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Welcome to the IMRC Center Presentation

Innovative Media Research and Commercialization Center

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umaine.edu/graduate/apply

Welcome to the IMRC Center

Innovative Media
Research and
Commercialization Center
at the University of Maine

Topics covered in this guide

- IMRC Center Overview
- IMRC Center Service and Resources
- Getting Started at IMRC Center
 - Safety Training
 - iLab Reservation System
- Questions and Discussion

Welcome to the Innovative Media Research and Commercialization Center



The IMRC Center is an interdisciplinary research and experiential learning facility at the University of Maine.

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What does the IMRC Center Do?

The IMRC Center provides access to creative spaces, tools, and experiences that support the intersection of arts and humanities, sciences, and technology



imrc / im-merse / i'mərs / [verb] : to involve oneself deeply in a particular activity or interest

Who does the IMRC Center provide services to?

- **UMS students, faculty, and staff**
- **Departments, Centers, Clubs and Organizations**
- **Local Community members**
- **The State of Maine**
- **The Federal Government**
- **External clients near and far**

What are the IMRC Center Services?

In addition to general support, specialized training, and workshops, the IMRC Center provides a full range of assisted or self use services for individuals, groups, and businesses



IMRC Center Services | Fees

Services are provided on a fee basis, and fees vary depending on the nature and length of the service, work, or event.





IMRC Center

Service Rates

[IMRC Service Rates](#)

Innovative Media Research and Commercialization Center

Home About Facilities **Services** Training iLab Pay Invoice Contact  



In addition to general support, specialized training, and workshops, the IMRC Center provides a full range of specialty services for individuals, groups, and businesses.

Services are provided on a fee basis, and fees vary depending on the nature and length of the service, work, or event.

Service Rates are mandated by CORE Administration. Download links for service rates can be found on this page or on the [CORE Website](#)



CORE Facility Usage Definitions

Non-Commercial Use

- University resources may not be used to subsidize any form of external business.
- Subsidized University resource usage outcomes must contribute to University research and development, education and/or service.
- Non-commercial resource usage requires federally mandated rates set by the Office of the Vice President for Research and Dean of the Graduate School (OVPRDGS) and Coordinated Operating Research Entities (CORE) Administration.

Commercial Use

- Non-subsidized service rates allow for the IMRC Center to provide University resources for individuals who have procured funding through industry contracts, sole proprietorships, partnerships, corporations, or limited liability companies.
- For any commercialization of IMRC Center resources, the University must maintain strict non-competitive pricing with regard to all other businesses within the state of Maine to remain in compliance with federal and state regulations.
- Commercial resource usage requires CORE approved rates set by IMRC Center Administration based on non-competitive industrial rates.

[IMRC Center Rates | Effective 6/1/2021](#)

[IMRC Center Non-Commercial Use Service Rates](#)

[IMRC Center Commercial Use Service Rates](#)

[IMRC Center Materials Rates](#)



What are some IMRC Center Services?

- Material cutting / shaping with laser and/or CNC equipment
- Digital output and printing
- Audio recording and post production
- Video editing and post production
- Product design, prototyping, and testing
- Installations, exhibitions, and trade shows
- Targeted workshops
- One-on-one instruction and training
- Events, performances, and presentations technical support

What are some IMRC Center Services?

- Material cutting / shaping with laser and/or CNC equipment



What are some IMRC Center Services?

- Digital output and printing



What are some IMRC Center Services?

- Audio recording and post production



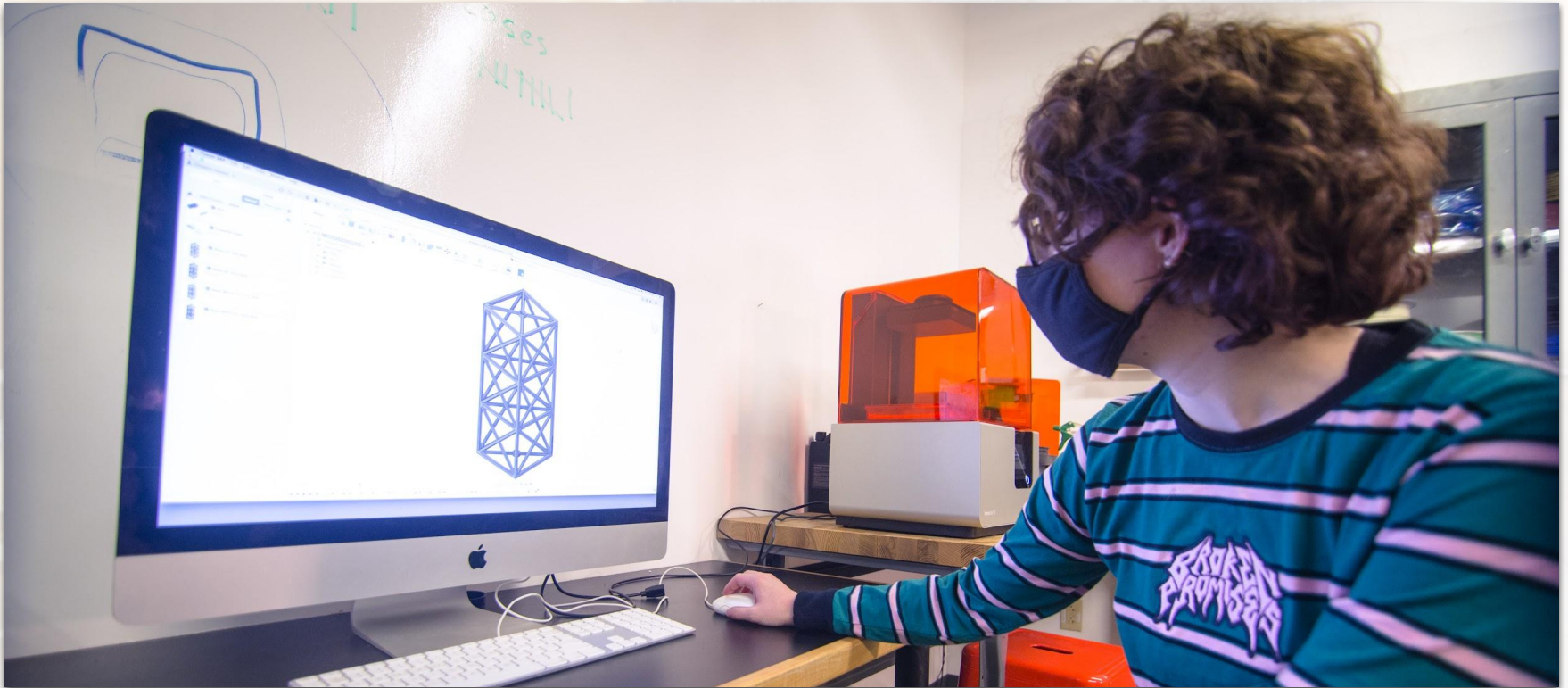
What are some IMRC Center Services?

- Video editing and post production



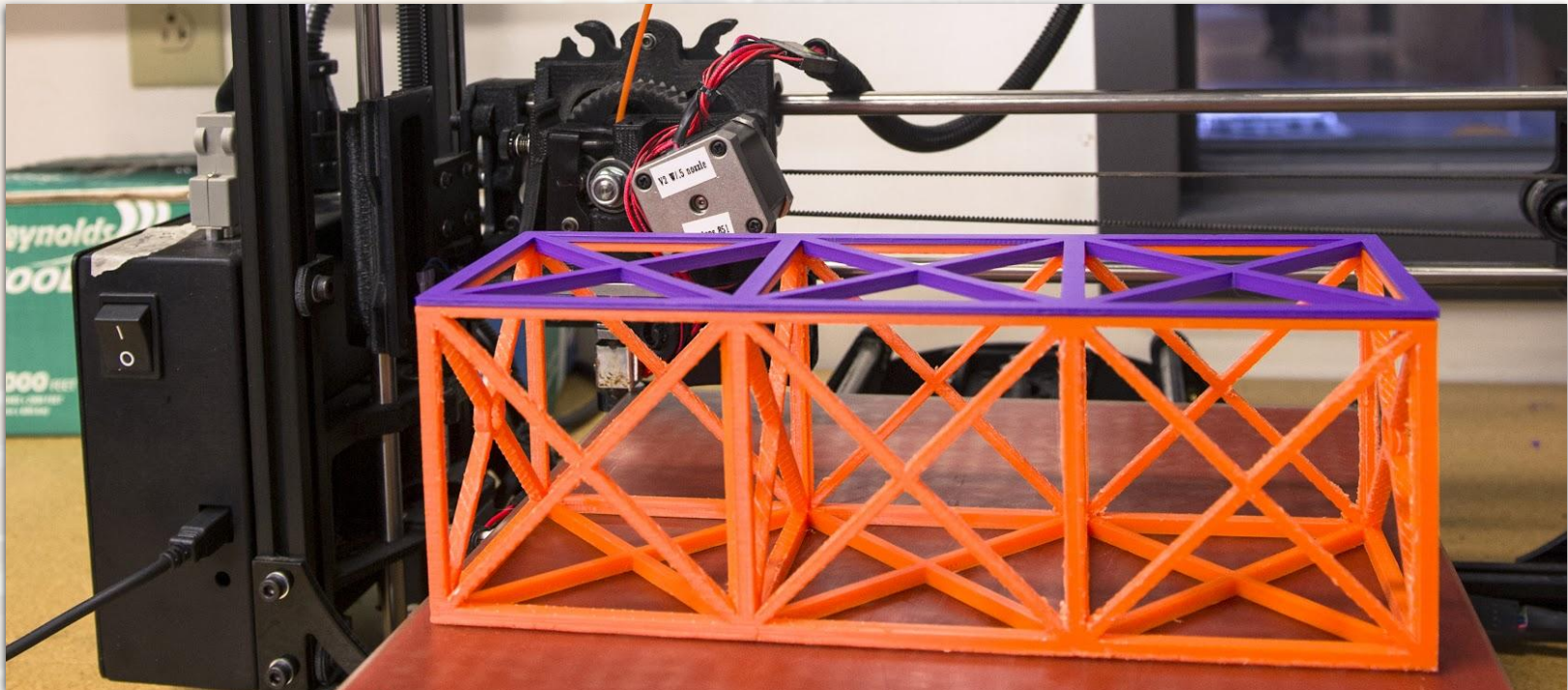
What are some IMRC Center Services?

- Product design, prototyping, and testing



What are some IMRC Center Services?

- Product design, prototyping, and testing (continued)



What are some IMRC Center Services?

- Installations, exhibitions, and trade shows



What are some IMRC Center Services?

- Targeted workshops



IMRC Center Immersive Workshop Series

Fall 2021

Wednesday Evenings

5:00-9:00 PM

[Registration now open](#)

IMRC CENTER

IMRC Center Immersive Workshop Series

Podcast Recording and Production
October 20th, 2021



Introduction to CNC Machining
November 10th, 2021



Large-Format 2D Printing and Vinyl Cutting
December 8th, 2021



3D Modeling and Printing
February 2nd, 2022



Laser Etching and Design
February 23rd, 2022



With generous support from the Alton '38 and
Adelaide Hamm Campus Activity Fund

What are some IMRC Center Services?

- One-on-one (and group) instruction and training
 - More on this later in the presentation



What are some IMRC Center Services?

- Events, performances, and presentations technical support



What are some IMRC Center Services?

- Multifunction Room Reservations at IMRC Center



What are some IMRC Center Services?

- Multifunction Room Reservations at IMRC Center



What are some IMRC Center Services?

- Multifunction Room Reservations at IMRC Center



IMRC Center photographs in this presentation by James Winters

Full photo album found at:

<https://www.flickr.com/photos/umaineintermediamfa/albums/72157718522850800>

Getting started at the IMRC Center



**IMRC iLab
Registration
and Service
Requests**



**IMRC Center
Online
Training
Classroom**



**IMRC Center
In-Person
Training
Calendar**

Getting started at IMRC Center

1. Training Tracks

- a. Online Training
 - i. Basic building-wide safety training
 - ii. Laboratory safety and equipment training
- b. Access types at IMRC Center
- c. After hours access training

2. iLab Account

- a. Creating an account
- b. Scheduling resources
- c. Requesting a service

Audiovisual Labs Phase 01			Audiovisual Labs Phase 02			Audiovisual Labs Phase 03		
Rm#	Time		Rm#	Time		Rm#	Time	
Audiovisual Group Lab	108		Electronic Music Production Lab	105		Recording and Production Lab	106	
Video Editing Lab	109					Live Sound Reinforcement Lab	107	
Media Production Lab	110							
Required Card Access			Additional Required Card Access			Additional Required Card Access		
108	8:00AM		105	8:00AM		106	8:00AM	
109	4:30PM			4:30PM		107	4:30PM	
110								

Prototyping Lab Phase 01			Prototyping Lab Phase 02		
Rm#	Time		Rm#	Time	
Makerbot 5th Gen 3D Printer	121		Lulzbot Taz5 3D Printer	121	
Formlabs 3D Printers	121		Epson Large Format Printer	121	
Einscan 3D Scanner	121		Roland Vinyl Printer & Cutter	121	
BlackCat Vinyl Cutter	121		Zcorp 3D Printer	121	
Required Card Access			Additional Required Card Access		
121	8:00AM		NA	8:00AM	
	4:30PM			4:30PM	

Electronics Lab Phase 01		
Rm#	Time	
Universal VLS 4.60 50W Laser	120	
Full Spectrum 120W Glass Tube Laser	120	
Soldering & Desoldering Tools	120	
Circuit Board Printer	120	
Required Card Access		
120	8:00AM	
	4:30PM	

Fabrication Labs Phase 01			Fabrication Labs Phase 02			Fabrication Labs Phase 03		
Rm#	Time		Rm#	Time		Rm#	Time	
Rotary Grinders	115		Table Saw	115		ShopSabre 4896 CNC Machine	116	
Hand-Held Power Tools	115		Band Saw	115		Tormach 1100 CNC Machine	116	
Hammers	115		Arm Saw	115				
Sanders	115		Drill Press	115				
Chisels	115		Standing Sander	115				
Hand Saws & Planes	115		Planer	115				
			Formech Vacuum Former	115				
Required Card Access			Additional Required Card Access			Additional Required Card Access		
115	8:00AM		NA	8:00AM		116	8:00AM	
	4:30PM			4:30PM			4:30PM	

IMRC Center Training Phases

Access to each lab at the IMRC Center requires training which is divided into phases corresponding to the four main categories of laboratory at IMRC Center

- **Audiovisual**
- **Prototyping**
- **Electronics**
- **Fabrication**

Building-wide basic safety training is required for access to any lab at IMRC.

Training is free and available online via Google Classroom.

IMRC Center Training Phases | Fabrication Labs

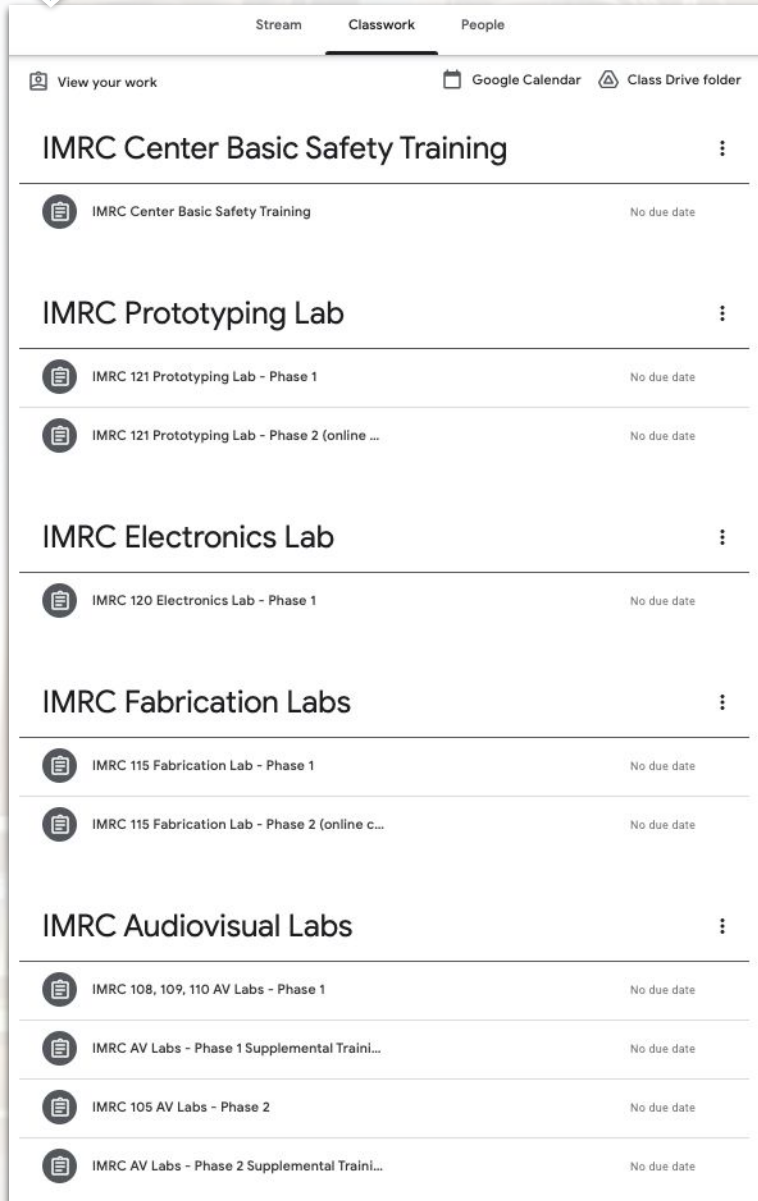
Phase 1 training covers hand tools / hand held power tools and provides card access to Rm 115

Phase 2 training covers larger power tools and the Formech 660 Vacuum Former

Phase 3 training covers the ShopSabre 4896 CNC Machine and provides card access to Rm 116

Fabrication Labs Phase 01			Fabrication Labs Phase 02			Fabrication Labs Phase 03		
Rm#	Time		Rm#	Time		Rm#	Time	
Rotary Grinders	115		Table Saw	115		ShopSabre 4896 CNC Machine	116	
Hand-Held Power Tools	115		Band Saw	115				
Hammers	115		Arm Saw	115				
Sanders	115		Drill Press	115				
Chisels	115		Standing Sander	115				
Hand Saws & Planes	115		Planer	115				
			Formech Vacuum Former	115				
Required Card Access	115	8:00AM 4:30PM	Additional Required Card Access	NA	8:00AM 4:30PM	Additional Required Card Access	116	8:00AM 4:30PM

Sanders	115	Drill Press	115
Chisels	115	Standing Sander	115
Hand Saws & Planes	115	Planer	115
		Formech Vacuum Former	115
Required Card Access	115	8:00AM 4:30PM	Additional Required Card Access NA
			8:00AM 4:30PM



IMRC Center Online Training

Free online training can be found at the IMRC Center Google Classroom

Joining from a computer

1. Go to: <http://www.classroom.google.com>
2. At the top, click Join class
3. Enter the class code: 34lz2re

Joining from Android or IOS

1. Download, install, open Google Classroom App
2. At the top, click Join class
3. Enter the class code: 34lz2re

Training courses consist of a presentation and a quiz.

All safety quizzes require 100%

Electronics Lab Phase 01	Rm#	Time
--------------------------	-----	------

Universal VLS 4.60 50W Laser	120	
------------------------------	-----	--

Full Spectrum 120W Glass Tube Laser	120	
-------------------------------------	-----	--

Soldering & Desoldering Tools	120	
-------------------------------	-----	--

Circuit Board Printer	120	
-----------------------	-----	--

Required Card Access	120	8:00AM 4:30PM
----------------------	-----	------------------

Access in a nutshell

Let's say a user wants access to the Electronics Lab for example. Once they complete online training for that lab, pass the quiz and are approved by staff, they will:

- Have door access the Electronics Lab via their MaineCard ID (8AM-4:30PM)
- Be able to reserve equipment in the Electronics Lab (8AM-4:30PM) in iLab

Services Training Contact

IMRC Center Training

The IMRC Center training framework is broken down into training tracks corresponding with the four main labs at the IMRC Center: audiovisual, prototyping, electronics, and fabrication.

Completing online and/or in-person training grants MaineCard access to the labs.

iLab account registration is the first step.

[Click here for a PDF guide.](#)

For more information about training and access, please view the chart below or email imrc@maine.edu



IMRC iLab
Registration
and Service
Requests



IMRC Center
Online
Training
Classroom



IMRC Center
In-Person
Training
Calendar



Directions to
Stewart
Commons
and the IMRC

In-Person Training

Some phases also require an in-person training component before access is granted.

Go to

<https://imrccenter.umaine.edu/training/>

click here to sign up for free in-person training during Open Training hours (typically Tues, Wed, Thurs mornings 8AM-12PM)

Mandatory Safety Training | Recap

1. Required online safety training courses can be found in [this free online classroom](#).
2. Start by completing IMRC Center Basic Safety Training (mandatory for access to any IMRC Center Lab) found under the classwork tab.
3. Training sessions for each of the four IMRC Center Lab categories - Fabrication, Prototyping, Electronics, and Audiovisual - are also found under the classwork tab. Complete the online training that corresponds to the resources you wish to reserve.
4. **"Phases"** Some resources require multiple training courses or additional in-person training sessions to reserve. For more information, please see [this chart](#).
5. **Supplemental Training Courses** are not required, but are highly recommended for those looking for deeper dives into more complex topics.
6. **In-person open training sessions** are available for sign-up [here](#). *Please note that in-person training sessions do not take the place of any required online safety training.*

iLab Portal

About IMRC Center

Schedule Resources

Request Services

View All Requests

Reservations



Welcome to the Innovative Media Research and Commercialization Center's iLab Service Portal

This portal is for requesting IMRC Center services, training, equipment, and room reservations.

To request a reservation of IMRC Center resources - please select the "Schedule Resources" tab above.

To request IMRC Center service, training, or a room reservation - please select the "Request Services" tab above.

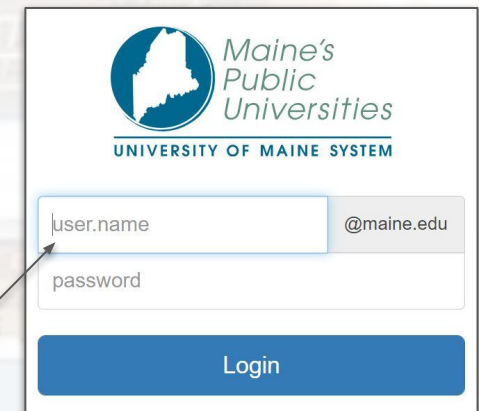
All new users must register for an account in this system to access IMRC resources.

For more information on how to register for an iLab account, please [click here](#) to view/download the getting started guide or email

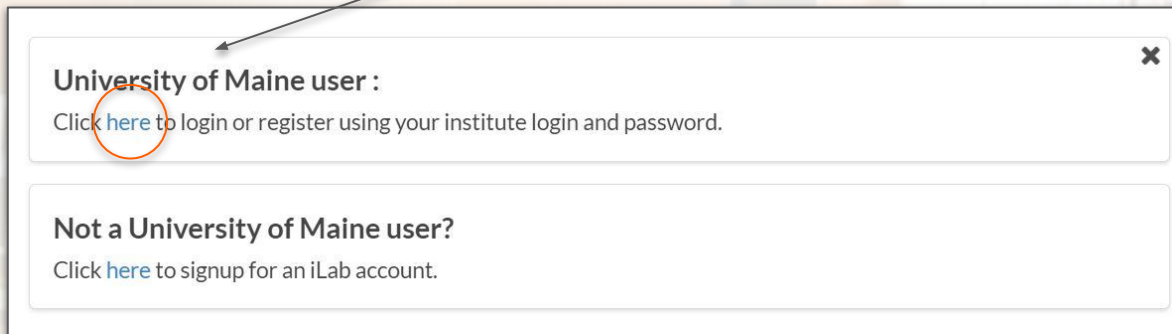
imrc@maine.edu

First, sign in to the University iLab portal: https://umaine.ilab.agilent.com/service_center/4979

University affiliates will be prompted to sign in with their UMaine username and password



The screenshot shows a login form for the University of Maine System. It features the logo for 'Maine's Public Universities' and the text 'UNIVERSITY OF MAINE SYSTEM'. There are two input fields: 'user.name' with a dropdown menu showing '@maine.edu' and 'password'. A blue 'Login' button is positioned below the fields.



The screenshot shows a dialog box with a close button (X) in the top right corner. It contains two sections: 'University of Maine user :', where the word 'here' is circled in red, and 'Not a University of Maine user?', where the word 'here' is also circled in red. The text in both sections instructs users to click the circled 'here' link to login or register.

Getting started with iLab

[New user registration and getting started guide](#)

Once users have logged in, they will be directed to an iLab Registration page where they will need to select their Principal Investigator (PI) and Lab and verify their contact information.

“PI/Lab” could be a professor, a class, a research group, or university department.

PI (principle investigator) continued

- 1.** Funding options are largely dependent on which PI/Lab a user is registered under.
- 2.** PI's will receive notifications that students have requested membership to their PI/Lab group.
- 3.** PI's approve user membership and (if necessary,) assign a funding chartfield.
- 4.** Users paying for an IMRC Center service out of pocket select "IMRC Self-Pay Lab".

Now that you've made an iLabs account, you're ready to request IMRC Center training, services, equipment and room reservations.

About IMRC Center | **Schedule Resources** | **Request Services**

The University of Maine remains open, and Research offices are in operation.
Please access the [COVID-19 Guidance for Research](#) on the [Return to Campus](#) portal for up-to-date information.



Once signed in, use these tabs to go to different iLab pages

Welcome to the Innovative Media, Research and Commercialization Center's iLab Service Request Portal

This portal is for requesting IMRC Center services, training, equipment, and room reservations.
To request reservation of IMRC Center resources - please select the "Schedule Resources" tab above.
To request IMRC Center service, training, or a room reservation - please select the "Request Services" tab above.

All new users must register for an account in this system to access IMRC resources. For more information on how to register for an iLab account, please email visit <https://imrccenter.umaine.edu/>

Overview of IMRC Center Services

In addition to general support, specialized training, and workshops, the IMRC provides a full range of specialty services for individuals, groups, and businesses. Services are provided on a fee basis, and fees vary depending on the nature and length of the service, work, or event.

For more information about IMRC Center facilities, clients and services, please visit <https://imrccenter.umaine.edu/>

How IMRC request forms are processed

Your service, training, scheduling, or reservation request will be evaluated by IMRC personnel, and you will receive a confirmation email through this portal containing a cost estimate. Once you review and approve the estimate, the service or reservation will be booked in the iLab resource schedule by IMRC administration.

If you have any questions or would like assistance with this process, please email imrc@maine.edu.

SCHEDULING RESOURCES

On the Schedule Resources tab:
Select a resource category from this list.

*At this time, all resources reservations requests require approval from IMRC Administration.

This is a temporary measure to ensure social distancing in the laboratories and provide appropriate buffer times for cleaning and airflow cycling.

Navigation: About IMRC Center | **Schedule Resources** | Request Services

Schedule Resources

Welcome to the Innovative Media, Research and Commercialization Center's Resource Scheduling Page

This page is for requesting to reserve resources at the IMRC Center.

1. Select a resource category below - to view available equipment resources in that category
2. Select the desired resource - a scheduling request calendar for that resource will appear
3. Select the desired date and time - this will request a scheduling reservation for that resource

Training and Access Permissions for Self Service Scheduling and Reservation

For some IMRC Resources, Specialized Equipment Training may be required before self-service access permissions can be granted. Required training certifications are listed alongside the resource description. Specialized Equipment Training includes, but is not limited to, how to safely and efficiently use IMRC resources, general building safety, security and accountability policies, and instructions on how to pay for self-service.

If you are interested in requesting training on a specific resource in a specific lab, select the lab, and click **Initiate Training** to begin a training request for that resource.

If you are interested in lab certification training:

1. Click the **Request Services** tab above
2. Submit a service request form under the training category
3. Indicate the lab certification you wish to train for

Additional information on IMRC mission, guidelines, policy, and procedure can be found at imrccenter.umaine.edu. If you have any questions or would like assistance with this process, please email imrc@maine.edu.

Please Note: Effective 8/31, all reservation requests must be approved by IMRC Administration. This is a temporary measure to ensure social distancing in the laboratories and provide appropriate buffer times for cleaning and airflow cycling between resource reservations.

All reservation requests are approved during university business hours 8:00 AM - 4:30 PM so please put in requests in advance if you are able. If you have any questions about a reservation, please contact imrc@maine.edu. Thank you for your understanding.

- ▶ [Prototyping Lab \(9\)](#)
- ▶ [Fabrication Labs \(3\)](#)
- ▶ [Electronics Lab \(3\)](#)
- ▶ [Audiovisual Labs \(4\)](#)
- ▶ [Multifunction Rooms \(5\)](#)
- ▶ [Kits for Equipment Room \(1\)](#)

Scheduling resources continued

[▶ Prototyping Lab \(9\)](#)
[▶ Fabrication Labs \(3\)](#)
[▶ Electronics Lab \(3\)](#)
[▼ Audiovisual Labs \(4\)](#)

IMRC 105 - Electronic Music Production Lab [description](#) [pricing](#)
 Certification Required: Audiovisual Phase 02

IMRC 106 - Audio Recording and Production Lab [description](#) [pricing](#)
 Certification Required: Audiovisual Phase 03

IMRC 109 - Video Editing Lab [description](#) [pricing](#)
 Certification Required: Audiovisual Phase 01

IMRC 110 - Media Production Lab [description](#) [pricing](#)
 Certification Required: Audiovisual Phase 01

[▶ Multifunction Rooms \(5\)](#)

View Schedule

Initiate Training

View Schedule

Initiate Training

View Schedule

Initiate Training

View Schedule



Initiate Training

“Description” shows type of training and Phase level of training required

Click here for resource pricing

Click here to view the schedule

Scheduling resources continued...

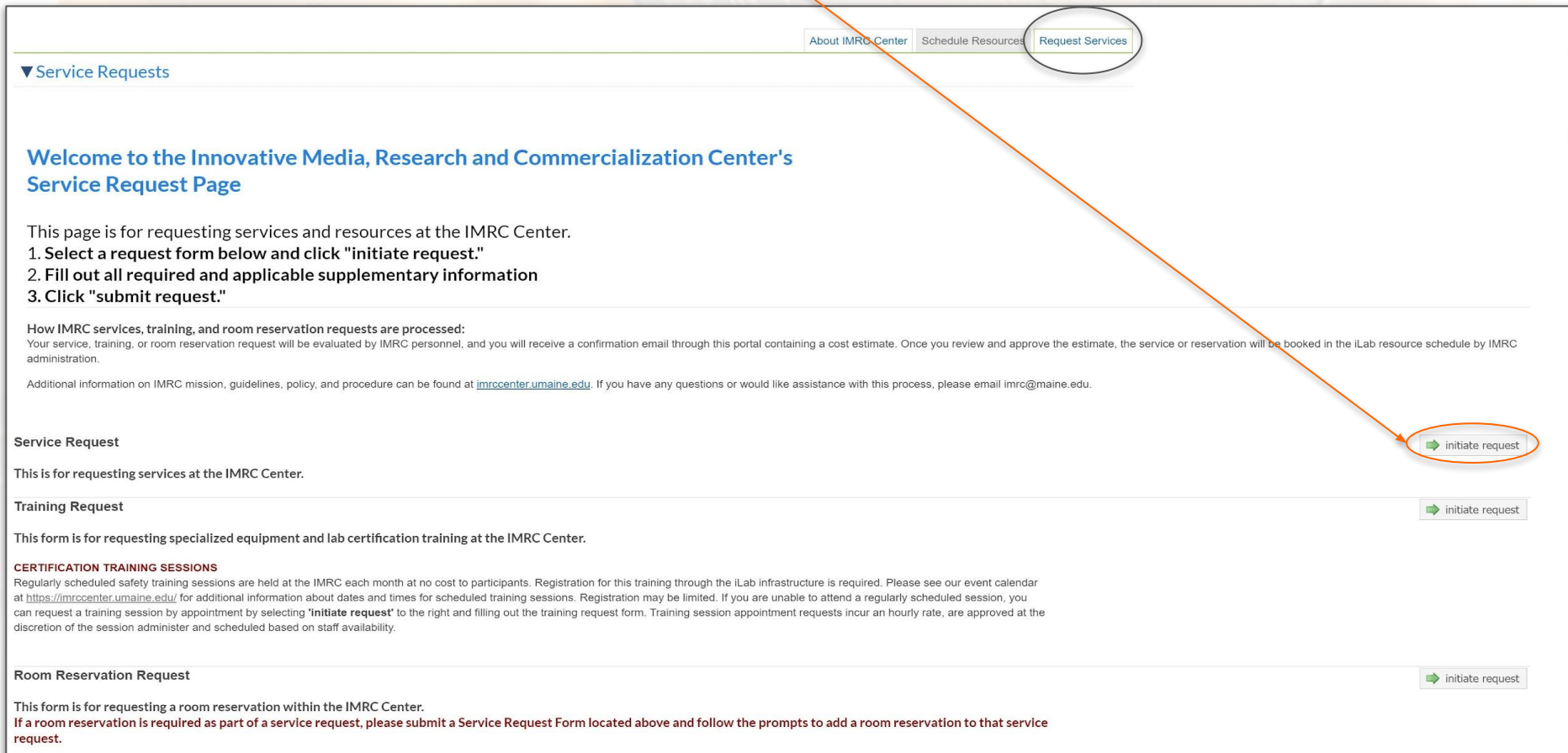
Week (7 Days)   < Sun, 28 Feb - Sat, 06 Mar 2021 Eastern Time (US & Canada) > Calendar Details

	Sun, 28 Feb	Mon, 01 Mar	Tue, 02 Mar	Wed, 03 Mar	Thu, 04 Mar	Fri, 05 Mar	Sat, 06 Mar
12:00 AM	Self-Scheduled Use - Trained User + After Hours Access -	Self-Scheduled Use - Trained User + After Hours Access -	Self-Scheduled Use - Trained User + After Hours Access -	Self-Scheduled Use - Trained User + After Hours Access -	Self-Scheduled Use - Trained User + After Hours Access -	Self-Scheduled Use - Trained User + After Hours Access -	Self-Scheduled Use - Trained User + After Hours Access -
01:00 AM							
02:00 AM							
03:00 AM							
04:00 AM							
05:00 AM							
06:00 AM							
07:00 AM							
08:00 AM					08:00 AM - 04:45 PM Your Name Here Self-Scheduled Use - Trained User + After Hours Access - / Price: \$0/hr (After Hours Access)		
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM							
04:00 PM							
05:00 PM							

Click and drag to schedule time on the equipment

Requesting Services

Services, recurring room reservations, and private training sessions can be requested on by clicking the “initiate request” buttons.



The screenshot shows the IMRC Center's Service Request Page. At the top right, there are three menu items: "About IMRC Center", "Schedule Resources", and "Request Services". The "Request Services" item is circled in orange. Below the menu is a "Service Requests" section with a blue header "Welcome to the Innovative Media, Research and Commercialization Center's Service Request Page". The main content area contains instructions for requesting services and resources, followed by a list of steps: 1. Select a request form and click "initiate request." 2. Fill out all required and applicable supplementary information 3. Click "submit request." Below this is a section titled "How IMRC services, training, and room reservation requests are processed:" followed by a paragraph explaining the evaluation and booking process. There is also a link to "imrccenter.umaine.edu" for more information. The page is divided into three sections: "Service Request", "Training Request", and "Room Reservation Request". Each section has a description and an "initiate request" button. The "initiate request" button for the "Service Request" section is circled in orange, and an orange arrow points from the "Request Services" menu item to this button.

[About IMRC Center](#) [Schedule Resources](#) [Request Services](#)

▼ Service Requests

Welcome to the Innovative Media, Research and Commercialization Center's Service Request Page

This page is for requesting services and resources at the IMRC Center.

1. Select a request form and click "initiate request."
2. Fill out all required and applicable supplementary information
3. Click "submit request."

How IMRC services, training, and room reservation requests are processed:
Your service, training, or room reservation request will be evaluated by IMRC personnel, and you will receive a confirmation email through this portal containing a cost estimate. Once you review and approve the estimate, the service or reservation will be booked in the iLab resource schedule by IMRC administration.

Additional information on IMRC mission, guidelines, policy, and procedure can be found at imrccenter.umaine.edu. If you have any questions or would like assistance with this process, please email imrc@maine.edu.

Service Request

This is for requesting services at the IMRC Center.

[initiate request](#)

Training Request

This form is for requesting specialized equipment and lab certification training at the IMRC Center.

[initiate request](#)

CERTIFICATION TRAINING SESSIONS
Regularly scheduled safety training sessions are held at the IMRC each month at no cost to participants. Registration for this training through the iLab infrastructure is required. Please see our event calendar at <https://imrccenter.umaine.edu/> for additional information about dates and times for scheduled training sessions. Registration may be limited. If you are unable to attend a regularly scheduled session, you can request a training session by appointment by selecting "initiate request" to the right and filling out the training request form. Training session appointment requests incur an hourly rate, are approved at the discretion of the session administrator and scheduled based on staff availability.

Room Reservation Request

This form is for requesting a room reservation within the IMRC Center.
If a room reservation is required as part of a service request, please submit a Service Request Form located above and follow the prompts to add a room reservation to that service request.

[initiate request](#)

Requesting Services | Continued

- 1.** Select the “Request Services” tab and click on the ‘Request Service’ button next to the service of interest.
- 2.** Complete the request form within iLab before submitting the request to the IMRC Core.
- 3.** Service requests will be evaluated and users will receive a confirmation email through iLab with a cost estimate.
- 4.** Once users approve the estimate, the work may begin. Resource reservations requested will be booked in the iLab resource schedule by IMRC administration.

iLab Registration | Recap

1. Go to this link:
https://umaine.ilab.agilent.com/service_center/4979/
2. Consider your principal investigator (PI/Lab)
 - a. if you're part of a group, class, or department with an established budget for IMRC Center equipment usage, search for that group name, class identifier (for example, INT 125), or department representative and select as your PI/Lab
 - b. if you are doing work on your own behalf, or unsure what option to select, select "Self Pay Lab"

Helpful IMRC Center Links

[Online Training Google Classroom](#)

[iLab Portal](#) | [iLab Getting Started PDF](#)

[Open Training \(in-person training\) Calendar](#)

[Google Maps Directions to IMRC Center](#)

[Contact us by email](#) | 207.581.8822