FINISHING SUITE
POLICIES & PROCEDURES

Introduction:

The following information is a guideline of the Finishing Suite *Policy & Procedures*. This guide was created to assist students utilizing the facility. If you have any further questions, please contact Kamil Dobrowolski at **(212) 592-2285.** For additional support with the finishing suite, contact Tien-Li Wu at **(212) 592-2270** or Steven Burgess at **(212) 592-2185**.

Facility Access:

The Finishing Suite's main purpose is to be a 24/7 student facility that supports 5.1 mixing, color grading and up to 8K editing. However, the suite will be used for advanced sound mixing classes and will require occasional hardware and software updates to be performed.

Workstation Spec Sheet:

1. The finishing suite features one iMac Pro with an 18 core 2.3GHz Xeon processor, 128GB DDR4 RAM, AMD Vega 64 GPU with 16GB of RAM and a 1TB SSD with dual partitions each running OSX High Sierra 10.13.6 on its 5K retina display. Attached to the iMac Pro there is a matching space grey USB hub which includes one USB C port, 3 USB A ports, a SD card slot and microSD card slot. There is also a bluetooth black keyboard and mouse on desk.

2. An Apple Thunderbolt 2.5K display is available as a secondary display to the left of the iMac Pro.

3. Flanders Scientific DM250 color grading 10bit OLED monitor sits to the right of the iMac Pro.

4. There are two consoles on the desk. On the left side there is the Avid S3 Pro Tools Control Surface designed for creating 5.1 mixes in the room. On the right side there is a Blackmagic Design Mini Console for DaVinci Resolve. Both

consoles have some give to them so they can be moved slightly towards the center of the desk when either mixing or grading.

5. There is a wall mounted 77 inch LG C8 OLED 4K TV

6. Genelec 8040 speakers are all wall mounted and there is a 12-inch subwoofer directly in front of the TV.

7. An SPL Surround Monitor Controller is used to control the volume and audio channels.

Main Software Spec Sheet

1. Pro Tools
2. Media Composer
3. Final Cut Pro X with Motion and Compressor
4. DaVinci Resolve
5. Premiere Pro & the entire CC Master Collection
6. Logic Pro X

Multi-OSX Partition suite

The Finishing Suite is equipped with two OSX partitions: **Mix – Avid Pro Tools** and **Color – Resolve, FCP, Premiere.**

Students looking to log in and use Pro Tools or Media Composer need to log into the Mix partition. Students looking to log in and use Resolve, FCP or Premiere need to log into the Color partition. In order to switch between the two partitions, students need to restart the computer and hold down the option key and continue to do so until the mac will offer both Mix and Color partitions as options.

Fiber Optic SAN with Student Lockers

The finishing suite is equipped with a network and a SAN. Students with student lockers need to log in with their own name and custom password in order to access their media in the finishing suite. If a student doesn't have a locker or needs help please contact Kamil Dobrowolski in room 504 or call 212.592.2285. Students must remember to log themselves out at the end of the session.

STUDENTS ATTEMPTING TO OR TAMPERING WITH THE NETWORK/SAN SETTINGS WILL BE REVOKED ALL RIGHTS TO THE FINISHING SUITE.
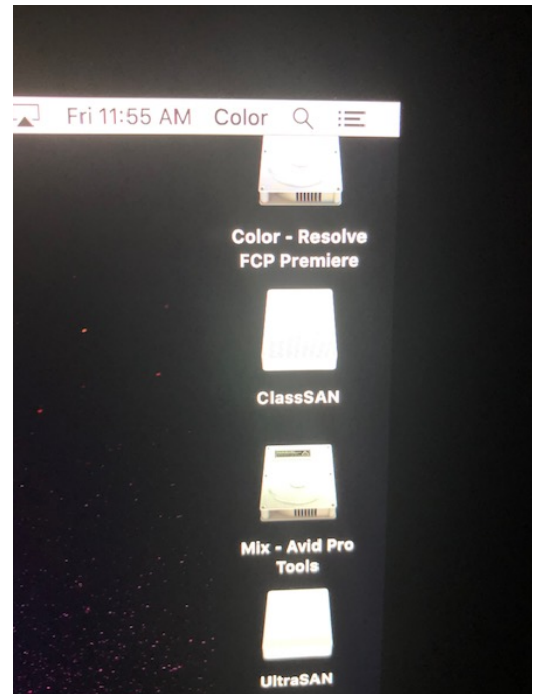
RULES TO FOLLOW WHEN USING THE LAB

ANY OF THE FOLLOWING ACTIONS WILL RESULT THE LOSS OF ACCESS TO THE FINISHING SUITE.

1. Drinking, eating, smoking, vaping, is prohibited in the room.
2. Students who damage equipment will be held responsible for full replacement costs.
3. Students are prohibited from going behind the desk and making revisions to the workstations, i.e. (Moving cables, adjusting racks and speakers, touching the 77 inch TV, etc…)
4. Please don't pull the mixing and grading consoles too far. This could lead to the cables being unplugged or broken.
5. All personal belongings must be removed by the end of the student's edit session (this includes backpacks, film equipment, any trash, gum, note paper).
6. Students must keep their feet of the furniture and equipment.

7. Students with student lockers must remember to log themselves out at the end of the session.

# THE FINISHING SUITE HAS TWO NIGHT VISION CAMERAS RECORDING YOUR ACTIONS 24/7

General Policies & Procedures:

1.Problems with equipment/software must be **immediately** reported to the systems administrator or one of the lab staff.

2.The two remote controls must be stuck back onto the wall near the door when finished.

3.The finishing suite does not allow the use of headphones; there are other labs where headphones can be used.

4.The 5.1 audio is only designed to work with the iMac Pro. No other HDMI devices can be plugged into the system, this includes laptops, game consoles, dvd and blu-ray players.

How to use the room

Lights

There is a wall mounted LED light remote immediately to the right of the door when entering the room. The overhead LED lights offer various color options. There is also the option of using the two lamps in the room as well.
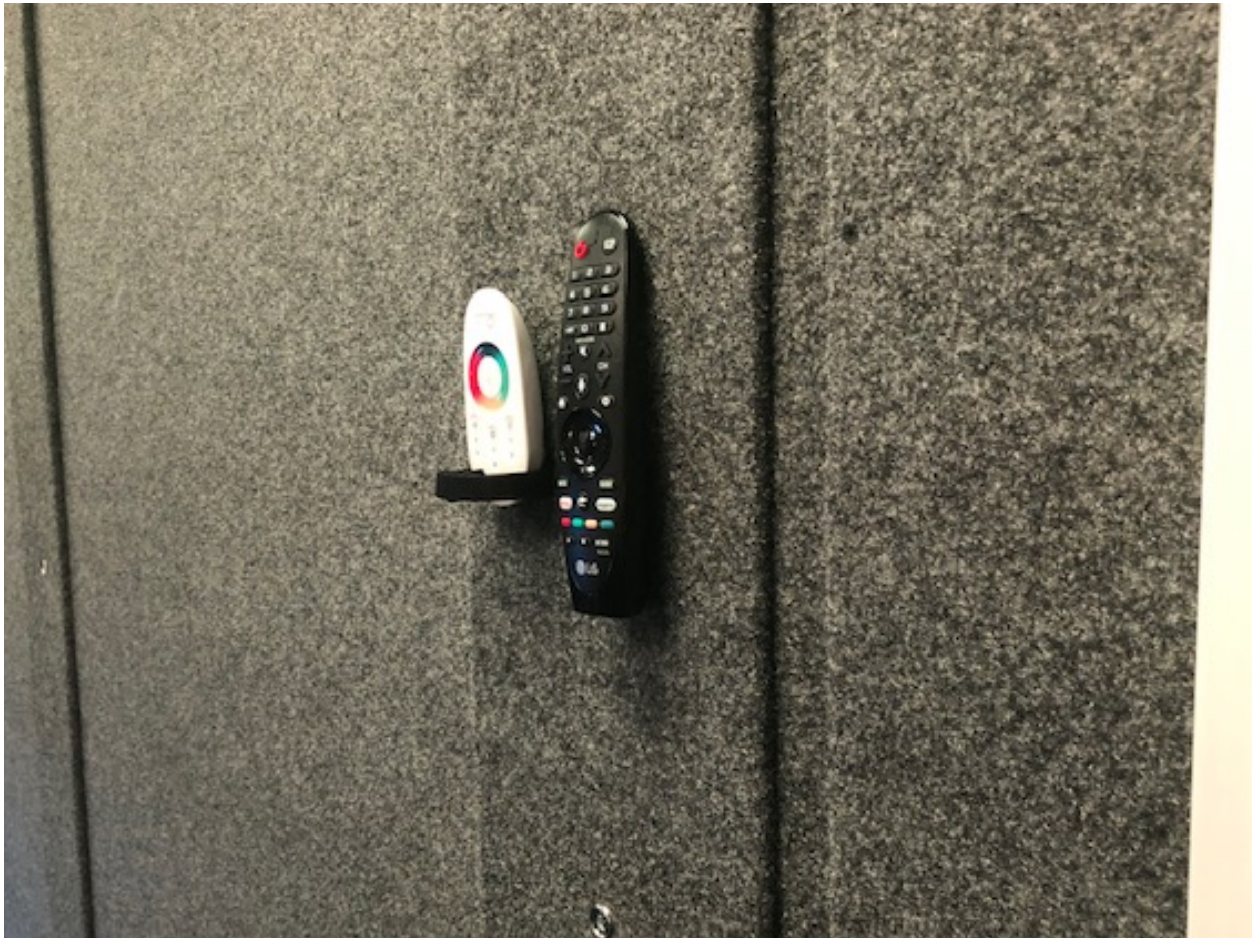
Computer Login

The iMac Pro offers two different log in options. There are standard accounts available on both the Color and Mix Mac OS partitions.

To log in into the Color partition to use DaVinci Resolve, Final Cut Pro or Premiere Pro enter **Color** as the user name and **sva** as the password.

To log in into the Mix partition to use Pro Tools or Media Composer enter **Mix** as the user name and **sva** as the password.

Both the Color and Mix Mac OS partitions also support network login using student lockers that are available on the UltraSAN. If a student does not have a student locker, please make an appointment with Kamil Dobrowolski in room 504 or call 212.592.2285 to set up a free locker.

Switching Mac OS Partitions

The iMac Pro can only be booted into one Mac OS at a time. If a student wants to switch from the color to the mix partition they need to restart the computer. When the apple logo appears upon restart the student must hold down the option key until the mac displays both partition options on the screen. Then they can select the partition of their choice.

Color - Resolve FCP Premie   Mix - Avid Pro Tools

External Hard Drives
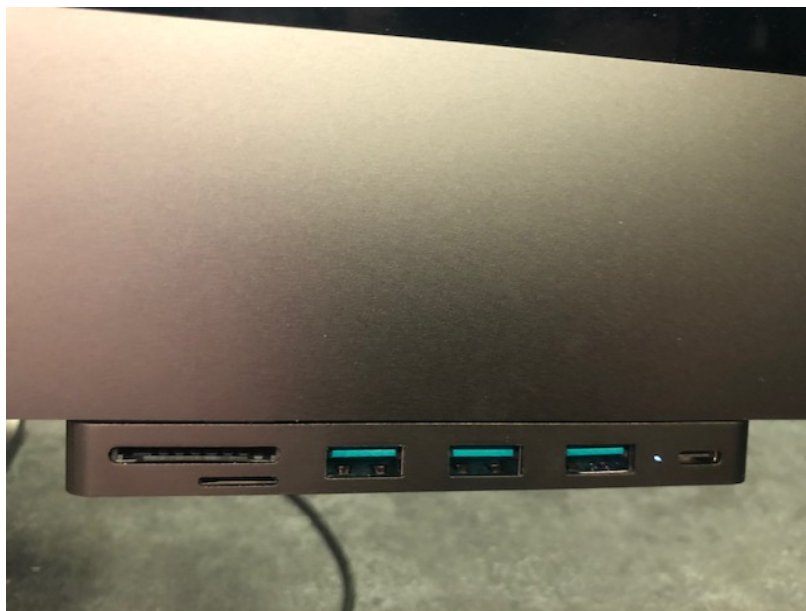
In the bottom right front corner of the iMac Pro there is a matching space grey USB hub which includes one USB C port, 3 USB A ports, a SD card slot and microSD card slot. Students should plug in their hard drives into this hub and never in the back of the iMac Pro, Thunderbolt display or anywhere else behind the desk. There are 4 outlets to the left of the desk if plugging in 3.5 inch hard drives.

Deep Freeze

Both the Color and Mix Mac OS partitions also have Deep Freeze installed on them. This means that saving anything on the desktop or anywhere inside the iMac Pro will cause these files to be instantly deleted when the computer restarts. Please save

all your projects and media to your own external hard drives or on the UltraSAN student lockers.

TV Controls

There is a wall mounted TV remote control immediately to the right of the door when entering the room. The remote has a black input switch button in the lower
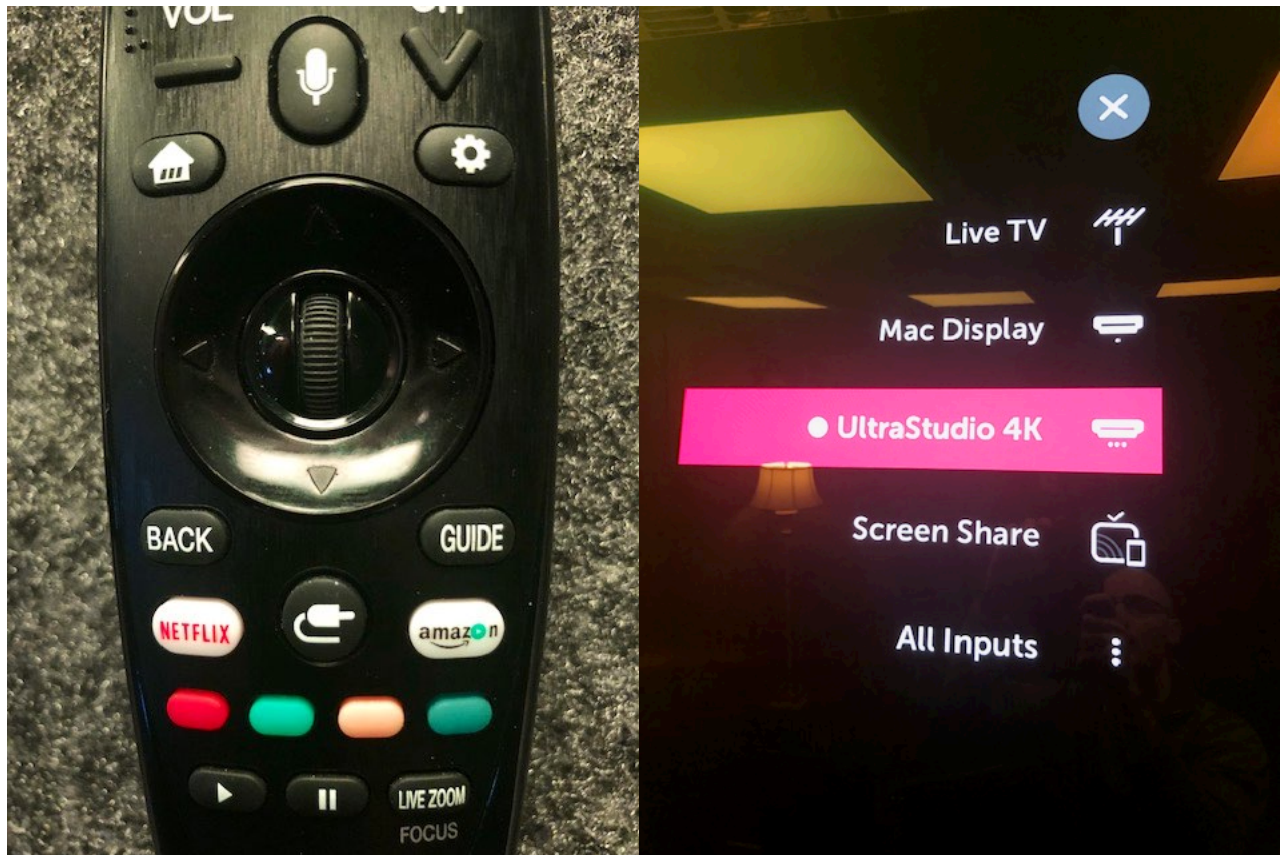
3rd of the remote control; between the Netflix and Amazon buttons. This is used to toggle the LG TV from being used as Mac Display or as an UltraStudio 4K video output. The Mac Display option just uses the LG TV as a 3rd Apple computer display. Using the UltraStudio 4K option is best when using DaVinci Resolve, Pro Tools, Final Cut Pro, Premiere Pro and Media Composer. Please do not attempt to alter any of the display settings besides switching HMDI inputs. The input switch is the only button you should have to use on the remote.

Consoles

There are two consoles on the desk. On the left side there is the Avid S3 Pro Tools Control Surface designed for creating 5.1 mixes in the room. On the right side there is a Blackmagic Design Mini Console for DaVinci Resolve. Both consoles have some give to them so they can be moved slightly towards the center of the desk when

either mixing or grading.

Only use these consoles if you are familiar with them or have taken courses in Pro Tools or DaVinci Resolve. There is also a manual for each console on the desktop of the Mix and Color partitions.

Charging Cell Phones/Tablets

There are multiple outlets in the back of the room that feature dual USB A charging ports. Please use these to charge your cell phones and tablets. These outlets will charge your devices faster than attempting to plug them into the iMac Pro.

Reserving the Finishing Suite

The finishing suite is not intended to be used as a student lounge or place to listen to music and browse the web. The purpose of the finishing suite is to work on the mix, color and final stages of the edit of a film. In fact, each student who reserves the room needs to state what they intend to use the room for; mixing, color grading or editing.

The Finishing Suite will be available by reservation and will be open 24/7. We are working on an online method to allow students to individually reserve the room; in the meantime reservations will be made directly with the student workers on the 3rd floor-editing lab. The student making the reservation is liable for any damage or misuse of the room including the overnight sessions. If a student is late by 15 minutes for their appointment then the room will become available for someone else to take over that time slot.   Reservations will be available in the following time slots for both weekdays and weekends.

9AM-12PM
12PM-3PM
3PM-6PM
6PM-9PM
9PM-9AM

Overnight booking will be from 9PM until 9AM. If a student is not using the room by 9:15PM, the room will become available for someone else to take over that overnight

time slot. Student workers on the 3rd floor will be available until 10PM everyday if a question or issue arises. If the student who booked the overnight is finished before 9AM, then they are to lock the door in the finishing suite before leaving. If the student who originally booked the room allows another student to use the finishing suite after they are done then the student who originally booked the session is still liable for any damage or misuse of the room.

After every editing session a lab student worker will perform a quick check of the room to make sure all equipment is working and accounted for. If anything is missing or room policies were broken then video footage of the previous session will be reviewed and fines will be enforced. Please allow a few minutes before the start of each session for them to complete this task.

We will be monitoring how often the room will be booked but thesis students will have priority access to the room this spring semester.   There will be a limit of 15 hours per student project per week. For example, in a given week students can book an overnight slot and one 3-hour slot for their 15 hours or five 3-hour slots. If there are free slots available and thesis students don't need the room then students who have taken or are in their second semester of Pro Tools can reserve the room as well as students that have already taken the DaVinci Resolve color grading class.

Also note that Tuesdays from 3:20PM to 6:10PM there will be a sound class running in the finishing suite this semester. Also occasionally there will be a need to run software and hardware updates and tests to the room. The need for these updates or tests can occur suddenly and will result in the student either needing to reschedule their session or lose a portion of their session time until the update or issue are resolved.

Please be respectful of other students needs and understand that this finishing suite is the only facility in our department that offers the ability to create a 5.1 surround sound mix as well using the Pro Tools S3 mixing console. The room really should be used once your movie is in its final stages. There are other editing suites that are available for watching dailies and syncing footage.

Also know that all the same Pro Tools plugins that are installed in room 410 are available in the finishing suite. So students can begin their sound design in room 410 and then move their project over the finishing suite. The same is true when it comes to color grading and editing. Please use the room when you need to finalize your work and see it on the large screen and hear it without headphones.