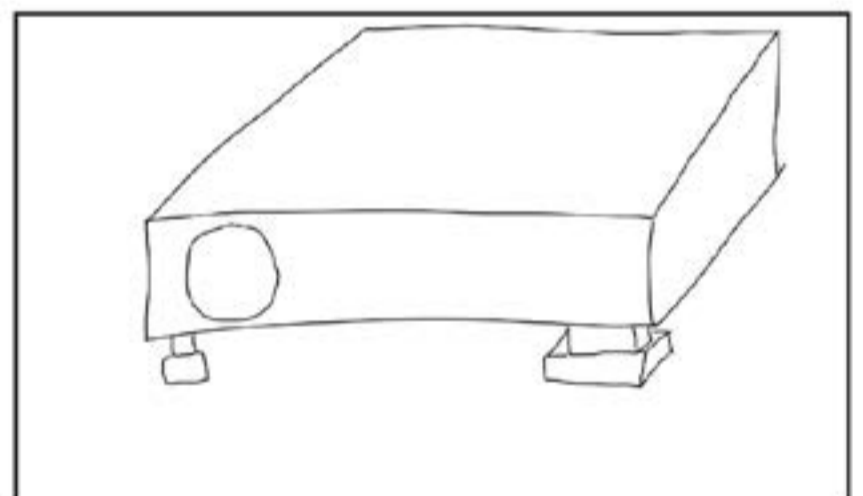
40cm Gap

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



Apply Cable Guards

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

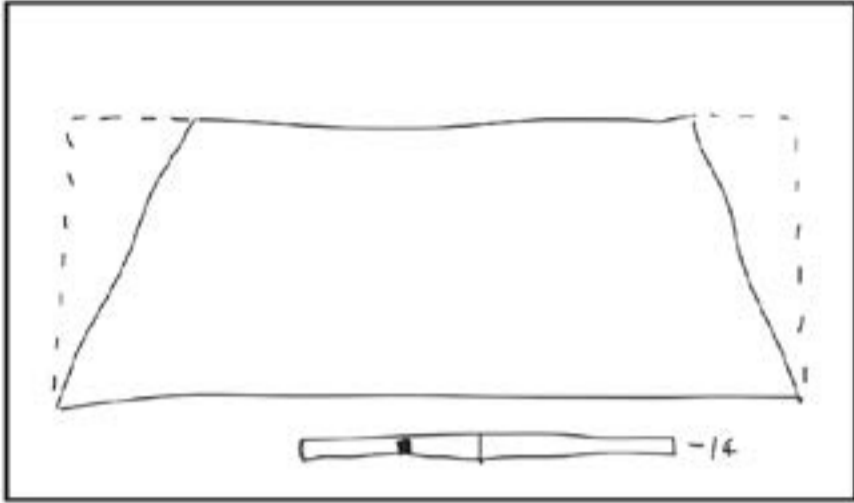


Level the Projector

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

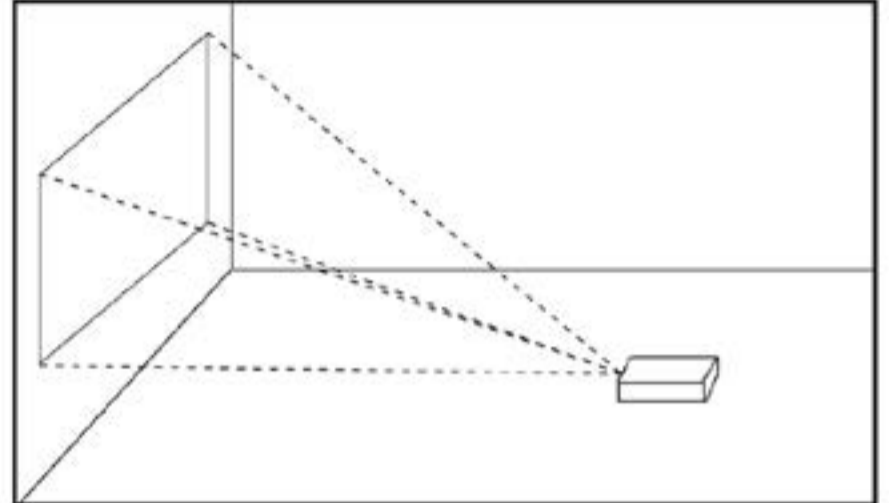


USING A PROJECTOR



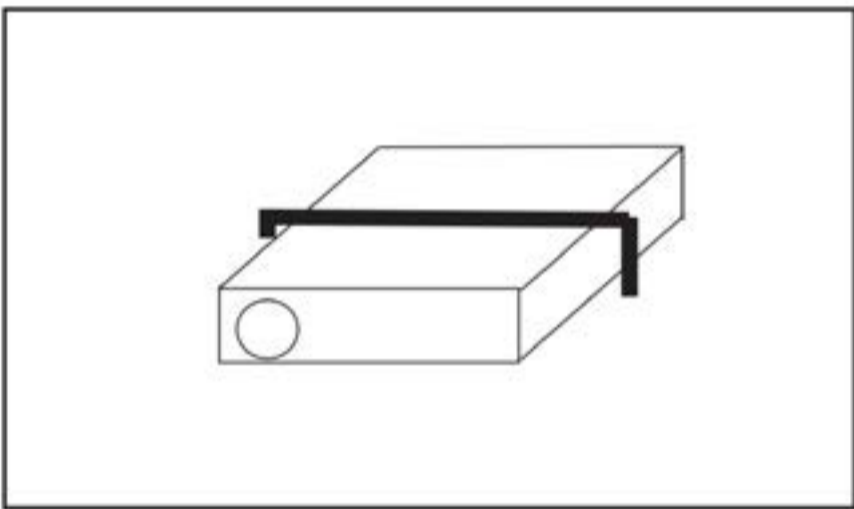
Keystone

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



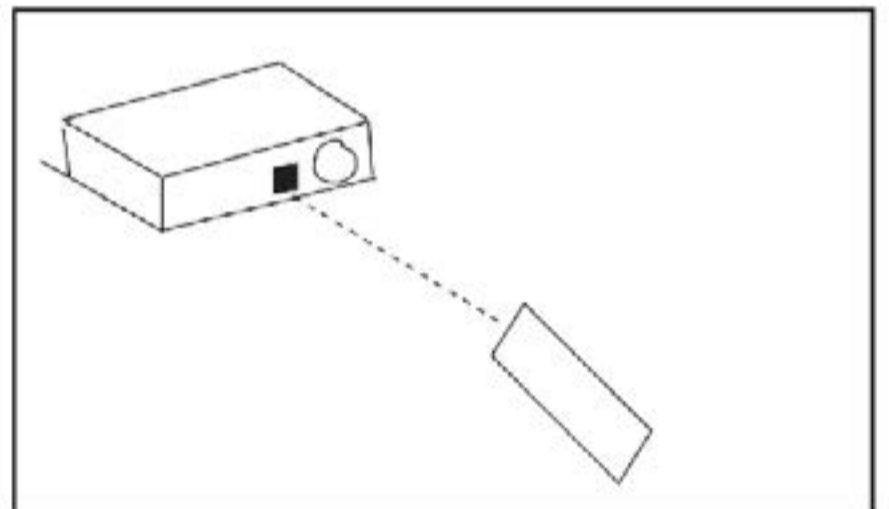
Ensuring Nothing is in the Beam

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



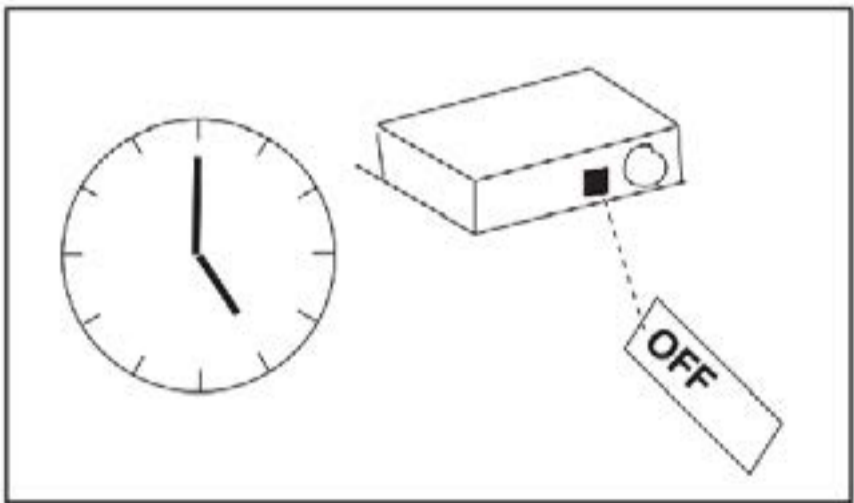
Make it Secure

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.



Please read the following page for instructions on what not to do when installing our projectors.

USING A PROJECTOR

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.

Install onto anything unstable.

Install near water, damp spaces, or sources of moisture.

Install in direct sunlight or near heat sources.

Install in dusty, smoky, or steamy environments.

Install on paper, cloth, rugs, or carpet.



PREPARING A USB 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 format your USB or SD card on a PC to remove any hidden files or folders that may cause playback and looping issues on a Media Player or TV.



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

To properly prepare your USB stick for video playback, you should...

DELETE ALL EXISTING FILES

1. Visit our ['USB Media Player' guide](http://wsa.wikidot.com) at wsa.wikidot.com under the Photography & Video section and go to page 4 to learn how to format your USB correctly. **REMEMBER: you must back up any work that you want to keep BEFORE taking this step.**
2. Once you have done this, copy or drag and drop your video file into your USB folder. Then, right click on the USB folder and press 'eject', to then safely remove your USB from your laptop or computer.



USING A USB MEDIA PLAYER

Media Players can play almost all types of video files. In order to get them to work correctly, it is worth noting that 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. Follow the steps below to correctly set up your Media Player.

1. Prepare the USB

Follow the guide on the previous page to correctly 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. Make sure you change to the correct input (e.g. HDMI1)

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.

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



USING A USB MEDIA PLAYER TROUBLESHOOTING

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 the 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

Alternatively, 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. Follow the instructions on Preparing a USB for Video Playback on page 26 to rectify this issue.

Still not Fixed?

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



AUTOPLAY ON SUMVISION MEDIA PLAYER



It is worth noting that autoplay works well with LG TVs, surpassing the need for a media player altogether.

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. Format your USB

Visit our ['USB Media Player' guide](http://wsa.wikidot.com) at wsa.wikidot.com under the Photography & Video section and go to page 4 to learn how to format your USB correctly. REMEMBER: you must back up any work that you want to keep BEFORE taking this step.

2. Create a New Folder

On the USB, create a new folder in the root (i.e. not in any subfolders). You should do this on a PC ONLY as Mac computers add invisible files which may cause video playback problems.

3. Rename to 'Autoplay'

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

4. Drag your Files into the Folder

Drag your video file into the autoplay folder.

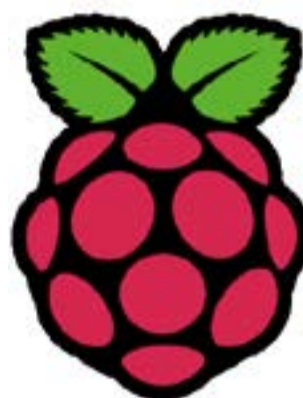
When you turn your Sumvision Media player on, the video file should start playing automatically.



WSA MEDIA STORES

USING A

RASPBERRY PI VIDEO LOOPER



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.

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.

3. Connect the Power Cable

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

4. 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)

5. Follow the On-Screen Instructions

The Raspberry Pi takes around 20 seconds 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.

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



Using a 43" 4K LG TV



For further guidance on how to set up & operate our TV screens and various other pieces of equipment, visit [WSA_Photo on YouTube](#)

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 page 26, 'Preparing a USB for Video Playback', to find out how to prepare your USB.

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 will start playing immediately.

Your video file will now loop indefinitely.

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

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



WSA MEDIA STORES

Using a 32" LG TV with USB playback



For further guidance on how to set up & operate our TV screens and various other pieces of equipment, visit [WSA_Photo on YouTube](#)

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 page 26, 'Preparing a USB for Video Playback', to find out how to prepare your USB.

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 2 seconds.

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 will start playing immediately.

Your video file will now loop indefinitely.

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

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

 [WSA_PHOTO](#)

[WSA.WIKIDOT.COM](#)



WSA MEDIA STORES

Using a 28" LG TV with USB autoplay



For further guidance on how to set up & operate our TV screens and various other pieces of equipment, visit [WSA_Photo](#) on YouTube

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 page 26, 'Preparing a USB for Video Playback', to find out how to prepare your USB.

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.

 [WSA_PHOTO](#)

[WSA.WIKIDOT.COM](#)



WSA MEDIA STORES

Using an

ANALOGUE JVC TV

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 may use a Raspberry Pi Video Looper OR a Media Player with JVC analogue monitors. Please ensure you are using the specialist Raspberry Pi AV cable if you use a Raspberry Pi (ask in Media Stores).

USING A RASPBERRY PI VIDEO LOOPER

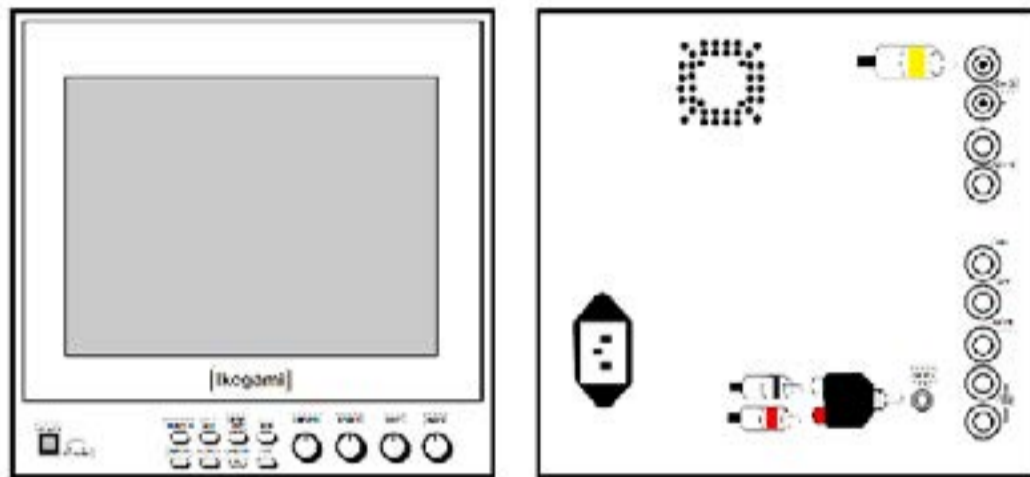
1. Connect up the Raspberry Pi Video Looper, ensuring you use the specialist Raspberry Pi AV cable.
2. Ensure the YELLOW output is connected to VIDEO IN A.
3. Connect the RED and BLACK outputs together using a phono splitter, then connect to the socket labelled AUDIO IN A.
4. Turn the monitor ON and 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. The process of using a Media Player with a JVC TV is similar, but you must use a regular 3.5mm jack to 3 Phono cable to connect the TV to the Media Player, inserting the 3.5mm jack into the AV port of the Media Player. For guidance on how to set up a Media Player, go to [WSA_Photo on YouTube](#) or [click here](#).



WSA MEDIA STORES

Using an ANALOGUE IKEGAMI TV



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 Ikegami 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

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.



USING A DIGITAL CAMERA



Below is a list of procedures that should be carried out before and after using a digital camera. 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 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.



WSA MEDIA STORES

NIKON DSLR

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 the Language



Press 'MENU'



Select 'Setup Menu'
Select 'Language'



Select 'English' - OK



WSA MEDIA STORES

CANON DSLR

Formatting a Memory Card



Press 'MENU'



Select 1st Settings Menu



Format Memory Card - OK

Resetting Camera Settings



Press 'MENU'



Select 3rd Settings Menu



Clear Settings - OK

Changing the Language



Press 'MENU'



Select 2nd Setup Menu
Select Language



Select 'English' - OK



CANON SX40 HYBRID

Formatting a Memory Card



Press 'MENU'



Select 'Settings'



Format Memory Card - OK

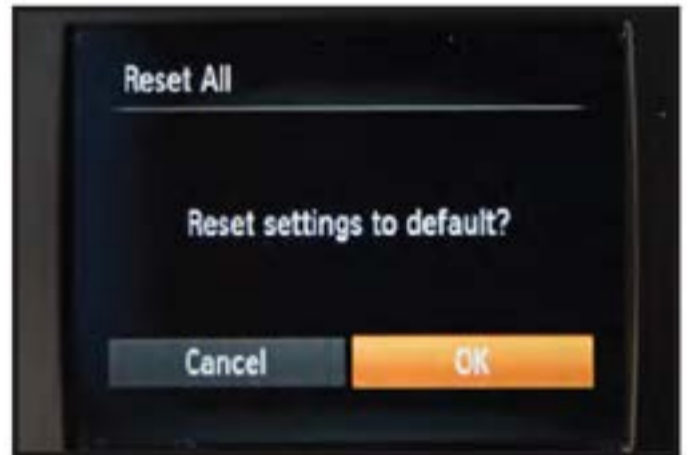
Resetting Camera Settings



Press 'MENU'



Select 'Setup Menu'



Reset All - OK

Changing the Language



Press 'MENU'

Select 'Setup Menu'



Select 'Language'



Select 'English' - OK



WSA MEDIA STORES

Using a

ZOOM H2/N VOICE RECORDER



Timecode
Volume Monitor
Microphone Gain
Record



Headphone Volume



Headphone Volume
Timecode
Volume Monitor
Record

Microphone Gain



WSA MEDIA STORES

Using a

ZOOM H2/N VOICE RECORDER

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 the following pages 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 the following pages 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 time-code change from 00:00:00 in 1sec increments. If not: It is not recording.

Test it out beforehand

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 while it's Recording

Touching the Zoom recorder when it's recording will pick up unwanted sounds.

Background noise will be recorded. Try to dampen this out.

It is best to use headphones to check this.

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



WSA MEDIA STORES

Using a

ZOOM H2 VOICE RECORDER

Formatting a Memory Card



Press 'MENU'



>'SD CARD'



>'FORMAT'



Are You Sure?
'YES'

Setting the Recording Mode



Press 'MENU'
>'REC MODE'



For Audio:
WAV 44.1KHz / 16bit



For Video:
WAV 48KHz / 16bit

Recording Audio



Press RECORD
Monitor Audio levels



Adjust GAIN if levels
are too high/low.



Press 'RECORD'



WSA MEDIA STORES

Using a

ZOOM H2N VOICE RECORDER

Formatting a Memory Card



Press 'MENU'



>'SD CARD'



>'FORMAT'



Are You Sure?
'YES'

Setting the Recording Mode



Press 'MENU'
>'REC'



For Audio:
WAV 44.1KHz / 16bit



For Video:
WAV 48KHz / 16bit

Recording Audio



Monitor Audio levels



Adjust GAIN if levels
are too high/low.



Press 'RECORD'



WSA MEDIA STORES

Using a

SANDISK 8GB MP3 PLAYER



Transferring Files to the MP3 Player

1. Connect the MP3 Player to a computer via the USB cable.
2. Drag and drop the MP3 file you wish to play into the MUSIC folder.
3. Remember to safely eject the USB.



WSA MEDIA STORES

Using a

SANDISK 8GB MP3 PLAYER

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



Select 'MUSIC'



Select 'SONGS'



Select the File you wish to Play



Select 'OPTIONS'; 'REPEAT SONG'



WSA MEDIA STORES

Using a WACOM INTUOS PRO

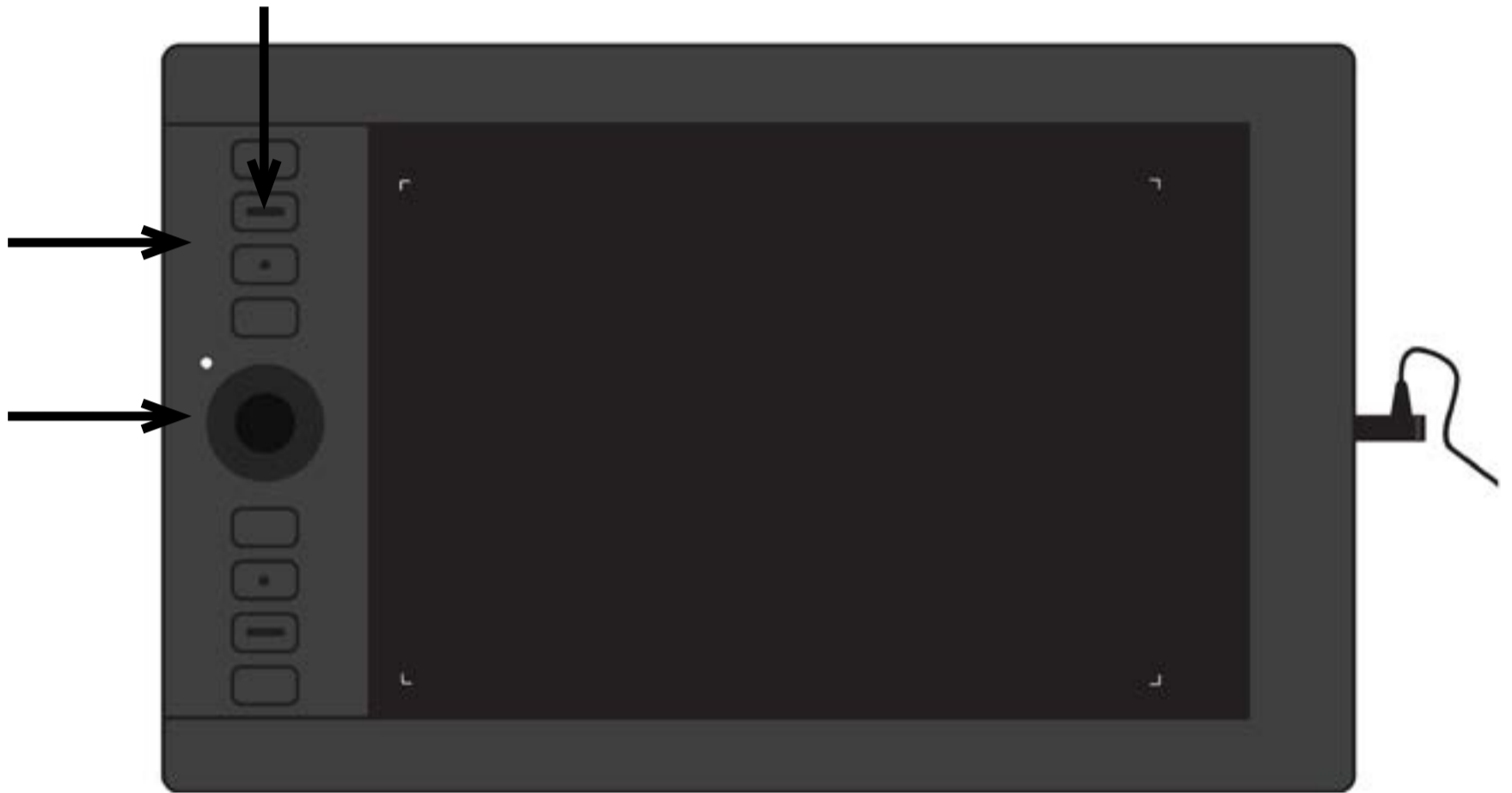
Designates default settings button.

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.

For guidance on how to set up and use your Wacom Intuos Pro,
[find the PDF here.](#)



WSA MEDIA STORES FACILITIES

STUDIO ONE

- Profoto D2
- 9ft backdrops
- 4ft backdrops
- Magnetic Wall
- Tethered iMac
- Capture One Pro 20



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

Managed by Dave Gibbons - [AN INDUCTION IS REQUIRED TO USE STUDIO 1](#)

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

STUDIO TWO

- Profoto D2
- 9ft backdrops
- Tethered iMac
- Capture One Pro 20
- HD Projector



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

Managed by Dave Gibbons - [AN INDUCTION IS REQUIRED TO USE STUDIO 2](#)



WSA MEDIA STORES FACILITIES

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 20
- Photoshop CC



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.

Managed by Dave Gibbons - **INDUCTIONS ARE RECOMMENDED FOR BOTH STUDIOS**

COPY STUDIO

- 36MP DSLR
- Flash Lighting
- 2D work: 1.0 x 1.5m max
- Capture One Pro 20
- Copy stand with lighting



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

 [WSA_PHOTO](https://www.youtube.com/channel/UC...)
[WSA.WIKIDOT.COM](https://www.wikidot.com)



WSA MEDIA STORES FACILITIES

FILM STUDIO

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



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.

Managed by Eszter Evans - AN INDUCTION IS REQUIRED TO USE THE FILM STUDIO



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



WSA MEDIA STORES FACILITIES

COMPUTER SUITE 1

- 8 Alienware machines
- 10 PCs
- Adobe Premiere Pro
- After Effects
- Cinema 4D
- Unity



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.

OPEN ACCESS

COMPUTER SUITE 2

- 21 Alienware machines
- Adobe Premiere Pro
- After Effects
- Cinema 4D
- Unity



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.



WSA MEDIA STORES

INDUCTIONS

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?

Inductions are timetabled throughout the year, dependent of programme/pathway. These may be compulsory or sign up.

If you have missed certain inductions and wish to gain access to a facility, please contact your tutor as there may be further inductions you may attend.

For health & safety reasons you will not be able to use the facility if you have not attended the relevant induction.



WSA MEDIA STORES

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 ONE - Log a Ticket

Log a ticket by [clicking here](#).

Or by calling: 02380 595656

Or by visiting: sussed.soton.ac.uk > Serviceline Online

STEP TWO - Wait for a Response

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

KNOWLEDGE BASE

There is a knowledgebase that contains commonly asked questions that you can visit by [clicking here](#).



WSA MEDIA STORES

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.

Claire Mckinley

2073E

Alison Wescott

3001A

Dave Gibbons

1197W

Jess Curtis

1195W

Andy Reaney

1025E



ELECTRICAL USER CHECKS

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.

PLUGS

- 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

CABLES

- 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

APPLIANCE / ITEM OF EQUIPMENT RCDs

- 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.

SOCKET OUTLETS

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

- 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.

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.



LINKEDIN LEARNING



LEARNING

Formally Lynda.com, LinkedIn Learning is a fantastic online resource. It holds thousands of training videos covering a multitude of topics, with the majority of training videos going into extreme depths.

To access LinkedIn Learning, visit www.southampton.ac.uk/linkedinlearning.

From here, you will be prompted to select some topics that most interest you so that the courses made available to you are tailored to your specific interests. Video editing, photography, and audio recording are just a few examples of the kinds of topics that are available to explore with LinkedIn Learning, allowing you to enhance your skills and excel in your studies.

Below are a few courses that we recommend:



Introduction to Photography

By: Ben Long

Duration: 1h 52m



Learning Video Production & Editing

By: Rob Garrott

Duration: 18m



Photoshop 2021 Essential Training: The Basics

By: Julieanne Kost

Duration: 6h 29m

For video tutorials about specific equipment that we house at the stores, visit [WSA_Photo](#) on YouTube.



FILE STORAGE

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

Network - MyDesktop

This is your standard file storage space that appears as your desktop when logged on to any Windows machine, or as a folder on the desktop called 'Network MyDesktop'.

For iMacs on campus, you will have your profile mounted as a drive on the desktop, labelled as your username. Alternatively, you can select 'Go' from the finder menu, select 'Connect to Server' and then use `smb://filestore.soton.ac.uk/users/username`. Select 'Connect' and add your username and password if prompted.

- + You are provided with 50GB
- + Available on all machines
- + Easily Accessable from home (see the following page for instructions on how to do this)
- Limited Storage Quota
- Limited lifespan of 3 days on anything saved to an iMac - files will be deleted after this point

OneDrive

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

- + Massive storage available
- + Easy to set up on your own devices
- + Transfers quickly*
- *Transfer speeds reliant on internet strength

SafeSend

This is an online service that allows you to send large attachments (up to 100GB) 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

USB Drive/External Hard Drive

Personally owned storage systems.

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



WSA MEDIA STORES

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.

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

You will be prompted to log in to your Filestore with your student username and password, to which you will then be able to access your files.

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.



WSA MEDIA STORES

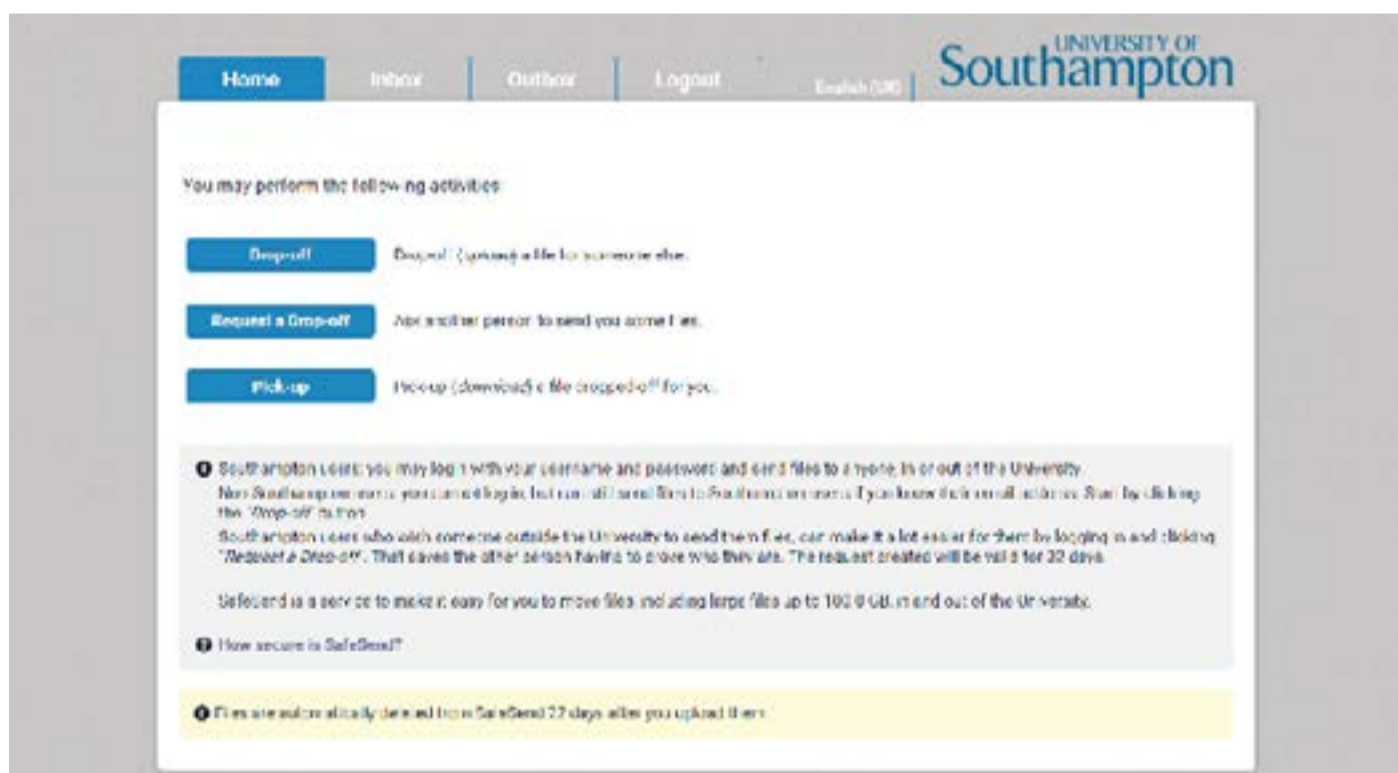
SAFESEND

SafeSend is a service that makes it easy for you to send files, up to 100GB, to single or multiple recipients. SafeSend can be accessed at safesend.soton.ac.uk.

Files are automatically deleted from SafeSend 22 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.



ONEDRIVE



onedrive.live.com

Microsoft OneDrive is a cloud storage service provided for free by Microsoft. 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. You can also download the OneDrive app to sync files from your own PC/Mac to OneDrive.

Simply follow the link onedrive.live.com and sign in with your university email address to get started.



EXTERNAL STORAGE DRIVES



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.

See page 61 for a few recommended options of external storage drives, should you wish to use them.



RECOMMENDED PURCHASES

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.



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



Mini DisplayPort to HDMI Adapter

Essential for connecting laptops to projectors etc.
~£30



USB-C to HDMI Adapter

Essential for those with newer Macbooks to connect to projectors etc.
~£15



USB-C to USB Adapter

Essential for those with newer Macbooks to use USB sticks.
~£15



INSTALLATION/DEINSTALLATION

When installing or deinstalling work, health and safety consideration is paramount to ensure the protection of you, those around you, and the equipment.

CABLE GUARDS

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. Cable guards are available from the Media Stores. Some technicians may also have additional cable guards in their workshops.

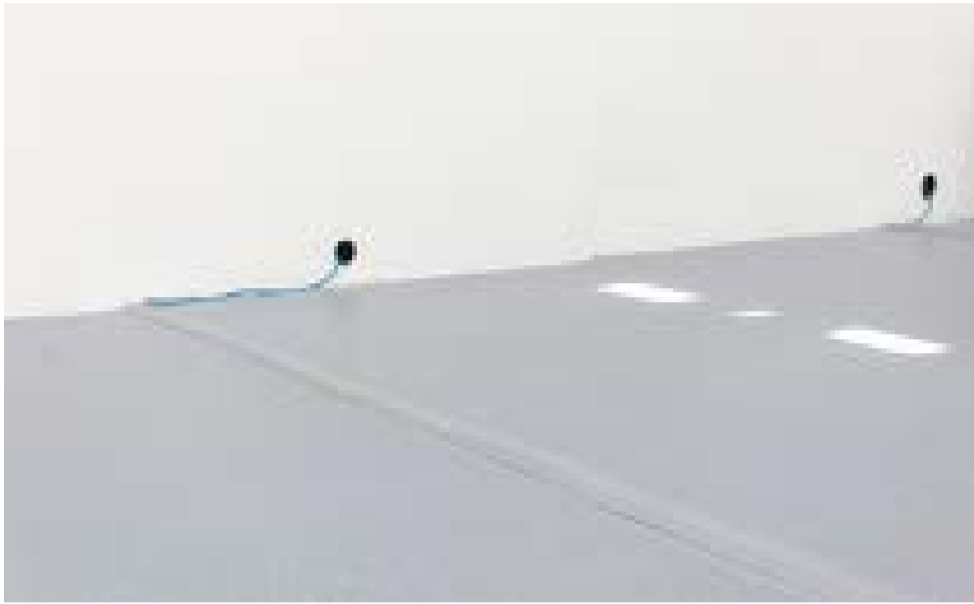
Is there a Better Solution?

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 guards 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 overall exhibition.



INSTALLATION/DEINSTALLATION



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.

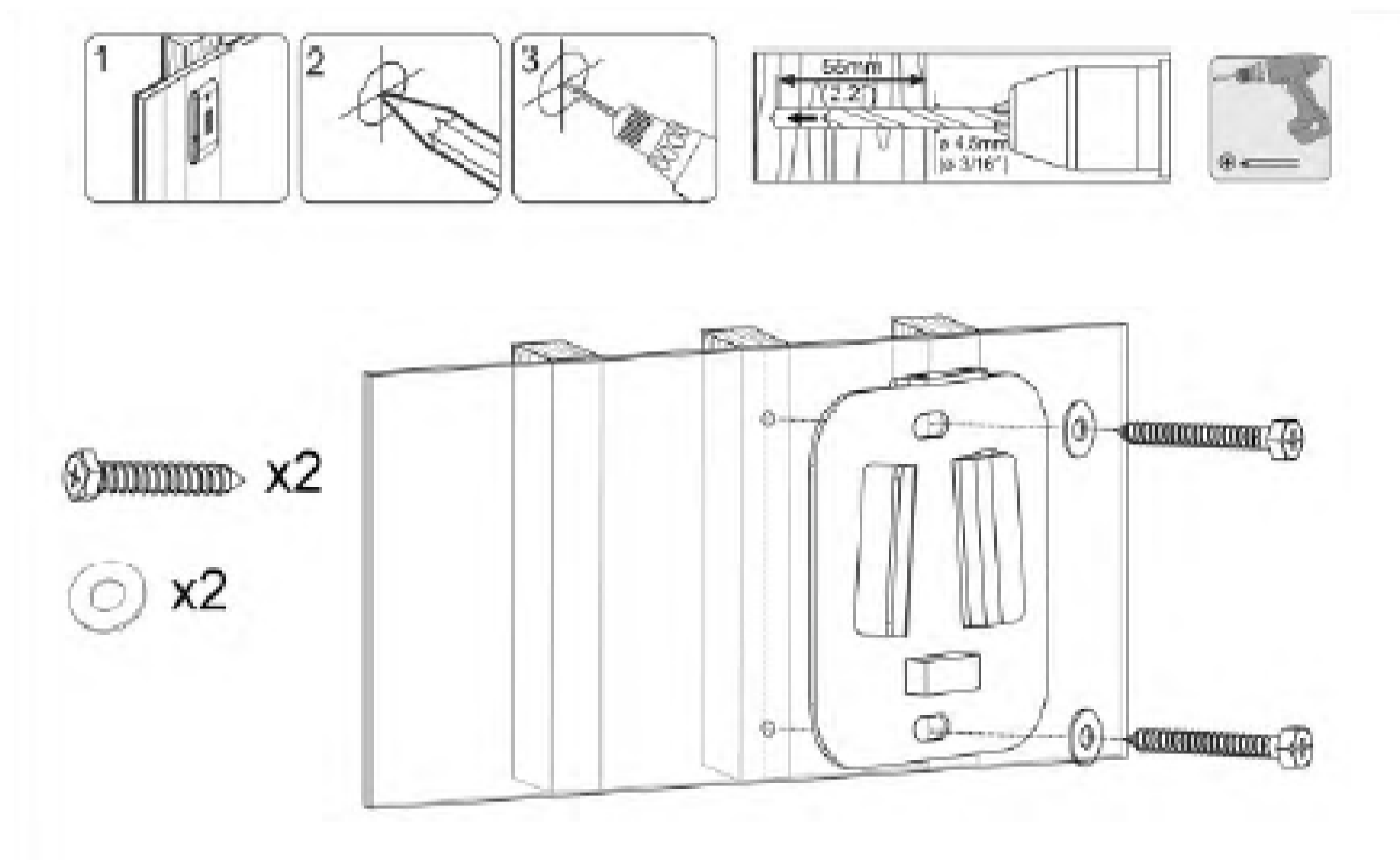
Once finished, please remove all gaffer tape and clean off any adhesive residue before returning to Media Stores.



INSTALLATION/DEINSTALLATION

TV MOUNTING BRACKET

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.



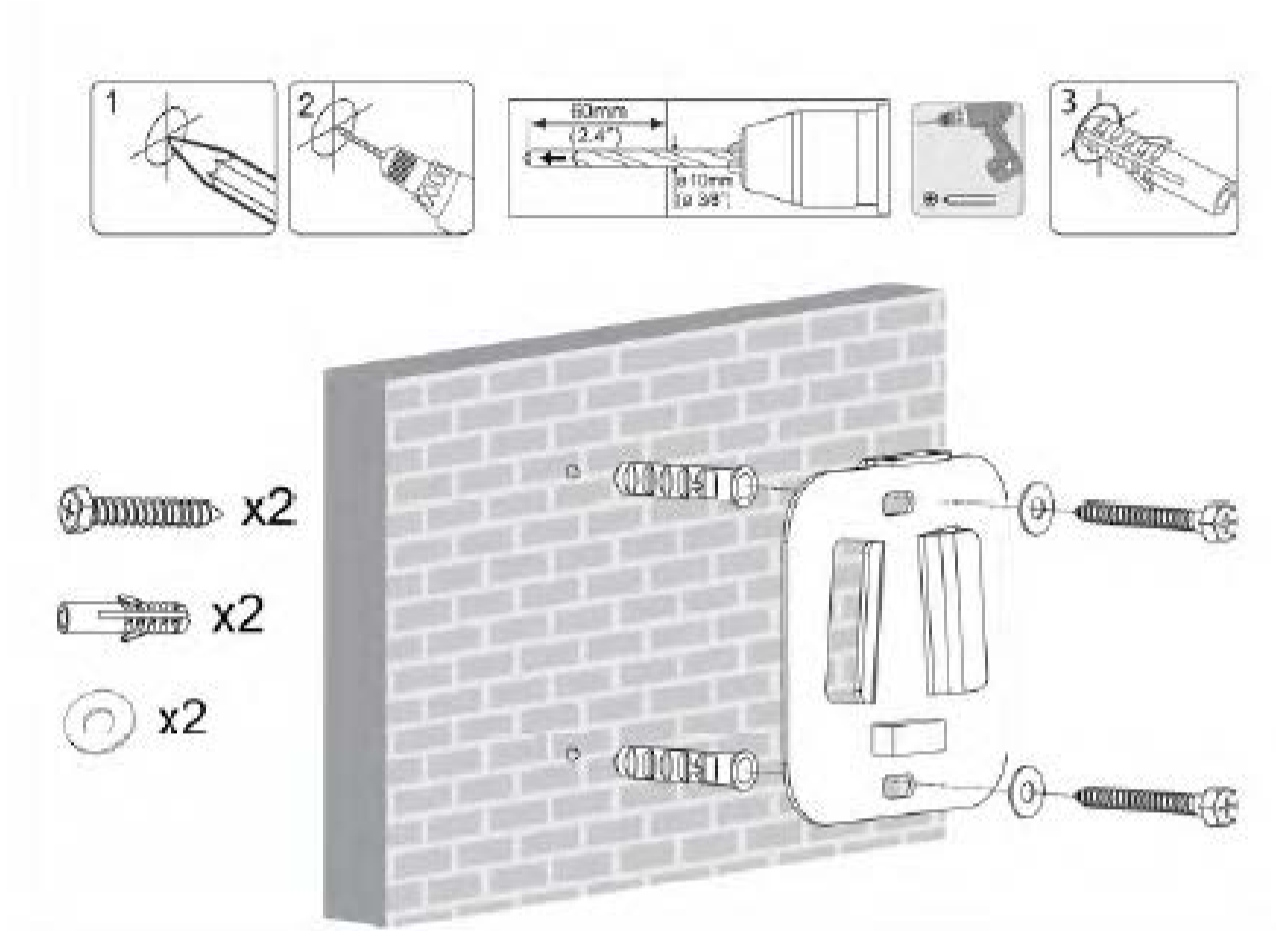
Fixing to MDF

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.



INSTALLATION/DEINSTALLATION



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 the 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.
4. Put a washer on the screw and fix them into place.



TERMS & CONDITIONS

of Media Stores Loans

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 via appointment or (at the discretion of Media Stores) 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 of 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

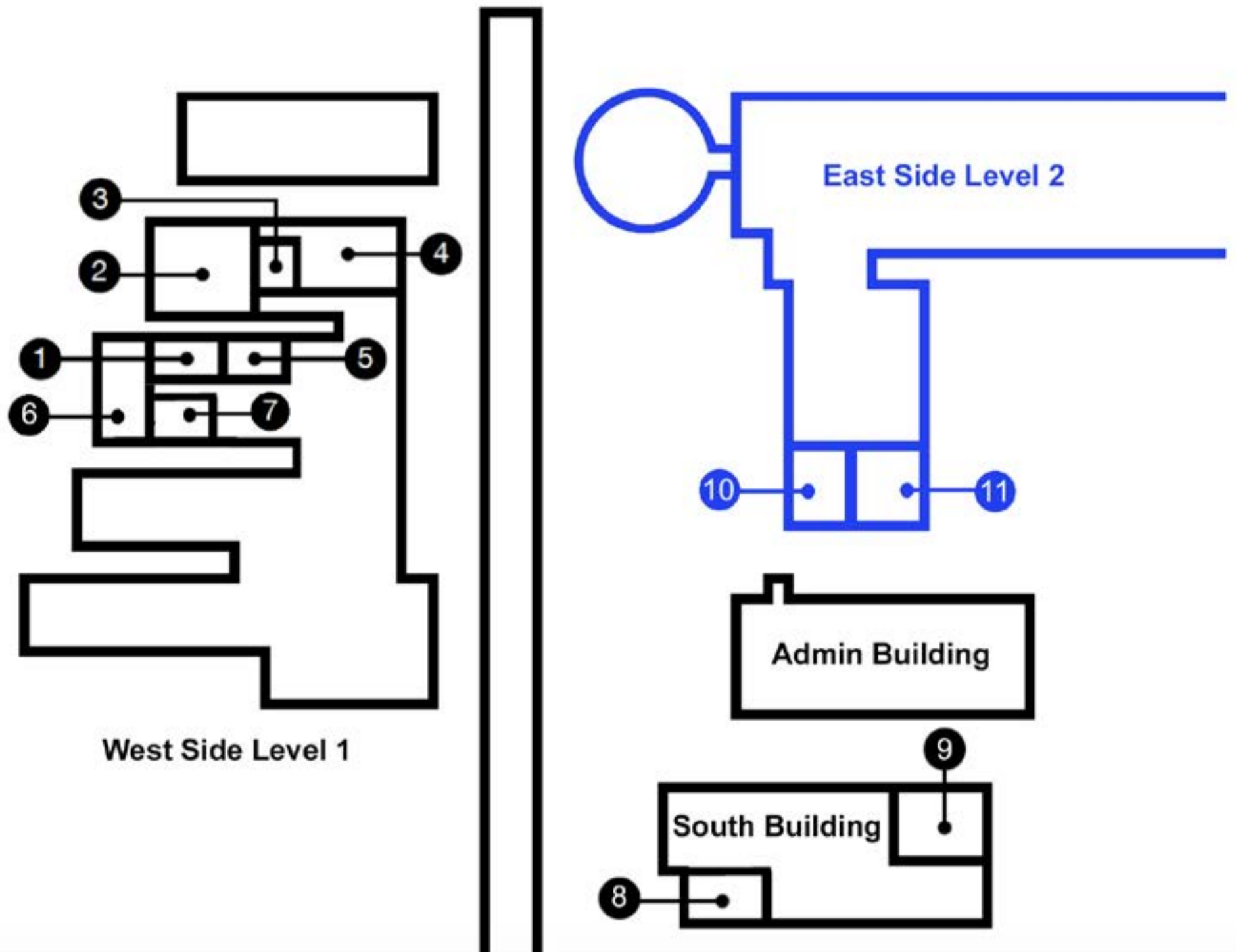
- 9.1 The user shall at all reasonable times during the relevant loan period, permit Media Stores access to the equipment to inspect, test, adjust, repair, alter or replace the same.
- 9.2 If at any time during the loan of the equipment or any part thereof is deemed to require repair, the user shall 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: 28/10/2021



WSA MEDIA STORES

TECHNICAL MAP



Westside Building

1. Media Stores (W1195)
2. Flash Studios (W1217/19)
3. Copy Studio (W1207)
4. Image Lab (W1205)
5. Media Office (W1197)
6. Mac Suite 2 (W1193)
7. iSolutions (W1189)

Southside Building

8. Computer Suite 1 (T1027)
9. Film Studio (T1013)

Eastside Building

10. Mac Suite 1 (E2085)
11. Computer Centre 1 (E2083)

Spotted a mistake?
Email drg@soton.ac.uk

