

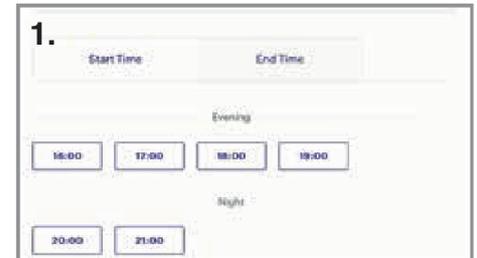
Using the Studios - Part 1

The following is the take-away guide to help you remember all of the accreditation requirements when using our studios. It will help you use the studio effectively, help reduce damage and accidents and leaves the studio in the best condition for the next user. This guide is for use in conjunction with our code of conduct and general club rules that will be supplied to you on completion of accreditation.

Booking a studio

Make a booking: Before you book you MUST have been given a membership number AND have been accredited. Otherwise your booking will be cancelled. ALL bookings should be made via the website (1). Only call the front desk if you are having trouble or need to cancel. Please note: late cancellations (less than 5 days) can be subject to charges.

Accredited users only: Only accredited users can hire our facilities, if you are working with others e.g. assistants, they can attend but should not touch any of the equipment.



Using the Lights

Powering lights: The older Gemini lights need to have the power switch in the MIDDLE to be off. Switch UP to power them on with the modelling bulb.

Moving lights: ALWAYS turn lights off before moving them. Ideally remove the power cable as well. Move lights slowly and carefully especially if they are hot. Use BOTH hands. If a lighting stand is very extended, reduce it down whilst moving and extend it back afterwards.

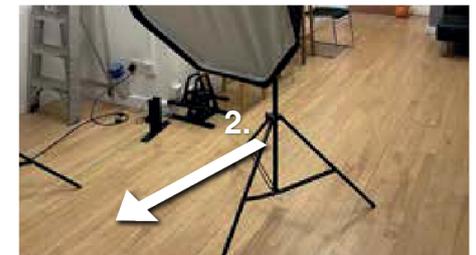
Positioning lights: Position lights and their modifiers over the TOP of the front facing leg for the best balance and to avoid damage if knocked.(2)

Power cables: Never have cables trailing where they are a trip hazard and use a different power outlet or extension cable to make sure cables aren't stretched in any capacity.

Cycling the lights: When shooting multiple quick bursts, try to just pause after every 20 shots to give the older lights a rest.

Using the boom: If you are not confident using the boom then don't use it. Otherwise be careful when moving it as we have a pitched roof and collisions are frequent.

Triggers: The older lights use a 1/4inch jack trigger cable. The newer lights use a 3.5mm trigger cable(3). Make sure your triggers are comparable before you book a session. Whilst nearly all triggers are compatible there are some that just don't work. We don't keep triggers or batteries on-site - so make sure you bring your own with fully charged batteries.



Different Light Types

Gemini 500s

CELL switch: For lights that have no trigger use the CELL switch to sync them. At least ONE needs a trigger. The rest will slave automatically.(4)

Lamp switch: Controls the modelling light with either 2 different powers, OR off.



Bowens XMS500s

User interface: Refer to the in studio guide for usage. It's there for a reason. If you are experiencing difficulties then RESET the light first. Otherwise ask a steward.(5)

More info: The user manual is available from the manufacturers website here: <https://bowens.co.uk/c/product/manual/XMS500-Flash-Head.pdf>



Using the Studios - Part 2

The following is the take-away guide to help you remember all of the accreditation requirements when using our studios. It will help you use the studio effectively, help reduce damage and accidents and leaves the studio in the best condition for the next user. This guide is for use in conjunction with our code of conduct and general club rules that will be supplied to you on completion of accreditation.

Using the Modifiers

Types of modifiers: Soft-box, standard reflector, beauty dish, umbrella, diffuser, poly reflector, grid modifier, snoot, colour gel, barn door and polyboards are all the modifiers we own. Learn how to use and change them first. Then learn to combine.

Changing soft-boxes: Turn off & unplug the power, lay the light face down on the soft-box, uncouple the soft-box, raise the light up, switch out the soft-box and then lower the light back in to place, face down (6). Secure the clutch and plug back in.

Changing reflectors: Turn off the light. Check the reflector heat (they get HOT!). Remove if safe SLOWLY. Place new reflector and turn back on the light.

Using umbrellas: Umbrellas are a great way to spread light about, but they are fragile and prone to breakage so please use them with care.

Using polyboards: Polyboards are great tools for sculpting light but they're made of polystyrene so please handle with care. Set the stands out first and slot them in carefully and slowly. Don't move them too quickly even if they seem easy to move about. Stack them back after usage as they take up a lot of space.(7)



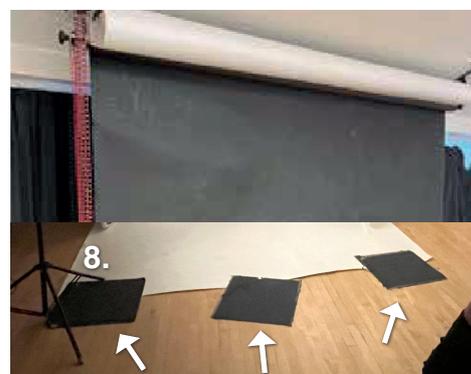
Using the Backdrops

General usage: If you're new to using backdrops please use them carefully. They're prone to ripping, staining, and creasing. DO NOT walk on them with shoes and treat them as carefully as you can. They're very hard and expensive to replace.

Lowering/raising a backdrop: When adjusting a backdrop do so SLOWLY. The mechanism is prone to jamming and snapping. And whilst it can be fixed it's better to take your time and avoid a breakage which will slow you down a lot more.

Securing a back drop: Once you have lowered a backdrop, secure the end with the floor tiles in 3 places along the FRONT EDGE to avoid tripping and ripping.(8)

Requesting a backdrop cut: If the backdrop is so dirty you feel it's affecting your shots then please request a cut. If you want a cut anyway it's only £6 per meter if there is enough left on the roll to cover the cutting.



Finishing a session

Reset: Turn off all studio lights and appliances. Unplug all cables and move everything over to one side. Return all modifiers and soft-boxes to their homes.

In Studio 2: stack polyboards to the right of the paper against the wall, lights and modifiers to be placed in front of the windows.

Packing lights & soft-boxes away: Park lights facing the wall with a modifier or soft-box on them. Failure to do so can easily cause breakages.(9)

Cabling and power: Cables should be LOOSELY wound in a circular manor and hug over the back of each light.

Other equipment and changing rooms: Ensure everything is in a decent enough condition for the next session to run. If it's not please alert a steward so they can at least alert the next session or try to help.

Checking out: As you leave the studio take a photo on your phone to capture the condition the studio is in. This ensures you are not fined if damage is found at the next session. Repeat offenders will be highly restricted in the use of facilities or require re-accreditation at a charge of £30.

