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21M.361 Composing with Computers I (Electronic Music Composition)
Spring 2008

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STUDIO RULES

1. We will have a weekly permanent studio time (4 hours) for each user. You may use the studio when it is not already booked, first-come, first-served. If you can't use your studio time, please email the class. From a terminal emulator you can finger `mta-studio1.mit.edu` to see if someone is logged in.
2. You must sign in in the log book every time you use the studio. Please report any problems and breakages in detail.
3. If you break anything, please immediately report it to me.
You will not be punished. We simply need to be able to replace whatever is broken.
4. The studio is a shared place; please treat it as such. Keep it clean and tidy. Please do not invite cockroaches (they are large and ugly) and mice in by leaving food or sticky drink spillages anywhere. Don't leave your own stuff in the studio. Don't leave food remains in the trash can in the studio—put it in one of the ones outside the studio.
5. No touching cables behind anything. I am the cable guy. (Except for the wiggling I mentioned in lab.)
6. Remove all patch cables after you have finished your session. Remove cables one at a time. Set the mixing desk to a neutral state: all faders to zero, no EQ settings, no sends, nothing switched off or routed irregularly, pan set wide in pairs, input sensitivity reset to unity, no extra little buttons on the right altered. You get the idea.
7. If you alter the default hardware settings in Pro Tools, Peak, or Max/MSP, e.g. input/output routing, please reset them after your session.
8. Write data only to your own folder. Random junk will be destroyed.
9. No altering any settings in the computer. Not even the desktop wallpaper. No running systems applications. Please do not install anything. If you want something to be installed, email me, and I will try to follow through as soon as possible if the suggestion sounds sensible and viable.
10. General cable sense: outputs connect to inputs. You can damage some equipment by connecting outputs to outputs.
11. MOST IMPORTANT: **SECURITY**. Make sure the server room is locked, the two doors to the studio are locked, and the door locks behind you. If you notice anything is missing or damaged in either the server

room or the studio, please call me immediately, and also make a note of it in the log book. If doors have been left in their wrong states, please make a note of it. If there are any signs of flooding, call FIXIT immediately; speak to an operator, don't just leave a message. Also, leave the a/c on on low, when you are not there (of course you can have it on when you are there too). This is to help with allergies and pests.

12. Ethic of the class: you are welcome to look in anyones folders and play their material. Don't steal it (yet) and definitely don't modify or delete it.

Peter Whincop
Instructor and Studio Manager