

Before You Arrive

- ▶ **Make a workstation reservation.** Reserving time on the EIV website ([Click here](#) to go to the form) will ensure that there are computer(s) available for you when you arrive to work. You can reserve time on one or multiple workstations once or on a recurring basis. You can still work on office computers without a reservation, but if someone with a reservation arrives, they have precedence. One of the four workstations will be set aside for only walk-in uses and won't be able to be reserved. Meetings and other uses of the office space will be arranged based on workstation usage, so it's important to sign up and let us know when you're coming by.
- ▶ **Bring an external hard drive.** In an effort to keep our workstations running at peak efficiency, work and media *cannot* be saved to the workstations. Bring your own external hard drive, use an office hard drive, or borrow a hard drive that belongs to the production on which you're working. Ask your producer about how they'd like to organize the production's media.
- ▶ **Get familiar with the file directory structure.** A strict file structure has been created on the office workstations and server to keep the EIV office environment perfectly organized. When working on an EIV-owned drive, be sure to save your files where they belong in the structure. Any data or media that isn't properly organized is *subject to deletion* or movement. Your work is important. Keep it *organized* and keep it *safe*.
- ▶ **Make sure you have the password.** The EIV edit workstations now have separate accounts, one for users and one for the management staff. Both accounts are password protected, so you'll need the password to work on EIV computers. Executive producers of EIV productions can dispense the password to their crew and staff on an as-needed basis. For questions about workstation passwords, e-mail the Unit Manager at unit@eivtv.com.

While You Work

- ▶ **Log into the "User" account.** The "Management" account is only for the management staff's use.
- ▶ **If you're working in Final Cut, set your scratch disks properly.** Make sure your scratch disks are set to the external hard drive on which you're working. If your media is accidentally captured to the workstation's internal drive, it risks being deleted or moved. If your media ends up in someone else's folder, even on an external drive, it's not guaranteed that it'll be there when you return! For more information on setting scratch disks, see the [Setting Scratch Disks](#) tutorial.
- ▶ **Work on EIV productions.** It should go without saying that the EIV workstations are only available for EIV-sponsored productions, not for personal use.

Before You Leave

- ▶ **Disconnect and put away your hard drive.** If you're working with your own external hard drive, make sure to bring it with you. If you're working on a production's or the office's hard drive, be sure to put it back where you found it (along with any cables you used).
- ▶ **Log out!** Logging out after you're done helps keep the computers organized. Logging out also **erases any data left on the desktop**, so make sure you've filed your work properly.
- ▶ **Reserve your next workstation appointment.** Do you still have more work to do on your project? Might as well make your next reservation right away to ensure you'll have a workstation when you need it.

These aren't suggestions. If you're going to work on EIV workstations, you need to do your part to keep them organized by following these guidelines. Disregarding these policies may result in the loss of workstation access. Unorganized or misplaced media is subject to deletion.