

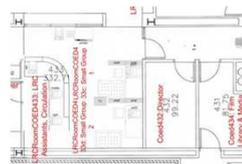
LRC Film Equipment

Patrick Sery, LRC Coordinator
Thomas Plagwitz, LRC Director



General Information

1. College of Education, Rm 434
 1. Hours of operation: M-Th: 8-7pm, F: 8-5pm, Sat - Sun: closed
 2. Check out/in at the reception desk, book there or online
 3. If you get stuck online: 704-687-7868, lrchelp@uncc.edu



Equipment Overview

1. Cameras (4SLR & 2Vixia);
2. Tripods (5Lights & 2 Heavy),
3. Lights
 1. Lightkits (4),
 2. Light with stands (6),
4. MicBoom (4),
5. Mics (4 Shotguns, 4 Lavaliers, 1 Wireless)
6. Audio Extension Cables (3)



Equipment detail

1. Master list of equipment and policies [here \(goo . gl / upbNq\)](http://goo.gl/upbNq):
 1. Who? Start with: "department"/"user": Who can borrow it?
 1. Only film study students or film club student on 2 lists at reception desk can borrow, check the lists
 2. Film club can book highest numbered item of each equipment **type** (= camera, tripod...)
 3. Film study students book highest numbered item of each equipment type last, when no lower numbered one is available
 2. What? Type: Cameras, Tripods, Lightkits, Light with stands, MicBooms
 1. "complete?": Content of some equipments, make notes in the meeting requests,
 2. "Manual", "parts"
 3. When?
 1. "max hours": How long can it be borrowed? **72hrs = 3 days**
 2. "calendar": When is it already booked?
 4. Comments: current status



Be Good!

1. Check equipment calendar @ <http://lrc.uncc.edu>
2. Visit the LRC if you have any question
3. Be mindful of others,
4. Respect the appointment, your meeting request always needs to **reflect reality** -> let others know by updating
5. Care and protect equipment
6. Loan agreement



Lose borrowing privileges if you don't share well

1. If returning borrowed items **late** affects other students, you will lose your borrowing privileges.
2. If you want to reactivate your borrowing privileges, you have to:
 1. Contact the LRC and make an appointment to come by and get information regarding the Reactivation Procedure.
 2. **Write a formal letter of apology to the other student** that you affected. You will receive instructions on the format of the letter and information regarding your missed appointment when you come to this meeting.
 3. Upon completion and submission of your letter, the LRC staff will review your case, and if all is completed to satisfaction, you will add your privileges back into the circulation system.



Make sure you are in time zone UTC-5

Then lower right: "Save",
upper right: "my mail"

Booking Demo

Booking Demo

Booking equipment: Task I

- Test-reserve
 - 1 light kit and (in search box, type: "LRCL")
 - plus 1 mic boom (in search box, type: "LRCM")
 - on that **day** this December which is **your computer seat #** (see screenshot)
 - in the **morning**
- <http://thomasplagwitz.com/tag/faqs+calendaring?s=film>,
 - You can and should put **multiple items** in the "Resource" box:
 - Use **parallel timelines**: Find the item whose availability best fits into your schedule (and remove the others before sending)
 - Save time by book all items you need (Camera, Light, Mic...) in one swoop
 - Check the **scheduling assistant** to avoid conflicts and see at which you can have the items

Booking Equipment

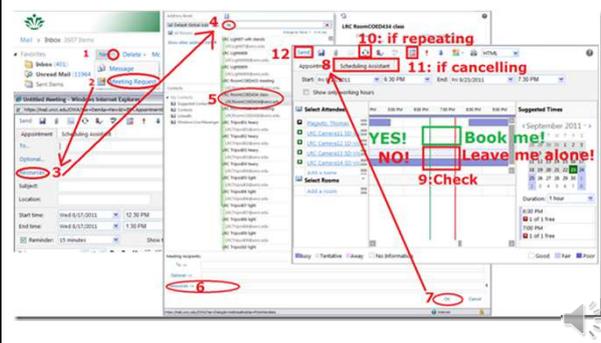
- Logon to your email at <http://mail.uncc.edu>
- Click the "New dropdown menu" and choose "Meeting Request"
- On the popup window "Untitled Meeting",
 - Enter subject: "film project"
 - click "Resources", (not: "To!!")
- In the popup window "Address Book",
 - type "beginning part of Name of equipment, e.g. "LRCM" or "LRCL", click the search icon
 - In results, double-click all possible equipmen
 - Then, click "OK"
- You will return to the previous window,
 - Select the "Start Date and Time" then the "End Date and Time" (must always be within LRC opening hours)
 - Use the **Tab: Scheduling Assistant** to see when the item is free or booked
- Click "Send": That's it!
- Note the **TOAST**, read the **response!**

Scheduling Assistant: just another view of the item's calendar, to compare many items

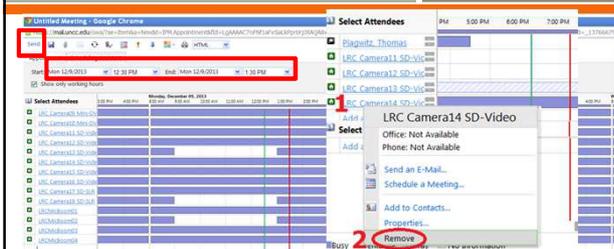
Booking equipment:Questions

- Scenario:Book Camera13, Shotgun Mic7, LightKit08 for September 23-26th
 - Student returns LightKit08 September 25th.
 - Student wants to extend loan of Camera13 to September 30th.
- Student wants to reserve Camera17 and Camera18 for September 27-30th

Scenario:BookingEquipment:DO#1-12,skip#10,11



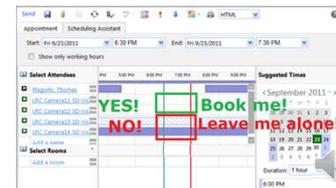
Scheduling Assistant: Here is what you see



- Adjust "Start"&"End" to "plug a hole" on your day.
- (1) Right-click to (2) remove the spurious resources
- Finally "Send".

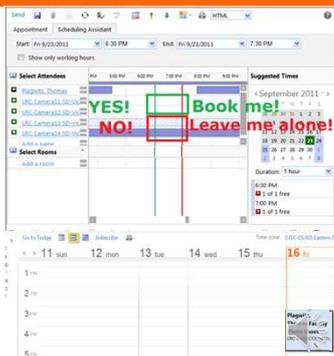
Booking equipment:Task II

- Turns out you **overslept** and will be more than an hour late for the equipment return you have scheduled:
- Open the meeting request from your NINERMAIL calendar, consult the **scheduling assistant** for maximum allowable extension, alter the **end time**, **send update**, read **response**.



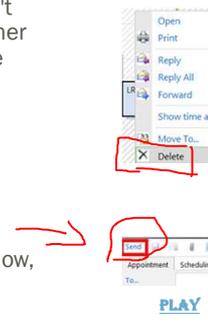
Booking equipment:Task III

- Your bicycle has a flat tire. You cannot make it to the extended end time either.
- You can not extend again since your micboom ("micboomA") is booked by somebody else (Student B)
- Find out for how long Student B wants the micboomA
- Find out whether an equivalent micboomB is available for Student B during the same time.
- Open the public calendar (e.g. <http://irc.unco.edu/>) find the name of the Student B who has it booked after you. If micboomB is
 - available: email student b to ask her to change her booking to the equivalent camera B
 - not available: warn student b, ask her to update her appointment to a later time, so that you can update yours to a later time.
- If student b does not do either, you are responsible for returning camera A on time, or you will lose your borrowing privileges.



Booking equipment:Task IV

- Changed your mind and won't need the equipment? Let other users know by cancelling the appointment
- User goes to their email and switch to Calendar
- Locate and right click your scheduled meeting
- Click Delete,
- In the "meeting" popup window, click "Send Update"



Booking equipment:Task V

1. You come to the LRC reception desk, but the item you booked is not on the shelves since your fellow student stood you up
2. Make sure the LRC assistant **emails the offender's name (from the item's public calendar) to the director.**
3. Update your meeting request by finding a different, but equivalent item to book.



Welcome to the Language Resource Center


COED 434

