

Photo and New Media Resources

General contacts for questions about the labs:

James Huckenpahler, OTS Technical Support Specialist

sprtwst@gwu.edu

Kaitlin Jencso, Photo Studio Coordinator

kjencso@email.gwu.edu

Columbian College Private Cloud accounts

Columbian College (CCAS) offers set of computing resources that includes log-in credentials, personal storage space, and shared storage spaces for specific classes, which can be accessed from any CCAS computer. You can access your files stored on your personal Cloud Drive, as well as from class drives, from any CCAS computer.

Students receive Columbian IDs on an as-needed basis on enrollment, and are provided 10GB of personal storage space.

The username is typically your first initial and last name, all lower-case.

The first time you log in, the password is Changeme234. You will then be prompted to create a new password. When you create your password:

- Include a capital letter
- Include a number
- Include a special character
- Make it at least 8 characters

If you forget your password, you can get it reset by contacting the Office of Technology Services (OTS) at ots@gwu.edu, or call 202-994-8096, or visit walk-up support in Rome Hall B101.

When your password is reset, you will log in with the password 'Changeme234' and then be prompted to create a new one.

If you need to get on a computer urgently and can't get in touch with OTS, you can use this generic login:

user: ccasstudent

pass: george1821

This will allow you to use the apps, but you will not have access to your cloud drives.

More info about Columbian Cloud can be found here:

<https://ots.columbian.gwu.edu/columbian-college-private-cloud>

Computers

All of the Mac workstations are loaded with complete Adobe software and Microsoft Office suite.

In addition to the cloud drives, they have external workspace drives for temporary storage.

The workstations are set to delete any files off the internal drive when you log off. Anything you might have put temporarily on the desktop, or other locations on the internal drive should be backed up before you log off, either to your personal cloud drive, to your own media like a USB thumb drive, uploaded to Google drive, or temporarily to the external workspace drive.

General lab policies

Keep the labs clean.

Tidy up when you leave. If a desk has a computer on it, ABSOLUTELY no food or drinks on that desktop.

Do not store personal items in the labs.

If you brought it in, take it with you when you leave.

Always be mindful of security.

Smith Hall has a lot of traffic and it's not easy to know who actually has business in the building. It's generally not a good idea to leave personal belongings in the labs even if the doors are locked. Take bags with wallets/phones/laptops with you.

When in doubt, **DON'T**.

For example, if you don't know the proper way to load a roll of paper into one of the large-format printers, or how to run the laser, GET HELP. Generally this means asking your faculty to teach you how to properly use the equipment; don't try to guess how things work on your own. Repairing hardware is expensive! Repairing people is more expensive.

Smith 2A01 and 2A02

Labs 2A01 and 2A02 are set aside for the studio MFAs' 24-hour access, so they can work quietly or have critiques without conflicting with classes in the other labs. Because of the limited number of machines, access is on a first-come-first-serve basis (play nice with each other.)

Both labs have large-format inkjet printers; if you need training on how to use them, contact Professor Kessman at kessmann@gwu.edu or James Huckenpahler. Currently, the school provides inks free-of-charge, but students must provide their own paper. Do not leave your rolls of paper in the labs (it's crowded in there!); take your rolls back to your studio when you are finished printing, otherwise, the paper is fair game for anyone to use. If needed, get help loading and unloading large rolls.

In addition:

2A01 has an Epson 11880 large-format inkjet printer and a Hasselblad Imacon film scanner, each connected to one of the computers. The Epson 11880 can handle rolls up to 64" wide. The Imacon can scan both positive and negative transparencies; if you need training on it, contact Professor Chao at chan@gwu.edu.

2A02 has two Epson 9800 large-format inkjet printers that can print on rolls up to 44" wide; one is designated for matte papers, and the other for photo papers.

Smith 2A03

2A03 is a teaching classroom and location for open labs. It is equipped with 17 computers as well as numerous inkjet printers and flatbed scanners. Grad students wishing to use it at times other than open labs may request the door code, but they will also be responsible for ensuring the security of the lab. Contact James Huckenpahler.

Smith 2A04

2A04 is the fabrication studio. Limited lab hours will be posted a few weeks into the semester. Access is limited to students who have been trained on the equipment and approved by their faculty. Currently it is equipped with the following:

- Two Makerbots. These are fused deposition modeling (FDM) printers, dual-extruder support, building objects by extruding ABS plastic onto fine layers. Build volume is 9.7" x 6.0" x 6.1". *Note, both currently need repairs, but we will likely be getting 2 new 5th Generation Makerbots in Fall 2016, which use PLA filament.

- Two Roland MDX-40A desktop CNC mills. Build volume is 12" x 12" x 4-1/8".
- The NextEngine Scanner is a high resolution 3D scanner. Scan volume is approximately 4" x 4" x 5".
- The Sense Scanner is a portable(-sh) 3D scanner. Scan volume is approximately 12' x 12' x 12'.
- A Universal VLS 4.6 laser. The cutting table can handle materials up to 18" x 24"

For additional info, visit <https://art.columbian.gwu.edu/fabrication-studio> and <http://neanderthal.superluckyland.com>

Smith 405

405 is a teaching lab; it is equipped with 15 computers as well as numerous ink-jet printers and flatbed scanners. MFA students may be granted access to this lab on an as-needed basis. Contact James Huckenpahler.

Smith 214 (Darkroom A) and 207 (Darkroom B)

207 and 214 form a gang photographic darkroom; It is equipped with 28 enlargers that can print up to 4x5 negatives and chemistry for silver gelatin processes--both film and print. MFA students may be granted access to this lab on an as-needed basis. Contact Kaitlin Jencso.

Open Lab Schedules

Open labs are held in 2A03 and in darkrooms 207 and 214; equipment checkout and drop off is limited to these hours. The schedules will be posted by the second week of the semester, on the doors to the labs, and in the front office of Smith Hall. Additionally, separate, limited hours will be posted for the fabrication studio in 2A04. Students using open labs must be familiar with safety policies associated with the specific labs they wish to use.

Equipment Checkout

There are two equipment checkout locations, one in Smith Hall 2A05 (next to the staircase on the new media side) and another in Flagg B100b (near the vending machines.) Equipment can be checked out and returned during lab hours.

In Fall 2016 the department will be launching a new checkout system that will include an online portal where students can see what equipment is available at which location, and make reservations. Details coming soon!

When you checkout FAAH equipment, you agree to the following conditions:

- Equipment may be checked out for 72 hours or until the next day the lab is open.
- Equipment must be returned at the time due.
- Equipment may be renewed once if no other student has requested it.
- When you check out an item, please confirm that all the items listed on the bag are present. The equipment list will be checked on return and you will be responsible for any missing items.
- The individual who checked out the equipment remains responsible for it for the duration of the checkout period. Do not pass equipment along to a friend. You remain responsible for its safety and timely return.
- Special permission must be requested for longer checkout periods. Please contact James Huckenpahler or Kaitlin Jencso.
- Students who are regularly late in returning or abusive of equipment may lose checkout privileges.

Other resources on campus.

Gelman Library

If for some reason you can't get on a Mac in Smith Hall, there is a Mac lab on the first floor of Gelman; however, these machines are not maintained by Columbia College, so the installed versions of Adobe software may not be the same (problematic for Premiere) and you will not have access to your cloud drives. More info about Gelman computers here:

<http://library.gwu.edu/services/computers-wireless>,

Flagg Building

As the Corcoran School of Arts and Design is getting folded together with Smith Hall, new resources and opportunities are opening up for the MFAs. In particular, two resources to be aware of are the student lounge, and the lighting studio.

Lighting Studio

The expansion of the darkrooms in Smith Hall this summer eliminated the space that had previously been used as a lighting studio; however, there will be a new lighting studio in Flagg, room 130. It should be ready early Fall 2016. Details about getting access to that studio will be posted as soon as they are available. Contact Kaitlin Jencso for more info.

Student Lounge

There are 15 computers available in the Student Lounge, Flagg room B100n as well as a black-and-white copier and a color copier. The room can be accessed 24/7 during the school year.

Creative Cloud

Within CCAS, students may purchase a yearlong license for Adobe Creative Cloud, which includes all the standard applications like Photoshop, Premiere, and InDesign for \$9.75. Follow this link for more info: <http://go.gwu.edu/adobe>

Lynda.com

Lynda training is free for students! Go to this address: lynda.it.gwu.edu and use your Net ID [Your Net ID is your GWU email address without the @gwu.edu part] and password to log in.