



Saint Mary's  
University

# User Manual

Faculty of Arts  
Humanities Media Lab

DRAFT September 12, 2025

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# Welcome

**Welcome to the Humanities Media Lab—a place dedicated to supporting teaching, research and creativity in the Faculty of Arts.**

The Humanities Media Lab provides space and equipment for creative work, including audio and video production, performance projects, oral histories, digital archiving, bookmaking and much more. The lab includes seating for up to 20 people, a dozen computer stations, modular tables and lockable storage for group projects. The space can be adapted for a variety of teaching, research, group work and outreach projects.

The Humanities Media Lab is primarily for classroom use, however faculty can arrange for students or other researchers to use the space for individual or group projects when the space is available. We do not currently have a permanent lab assistant for the room, so faculty will need to accept responsibility for the space and equipment when their students or other non-SMU researcher colleagues request access.

This manual outlines the equipment available in the lab, with instructions on how to use it. Please let the Dean's Office know if further instruction or additional information would be helpful.

We hope you will find new opportunities for exploration and innovation in this space!

***Dr. Mary Ingraham, Dean, Faculty of Arts***



## **PLEASE NOTE**

**No food or drink permitted in the lab.**

# Accessing the Humanities Media Lab

The Humanities Media Lab is located on the third floor of the Sobeys Inspiration Hub (SH 323). The light switch is located on the wall between Desktop 1 and 2.

The Lab should be booked through the Dean's Office with requests sent directly to [humanitiesmedia@smu.ca](mailto:humanitiesmedia@smu.ca). At the time of booking, access codes to the door and cabinets will be provided by the Dean's Office.

## Contacts

### Humanities Media Lab

[humanitiesmedia@smu.ca](mailto:humanitiesmedia@smu.ca)

### For the desktop computers and scanner

EIT Help Desk

[helpdesk@smu.ca](mailto:helpdesk@smu.ca)

Help Desk: 902-496-8111

### For other equipment

[humanitiesmedia@smu.ca](mailto:humanitiesmedia@smu.ca)

# Cabinet Contents

Inside the Humanities Media Lab, much of the equipment is organized in a series of cabinets and bins. When you return equipment after use, please put it back in the correct spot. Here is the list of equipment available, and where it is stored:

## Cabinet 1

Project storage

## Cabinet 2

Desktop computer equipment (See Appendix A for the software installed on the iMacs)

### “Desktop Mac” bins (1-12)

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Inside each bin you will find:

- Headphones (1)
- Mouse (1)
- Keyboard (1)



### Wall-mounted screen bin

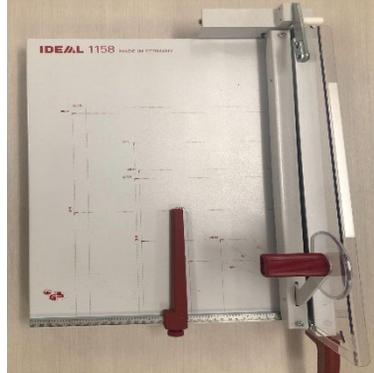
- Remotes (2)
- Adapter dongles (2)



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## Bookbinding equipment

- Paper Cutter



- 
- Sewing Frame



- 
- Lying Press



### Cabinet 3

**Macbook Air** and charger (1),  
laptop carrier bag (1)  
Login "HML Guest"  
Password: SMUmac2024!  
Internet: SMU Wi-Fi with personal  
login



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#### **"Recording" bin** (See Appendices for images and links to manuals)

- Shure Mic (1)
- Audio Interface Focusrite 4i4 (1)  
XLR Cable (10 feet) (Ranch Male to Female Balanced 3 PIN XLR Cable) (1)
- Headphones (HD 280 Pro) (1)
- USB C to C cord (1)  
(Cloudfifter and Mic manuals included)

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#### **"Mixing" bin**

- Speakers (2)
- Power block (1)
- Speaker to speaker cord (1)
- Stereo ¼ - inch cable (1)
- RCA Y cable (1)
- Aux cord (1)

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#### **Miscellaneous (recording) bin**

- Cloudfifter CL-1 Mic Activator (1)
  - Extra Mic sock
  - Adapter for Mic stand
  - XLR Mic Cable (25 feet) (1)
  - Headphone Extension Cable (1)
  - USB C to A cord (1)
-

**Camera equipment** (See Appendix D for images)

**“Digital SLR Camera” bin**

- Canon EOS R7 (1)
  - Canon RF-S 18-45mm lens (1)
  - Canon battery (1) and Charger (1)
  - AC Adapter and cable (1)
  - Camera cap (1)
  - Lens caps (2)
  - Canon DC coupler (1)
  - Instruction Manual (1)
-

# Instructions

## Instructions for Desktop Computers

### LOGGING ON

- Access corresponding numbered bin from middle cabinet #2.

*Note:* The first number on the box corresponds to the computer and the last two digits correspond to the equipment in the bin (“3-414684”). Each bin contains 1 keyboard, mouse and set of headphones.

- Turn on the computer screen (power button is located on the back of the desktop, bottom left), the mouse and the keyboard. There is one USB C cable at each computer, plug in the keyboard to charge (you might also need to plug in the mouse briefly to pair the mouse).
- You will be prompted to log in to “Humanities”:  
Login - **SMU-2024!**  
Wifi - **smu\_guest**



## LOGGING OUT

- Log out of all personal accounts. (Unlike other campus computers, these computers are accessed under a common “Humanities” account, so it is important to log out of personal accounts on these computers.)
- Log out of “Humanities”.
- Unplug keyboard and turn off keyboard, mouse and computer screen.
- Return the mouse, keyboard and headphones to the bin in Cabinet #2.

## Instructions for Wall Monitor

Equipment for the wall monitor is kept in Cabinet # 2. The bin labelled “Wall-mounted screen” includes 2 dongles and 2 remotes.

To use the wall monitor, connect the dongle to a laptop using the long black cord. Use the remote to turn the monitor on and off. Set to HDMI 2.



## Instructions for the Whisper Room

The whisper room (WR) is a sound dampened space that fits up to 3-4 people, to be used as a recording/mixing studio. It is ideal for recording music, podcasts, spoken word poetry, etc.

The WR is equipped with two overhead lights, two modular chairs and three remote control operated air filters located on the outside of the WR. Turn these air filters on between takes/sessions so as to not pick up the noise while recording.

One (1) click of the remote turns the air filter on (up to 10). Must click an 11th time to turn off.



## Instructions for the Flatbed Scanner and PC Workstation



- **Step 1:** Power on the scanner and desktop computer, then manually connect to the internet. Click the internet icon on the bottom right hand of the screen and sign into SMU Wi-Fi.
- **Step 2:** Log in to the computer with personal SMU user ID
- **Step 3:** In settings, go to **Bluetooth & devices**. Under **Printers & scanners**, select **Xerox Documate 4700**.
- **Step 4:** To scan in **black and white**, click on **open scanner** to open the scanner's interface. Make sure file type is set to TIFF in the dropdown menu and resolution is set to 600. Select a location for file saving.
- **Step 5:** To scan in **colour**, select **More devices and printers settings**, select Xerox DocuMate 4700, then **start scanning** to open the scanner's interface (a green button). From the dropdown menu, select **colour**.
- **Step 6:** Place item in scanner and click **Preview**. Crop to the size of the item being scanned. Once cropped, click **Scan** and the image will be saved in the folder you selected (or in the case of colour, automatically in the **Pictures** folder).

## Instructions for Recording/Mixing Equipment

You'll need the contents of the "recording" bin as well as the MacBook Air and microphone stand pictured below:



- **Step 1:** Attach the microphone to the mic stand (figure 1)
- **Step 2:** Ensure the settings on the microphone are set to bypass "on" and preamp +28dB (figure 2)
- **Step 3:** Connect the microphone to channel 1 on the audio interface (Focusrite 4i4) using the XLR cable (female end to mic, male end to the the interface) (figure 3)
- **Step 4:** Use the USB C to C to connect the interface to the laptop (figure 4)
- **Step 5:** Setting up the interface: Look for 4 green lights: 1) channel 1 (if this is not selected, press "select" until it is green), 2) 48V (this powers the microphone), 3) Safe (this is a clip-safe mode), and 4) the USB symbol (means you're connected to the computer). Turn down all volumes (channel 1, output and headphone volumes) (figure 5)

**Step 6:** Connect headphones to the interface (figure 6)



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5



Figure 6

# Appendices

## Appendix A – Software on Macs

### iMac Computer Software:

- App Store
- Automator
- Books
- Calculator
- Calendar
- Chess
- Clock
- Company Portal
- Contacts
- Dictionary
- FaceTime
- Find My
- Font Book
- Freeform
- Home
- Google Chrome
- Image Capture
- iMovie
- Keynote
- Launchpad
- Mail
- Maps
- Messages
- Microsoft Defender
- Microsoft Edge
- Microsoft Excel
- Microsoft OneNote
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Teams
- Microsoft Word
- Mission Control
- Music
- News
- Notes
- Numbers
- OneDrive
- Pages
- Photo Booth
- Photos
- Podcasts
- Preview
- QuickTime Player
- Reminders
- Safari
- Shortcuts
- Siri
- Stickies
- Stocks
- System Settings
- TextEdit
- Time Machine
- TV
- Utilities
- Voice Memos
- Weather

## **Appendix B – User Manuals**

- [Shure Microphone Manual](#)
- [Cloudlifter Manual](#)
- [Ideal Cutter Manual](#)
- [Canon Manual](#)

## Appendix C – Recording and Mixing Equipment

Focusrite — [Focusrite Scarlett 4i4 Guide](#)



Cloudlifter — [Guide to Cloudlifting](#)



Shure Mic



Headphones



Speakers



**XLR Cable**



**USB C to A**



**Power Block**



**Speaker to Speaker Cord**



**Stereo 1/4 inch cable**



**RCA Y cable**



**Aux cord**



**XLR cable 25 feet**



**USB C to C**



**Headphone Extension Cable**



## Appendix D – Camera Equipment

Canon EOS R7



Canon RF-S 18-45mm lens



AC Adapter and cable



**Canon DC coupler**



**Canon battery and Charger**





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