Electronic Music Unit – User Guide

DO and DON'Ts

DO:

- Respect EMU equipment and other users of the EMU facilities– this is a shared facility!
- Only book rooms to the extent that you require and is reasonable
- Make sure you cancel your booking if you are unable to attend (at least 15 minutes beforehand)
- Plan sufficient time to pack away equipment and tidy up so that you are ready to vacate the room at the end of your timeslot
- Leave spaces as you would like to find them
- Ensure corridor and studio access doors are not left open or ajar
- Turn your mobile phones to silent
- Report faults or problems via the EMU Support Email address (emusupport@adelaide.edu.au) and place damaged equipment in the "Dead Box" (Small Store Room)
- Return equipment to their proper places
- Notify staff of any concerns – emusupport@adelaide.edu.au or 8313 3550 for EMU office (during office hours) or 8313 5990 for University Security (after hours or emergencies)

DON'T:

- Bring food or drink into any EMU space – eat or drink in the kitchen only
- Interrupt or disturb persons who are legitimately using the EMU space
- Bring guests unless necessary for your project or recording
- Allow unauthorised persons to enter any EMU space
- Don't answer your phone in a studio or space, go to a foyer or corridor
- Change the settings on, or attempt to repair any equipment yourself
- Get other students to book rooms / facilities on your behalf
- Use the EMU facilities for commercial or professional activities unless you have obtained permission
- Use equipment other than for its intended purpose – you will be held responsible for any damage
- Rely on storing files locally on EMU computers.

Remember, use of the EMU facilities is subject to the Terms of Use.

KEY POINTS

- **Facilities** of the Electronic Music Unit (EMU) are located on Levels 4 and 5 and the Basement of the Schulz Building.
- **Recording Signs** on level 5 indicate that recordings are taking space in the EMU space or Dead Room. If the recording sign above the Eastern entrance to level 5 is lit, then only the Western entrance should be used.
- **Door Buzzer Lights** are located on the ceilings of studio 1, 2 and the EMU space. When someone rings the western or eastern door buzzer this red light will flash, as it is often difficult to hear the door buzzer inside those spaces.
- **Competency** must be demonstrated before studio facilities may be used or support is provided. Competency is gained through various 'hurdle assessments' as part of courses and sessions in which students participate.
- **Non-Bookable Periods** exist for work that is not part of assessable course work during the following periods
    - Semester 1 – "Week 10 to Week 15"
    - Semester 2 - "Week 10 to Week 15"
    - *Note - For the actual student dates please refer to this website -* *http://www.adelaide.edu.au/student/dates/*
- **Equipment** must not be moved from its designated area or room. Each area has specific equipment for the task belonging to that area. Equipment, such as microphones, amplifiers, drum kits, microphone stands etc, must not be moved to different levels. If equipment is missing and you need assistance ask the EMU Technical Officer.
- **Microphone and Clips** must be kept together and never separated.
- **Microphone Stands** Microphone stands must be correctly put away with the telescopic arm, legs, inner tube all packed down and with the various locking nuts *gently* tightened. They can then be placed in the microphone stand cupboard located in the EMU Space (Level 5, 5.06).
- **Headphones** must be provided by students for lab and studio work. Headphones should have a male ¼ inch (6.5mm) stereo plug. The headphones located in the small storeroom are for monitoring recording sessions on level 5 only and must never be used for any other purpose or in any other space.
- **External Storage Devices** are recommended as the primary way to store user data as they are faster and more readily accessible than network or cloud-based options**.** These devices should ideally be a USB 2.0 or 3.0 stick or drive with a Type A connector.
- **Portable or Remote Storage Devices** should never be worked from directly. Files must be copied to the local system hard drive and then copied back to your storage device once work has been completed.
- **Backup Your Data Frequently** and to at least two locations. i.e. your storage device, cloud service or another computer.
- **Compatibility** of submitted or presented computer materials with EMU systems is the student's responsibility and must be verified. Incompatible information will not be marked, accepted or supported.
- **Security's Phone Number i**s 8313 5990 and we recommend that students store it in their mobile phone.
- **Computer Login Details** for all EMU computers requires using University Student ID and Password.
- **External Borrowing** of resources beyond EMU spaces is only permitted for 'External Equipment' (refer to the EMU Booking System) and for 'Specific Courses'. Accessories like microphones, keyboards, leads etc are not available for external loan.
- **The Kitchen** has a fridge, microwave, ZIP tap and sink for the preparation of food and beverage. Plates, cups, cutlery etc are BYO. If you keep food, drink, plates, cups etc in the kitchen, clearly label it with your name. Unlabelled items will be removed. Cutlery, cups, plates etc must be cleaned and put away after use – items left uncleaned or not put away will be disposed of.
- **Personal Belongings** (excluding some kitchen items) must not be stored in EMU. A limited number of music lockers are available for personal belongings. Refer to the Elder Conservatorium's Music Office (Schulz Building, Level 9).
- **Lost Property** can be found or deposited in the EMU kitchen in the "Lost Property Box" or to "University Security Office"
- **Toilets** for women are located on the Eastern foyers of levels G, 3, 7, 9, 11 and for men on the Western foyers of levels G, 3, 7, 9, 11.
- **Wireless Internet Access** is available – see: http://www.wireless.adelaide.edu.au/guide/
- **Printing** is not currently available in the EMU facilities.
- **EMU Does Not Provide Support** for hardware or software systems external to the Elder Conservatorium. Likewise, support is not provided to persons who have not been trained / taught to use particular spaces or resources.
- **The EMU Website** has a number of different sections and guides explaining various aspects of EMU. Please ensure you are familiar with the website as it will assist using the resources and facilities.