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Welcome to the IMRC Center Presentation

Innovative Media Research and Commercialization Center

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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.

IMRC Center Staff Members

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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

MAINE

imrc / im·merse / iˈmərs / [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](#)

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

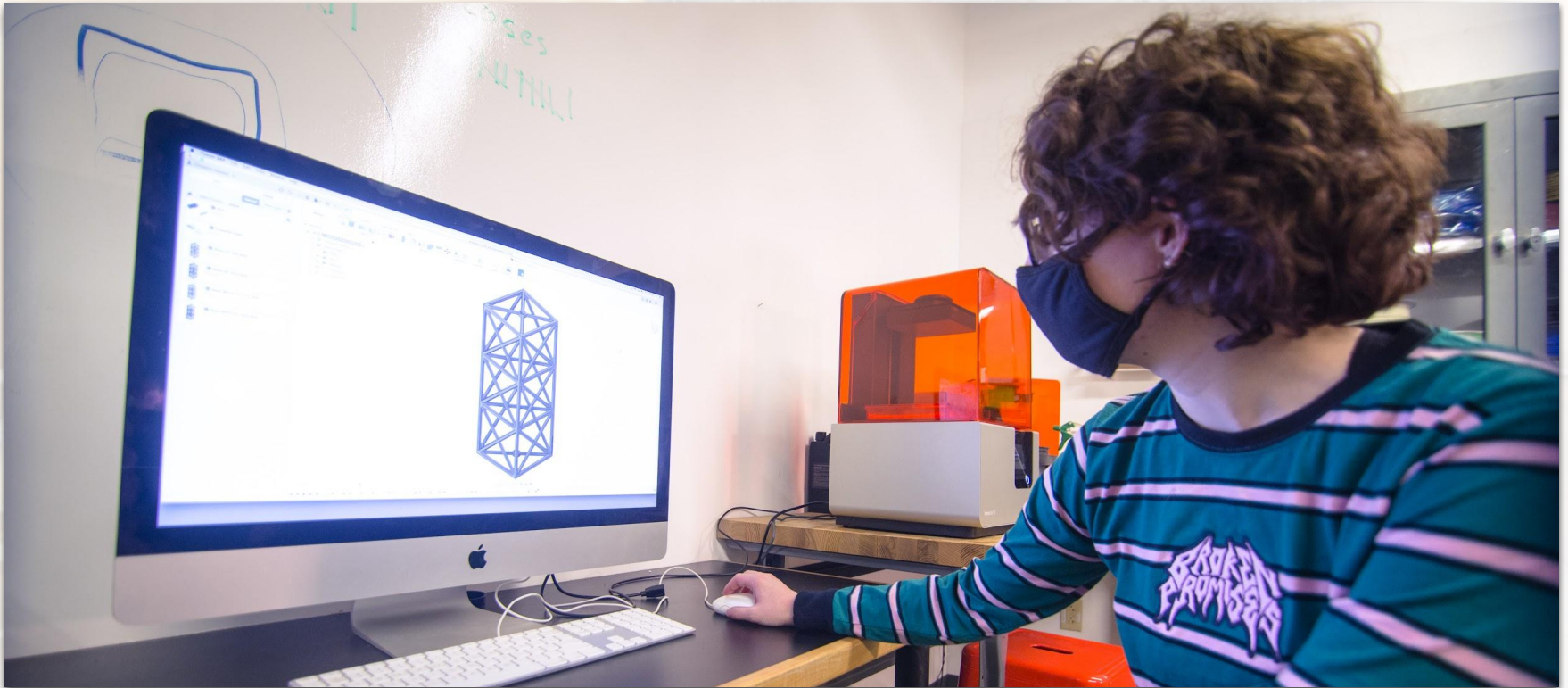# What are some IMRC Center Services?

- 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)
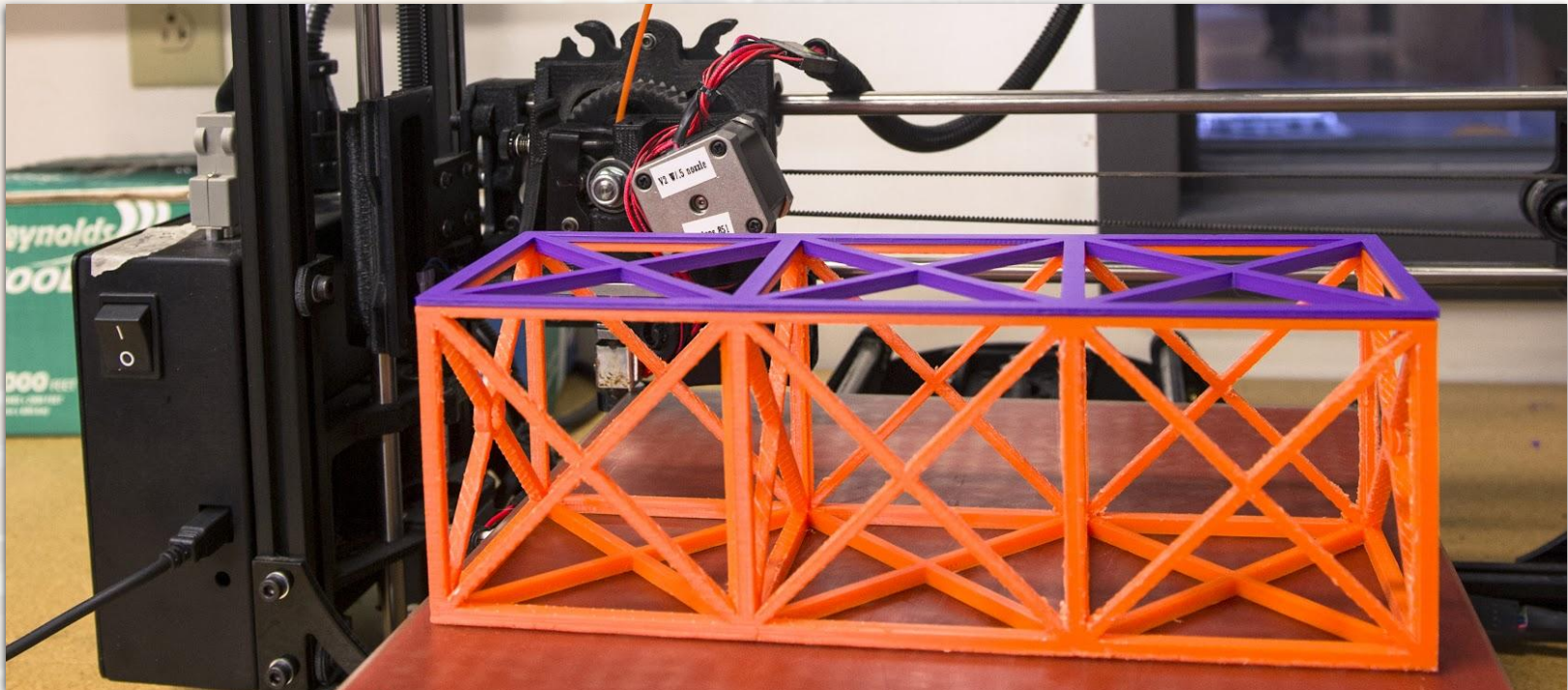
What are some IMRC Center Services?

- 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

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.

Audiovisual Labs Phase 01	Rm#	Time
Audiovisual Group Lab	108	
Video Editing Lab	109	
Media Production Lab	110	
Required Card Access	108 109 110	8:00AM 4:30PM

Audiovisual Labs Phase 02	Rm#	Time
Electronic Music Production Lab	105	
Additional Required Card Access	105	8:00AM 4:30PM

Audiovisual Labs Phase 03	Rm#	Time
Recording and Production Lab	106	
Live Sound Reinforcement Lab	107	
Additional Required Card Access	106 107	8:00AM 4:30PM

Prototyping Lab Phase 01	Rm#	Time
Makerbot 5th Gen 3D Printer	121	
Formlabs 3D Printers	121	
Einscan 3D Scanner	121	
BlackCat Vinyl Cutter	121	
Required Card Access	121	8:00AM 4:30PM

Prototyping Lab Phase 02	Rm#	Time
Lulzbot Taz5 3D Printer	121	
Epson Large Format Printer	121	
Roland Vinyl Printer & Cutter	121	
Zcorp 3D Printer	121	
Additional Required Card Access	NA	8:00AM 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	Rm#	Time
Rotary Grinders	115	
Hand-Held Power Tools	115	
Hammers	115	
Sanders	115	
Chisels	115	
Hand Saws & Planes	115	
Required Card Access	115	8:00AM 4:30PM

Fabrication Labs Phase 02	Rm#	Time
Table Saw	115	
Band Saw	115	
Arm Saw	115	
Drill Press	115	
Standing Sander	115	
Planer	115	
Formech Vacuum Former	115	
Additional Required Card Access	NA	8:00AM 4:30PM

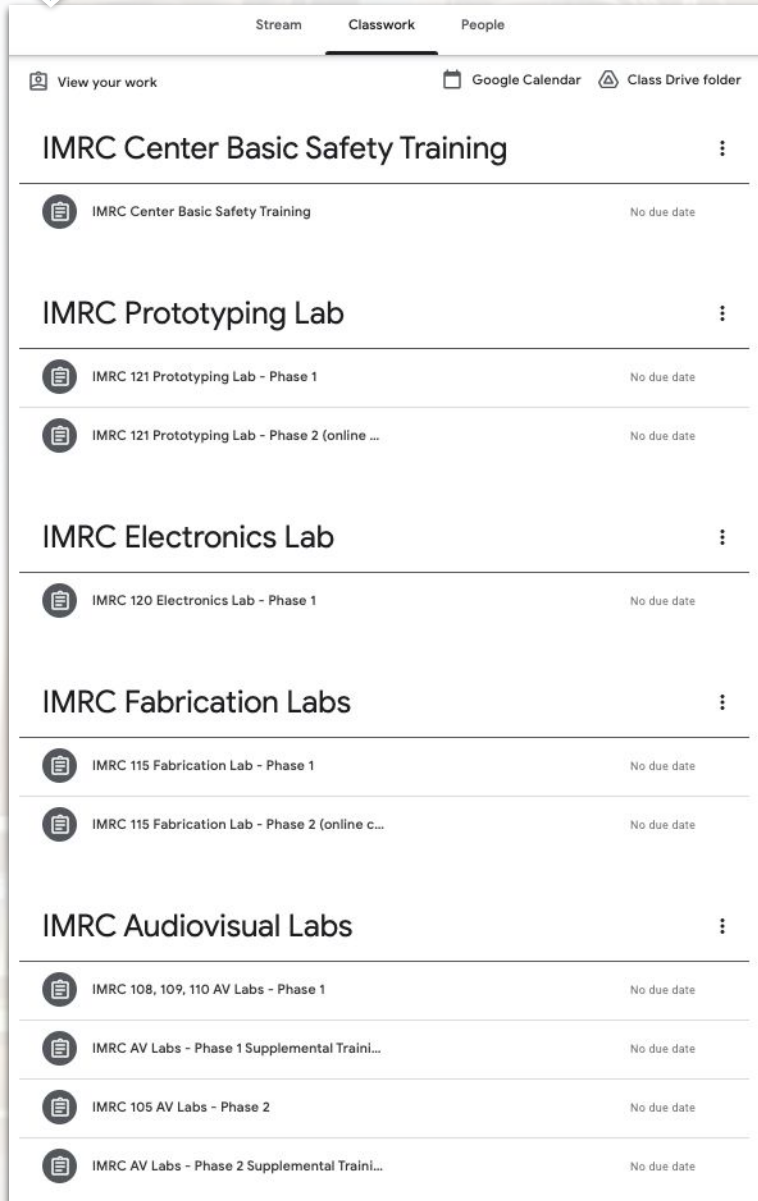| Fabrication Labs Phase 03	Rm#	Time
ShopSabre 4896 CNC Machine	116	
Tormach 1100 CNC Machine	116	
Additional Required Card Access	116	8:00AM 4:30PM

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	Rm#	Time
Rotary Grinders	115	
Hand-Held Power Tools	115	
Hammers	115	
Sanders	115	
Chisels	115	
Hand Saws & Planes	115	
Required Card Access	115	8:00AM 4:30PM

Fabrication Labs Phase 02	Rm#	Time
Table Saw	115	
Band Saw	115	
Arm Saw	115	
Drill Press	115	
Standing Sander	115	
Planer	115	
Formech Vacuum Former	115	
Additional Required Card Access	NA	8:00AM 4:30PM

Fabrication Labs Phase 03	Rm#	Time
ShopSabre 4896 CNC Machine	116	
Additional Required Card Access	116	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

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.*

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IMRC

| About IMRC Center | Schedule Resources | Request Services | View All Requests | Reservations |

IMRC CENTER

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.
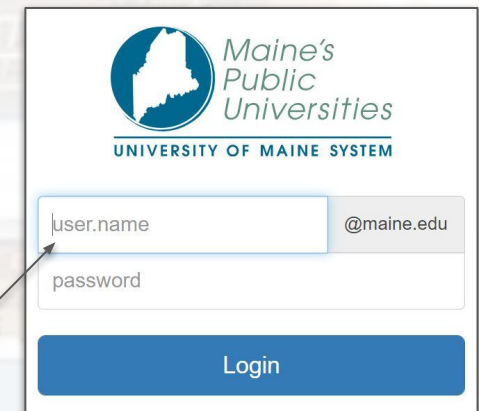
All new users must register for an account in this system to access IMRC resources.
For more information on how to register for an iLab account, please click here to view/download the getting started guide or email imrc@maine.edu
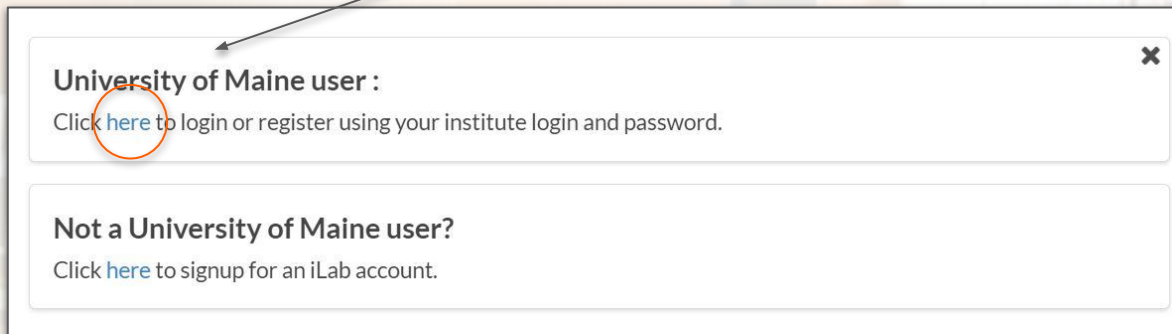
First, sign in to the University iLab portal: https://umaine.ilab.agilent.com/service_center/4979

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

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.

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: Audivisual Phase 02

View Schedule
Initiate Training

"Description" shows type of training and Phase level of training required

IMRC 106 - Audio Recording and Production Lab description pricing

Certification Required: Audiovisual Phase 03

View Schedule
Initiate Training

Click here for resource pricing

IMRC 109 - Video Editing Lab description pricing

Certification Required: Audiovisual Phase 01

View Schedule
Initiate Training

Click here to view the schedule

IMRC 110 - Media Production Lab description pricing

Certification Required: Audiovisual Phase 01

View Schedule
Initiate Training

▶ **Multifunction Rooms (5)**

Scheduling resources continued…

Requesting Services

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

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