

# Frequently Asked Questions

Here you can find out all about the Creative Technology Lab and how it works, and if you have more questions how to get in touch with us.

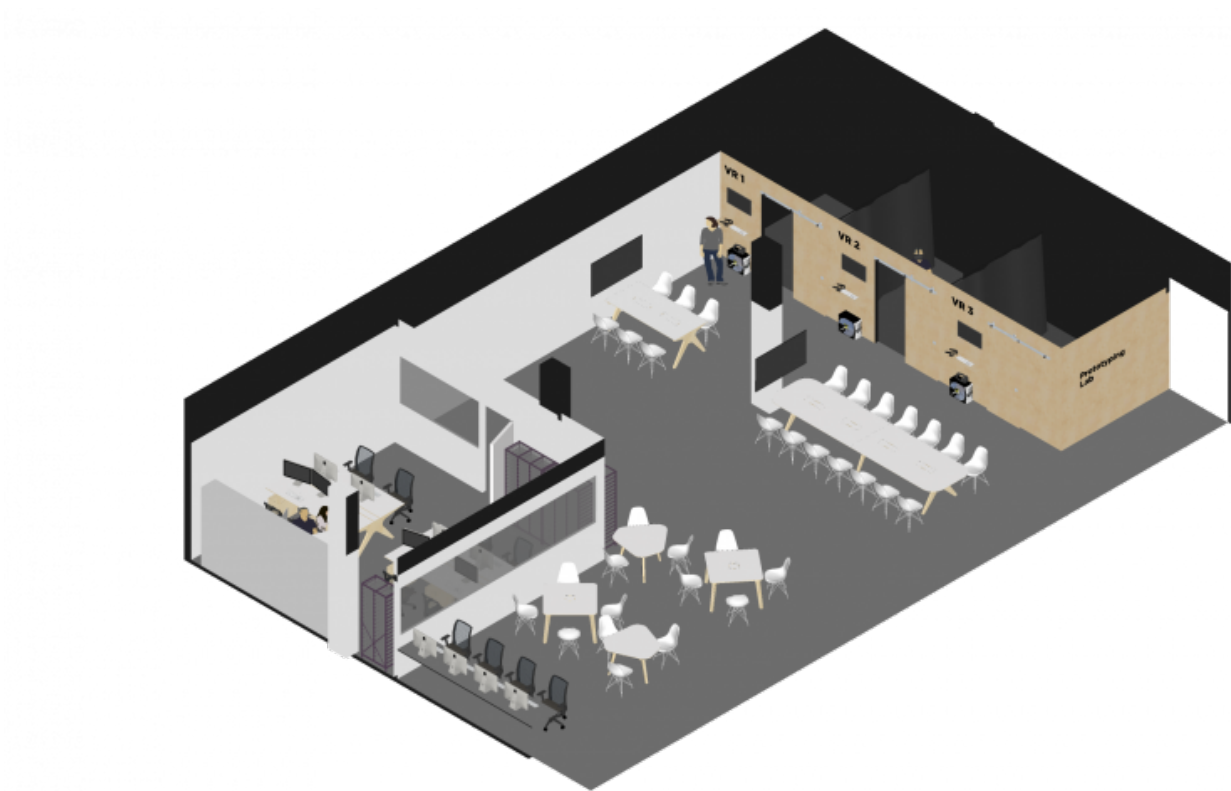
- [What is the Creative Technology Lab?](#)
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# What is the Creative Technology Lab?

The Creative Technology Lab supports emerging technology projects that involve programming, electronics and the experimental use of AV equipment through one-to-one support, sign-up workshops and a large store of equipment.

This area is project led which means students learn by doing with a team of specialist technicians to support students in each of the subjects we support: Creative Coding, Physical Computing, Projection Mapping, Games, and Virtual Reality. Students come to this area with an idea and the technical team support students in breaking down their initial ideas, identifying what skills they need to learn, suggesting how to get started, and then further along in the project providing support in troubleshooting projects and debugging code.

Students working in this area often work across both the Creative Technology Lab and the 3D Workshop on a single project accessing staff expertise and technical facilities and equipment to build the electronics in the Lab and the physical parts of the project in the Workshop, encouraging true multi-disciplinary approach.



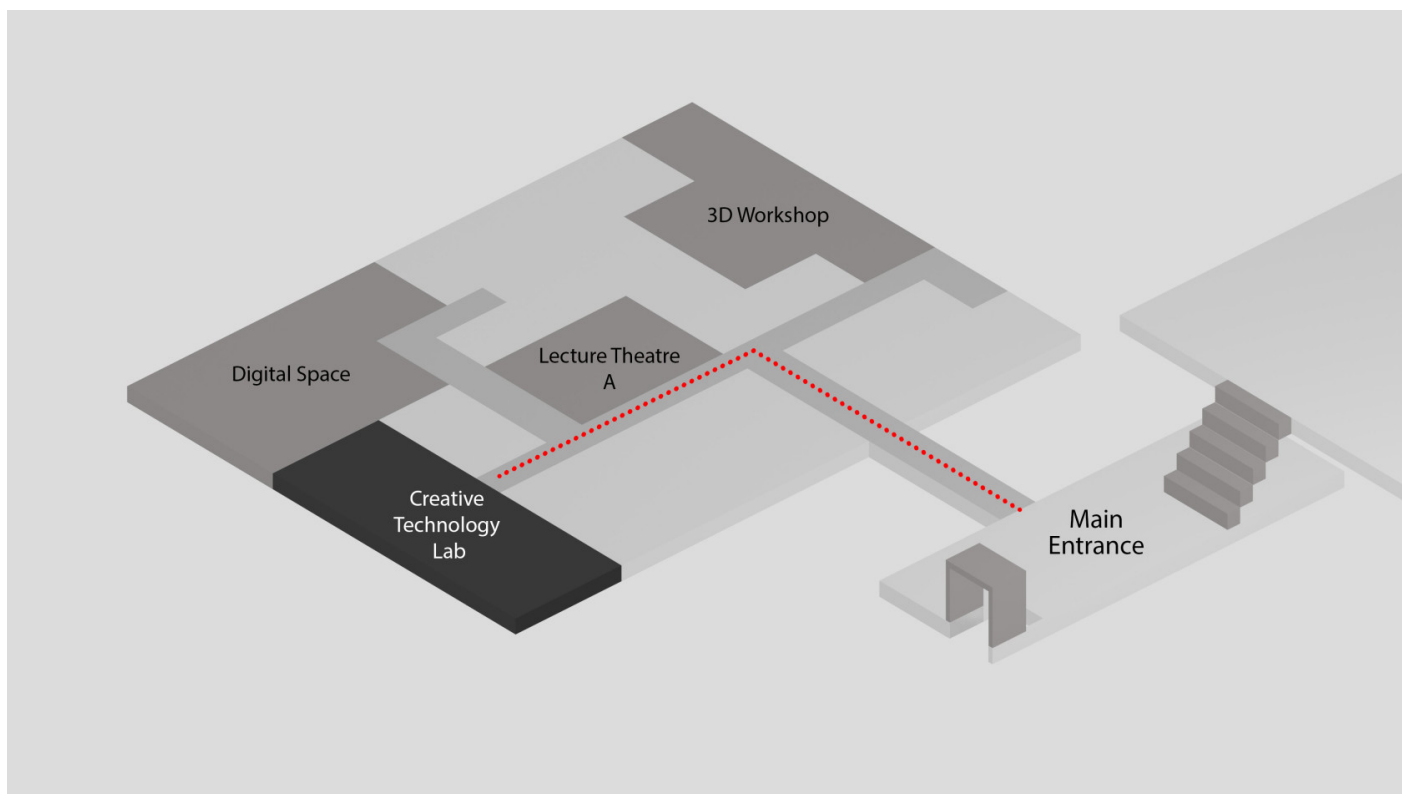
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Next: [Where is the Creative Technology Lab?](#)

# Where is the Creative Technology Lab?

**We have moved to a new office!**

The Lab is situated on the ground floor of the workshop block, in WG14. Through the main entrance, turn left in the first corner and turn left again. Keep walking down the hallway to the end. Passing through the fire door, you will see the Creative Technology Lab.



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Next: [\*\*When is the Creative Technology Lab open?\*\*](#)

# When is the Creative Technology Lab open?

The Creative Technology Lab is open at the following times:

## **Monday to Friday**

10:00 – 13:00

*13:00 – 14:00 Lunch Break*

14:00 – 18:00

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Next: [\*\*Who works in the Creative Technology Lab?\*\*](#)

# Who works in the Creative Technology Lab?

The Creative Technology Lab is run by a team of Specialist Technicians who provide one-to-one support and sign-up workshops.



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# How can I request access outside of normal hours?

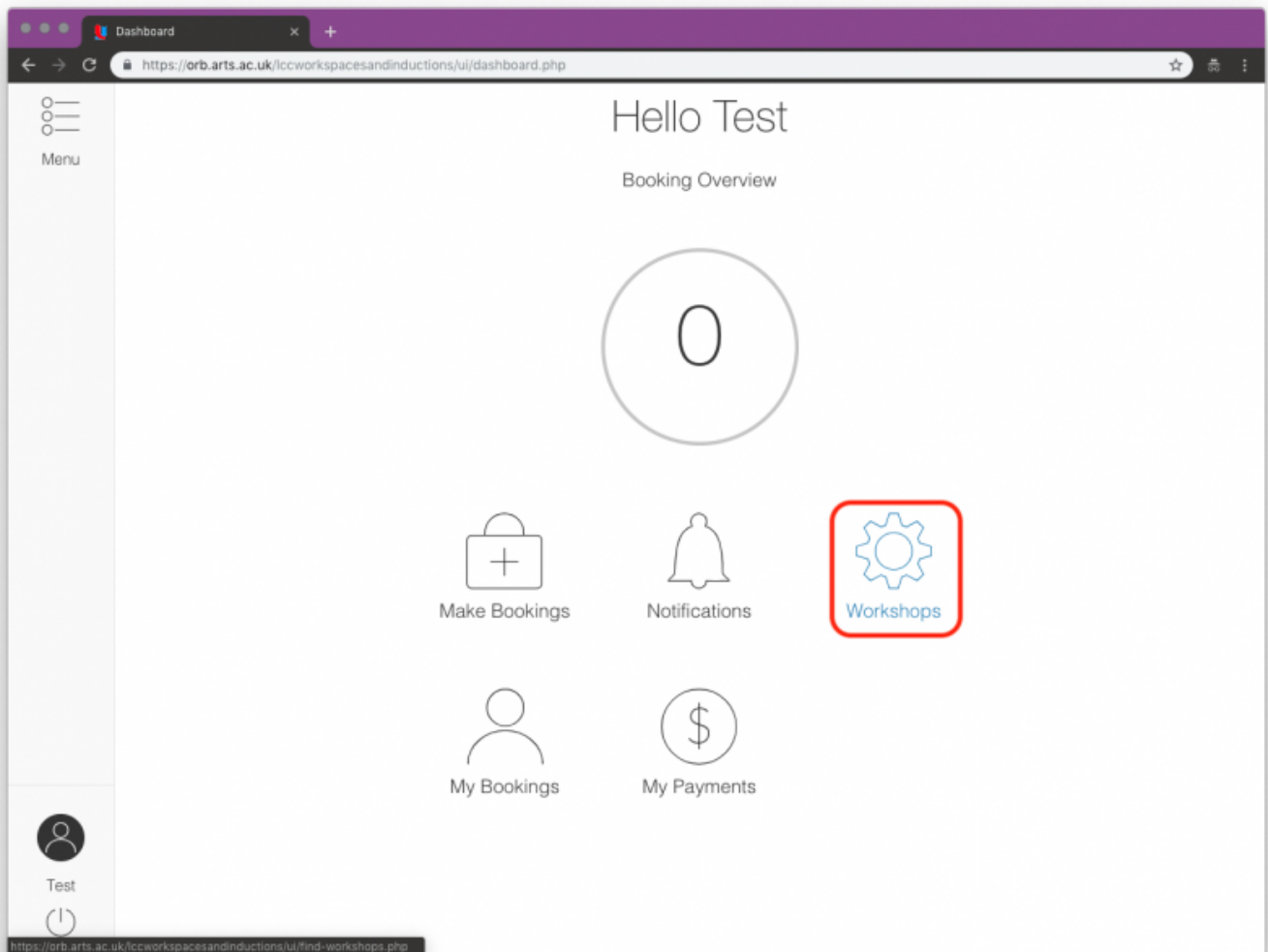
You can request access to the Creative Technology Lab outside of normal hours by completing the Additional Access Request Form.

This is [form](#) is used for all LCC technical resources and should be submitted to [technical.enquiries@lcc.arts.ac.uk](mailto:technical.enquiries@lcc.arts.ac.uk) at least 2 weeks before the anticipated date.

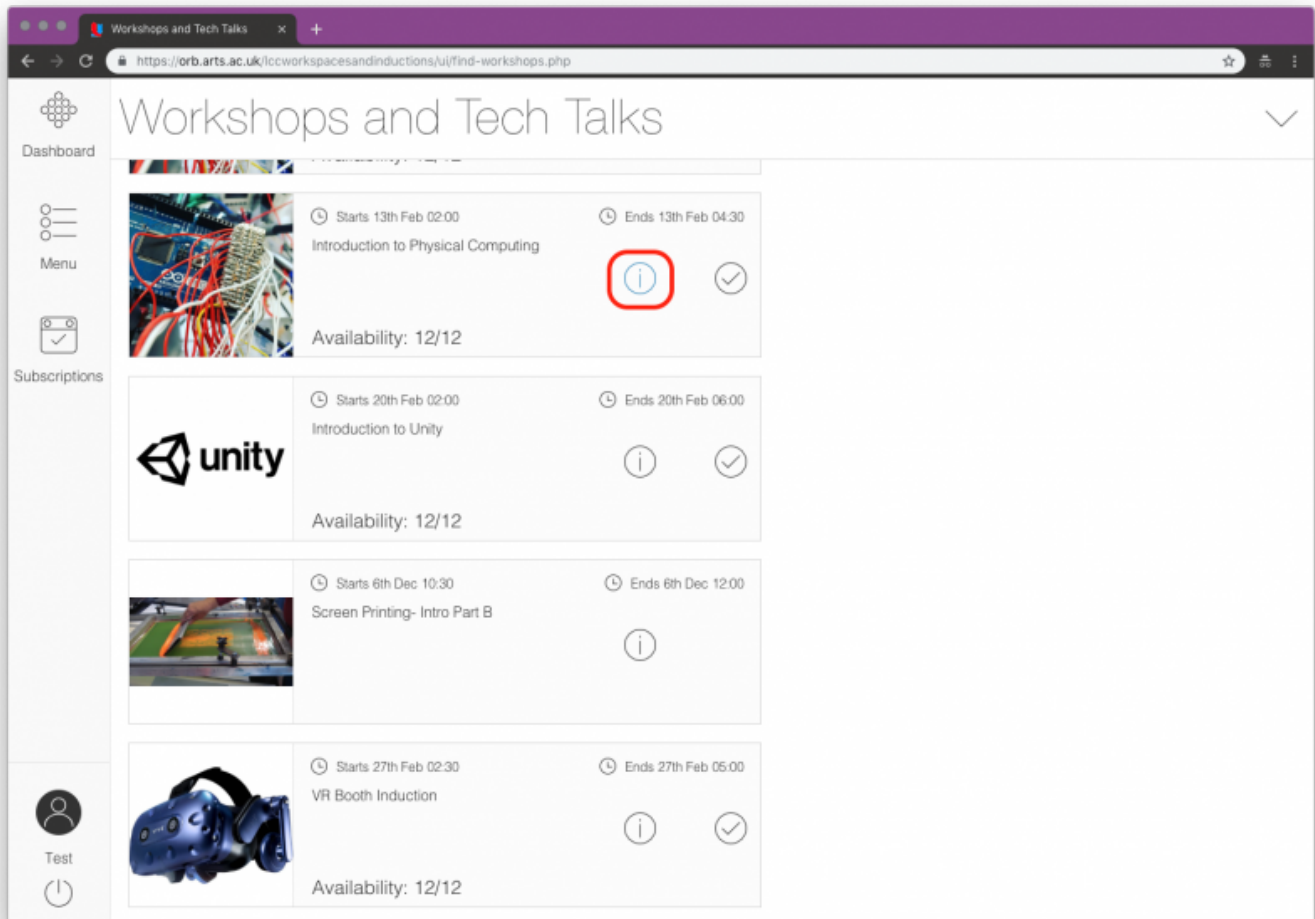
# How do I book a workshop on ORB

Using the ORB can be a little perplexing, so here's some quick instructions to book onto a workshop...

1. First you need to [login to ORB](#). If you can't login please contact UAL IT by dialing 0207 514 9898 during office hours or 9898 from any of the phones in UAL.
2. Select "Workshops" from the middle of the screen.



3. Scroll through the list of workshops to find the one you are looking for and click the "i" for information icon.



4. Check the panel that opens displays the workshop date and time you want, read the notes and then click the tick mark to "subscribe" (book) onto the workshop.



The screenshot shows a web browser window with the URL <https://orb.arts.ac.uk/lccworkspacesandinductions/ui/find-workshops.php>. The page has a purple header and a sidebar with navigation links: Dashboard, Menu, Subscriptions, and Test. The main content area displays a list of workshops:

- Introduction to Physical Computing**: Starts 13th Feb 02:00, Availability: 12/12.
- Introduction to Unity**: Starts 20th Feb 02:00, Availability: 12/12.
- Screen Printing- Intro Part B**: Starts 6th Dec 10:30.
- VR Booth Induction**: Starts 27th Feb 02:30, Availability: 12/12.

A modal window is open for the 'Introduction to Physical Computing' workshop, showing the following details:

- Title**: Introduction to Physical Computing
- Starts**: 13th Feb 02:00
- Ends**: 13th Feb 04:30
- Location**: LCC
- Room**: WG28
- Last Cancellation By**: 06/02/2019
- Description**: This is a short 2.5 hour introduction to physical computing using Arduino to learn the basics of how to get started and where to find additional resources. Some previous experience of programming is recommended, however no prior electronics knowledge is required.
- Future Dates**:
  - 30/01/2019 14:00 until 16:30
  - 06/02/2019 14:00 until 16:30
  - 13/02/2019 14:00 until 16:30
- Availability**: 12/12

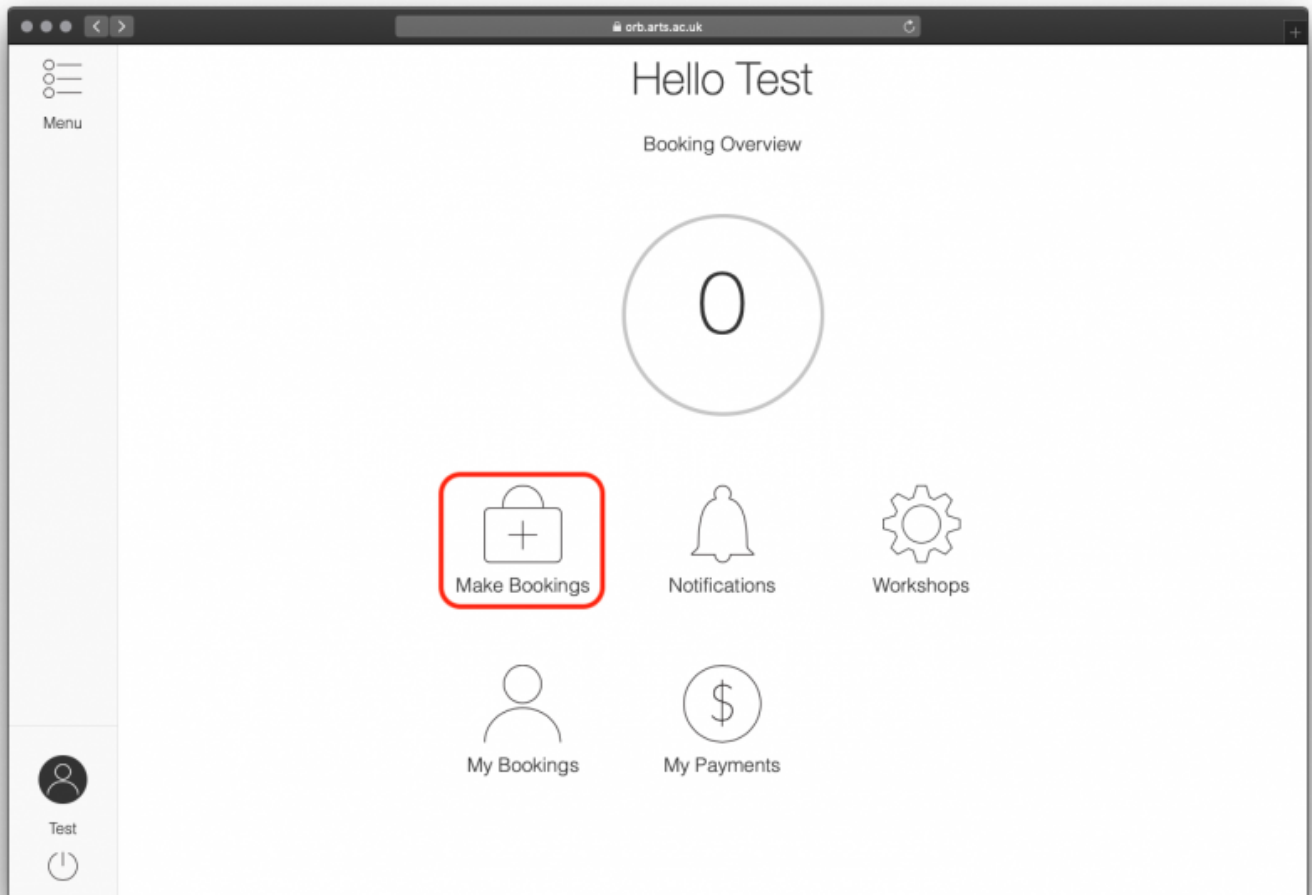
5. You are done, make sure to turn up to the workshop on time, we will start no later than 5 minutes after the scheduled time, also note cancellations are typically not allowed less than 1 week before, so please ensure you make these workshops so that the places are not wasted.

Please email if you have any troubles with signing up, you can find our contact details on the home page.

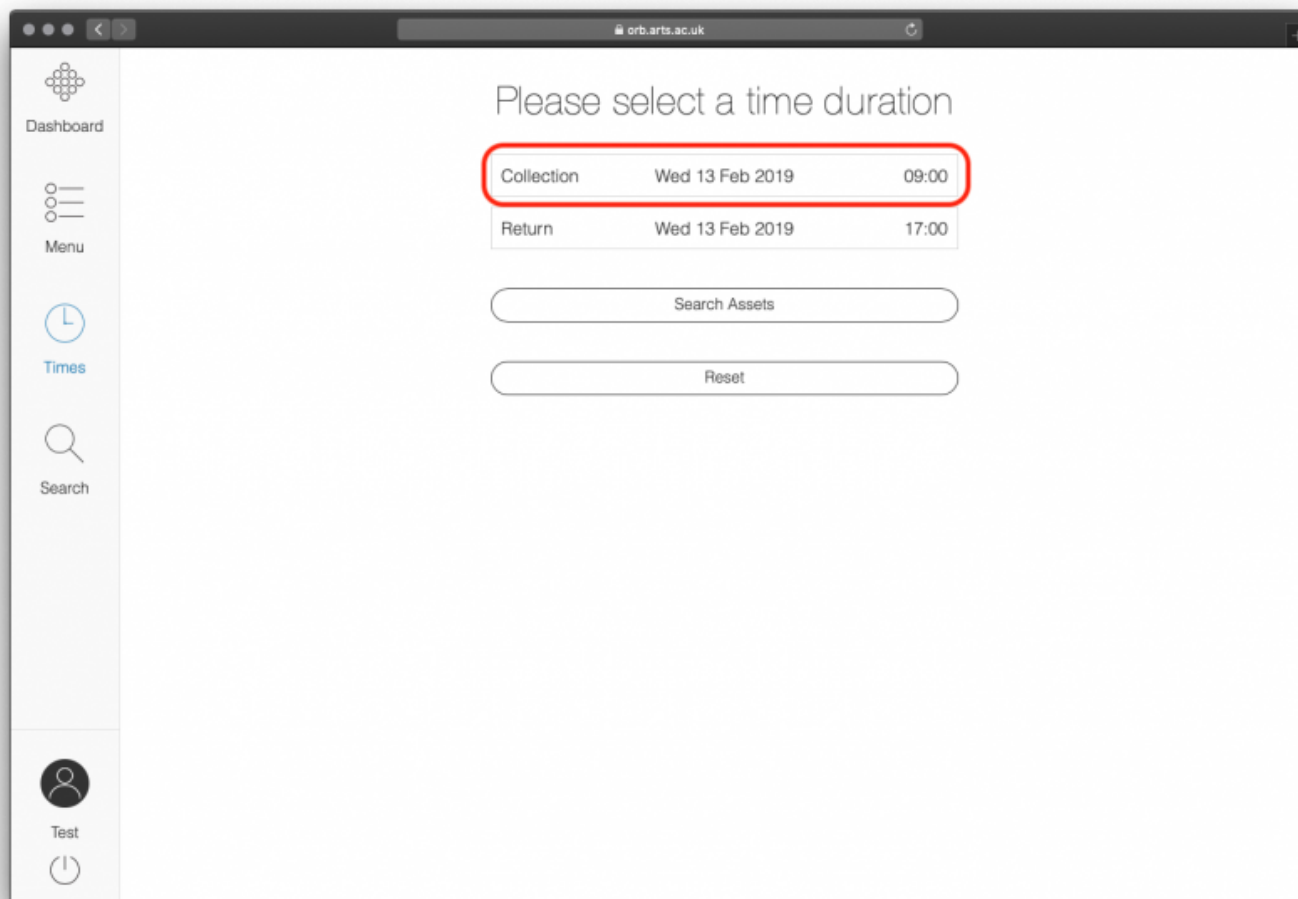
# How do I book a VR booth on ORB?

Using the ORB can be a little perplexing, so here's some quick instructions to book onto a workshop...

1. First you need to [login to ORB](#). If you can't login please contact UAL IT by dialing 0207 514 9898 during office hours or 9898 from any of the phones in UAL.
2. Select "Make Bookings" in from the middle of the screen.



3. Click the collect date field.



4. Select the date and time you want to book from, noting the opening hours of the department on our homepage, then click "Done".

orb.arts.ac.uk

Please select a time duration

Collection Wed 13 Feb 2019 09:00

**1**

Feb 2019

Week	Mo	Tu	We	Th	Fr	Sa	Su
28					1	2	3
29	4	5	6	7	8	9	10
30	11	12	13	14	15	16	17
31	18	19	20	21	22	23	24
32	25	26	27	28			

11:00

**2**

Done

Return Wed 13 Feb 2019 17:00

Search Assets

Reset

Dashboard

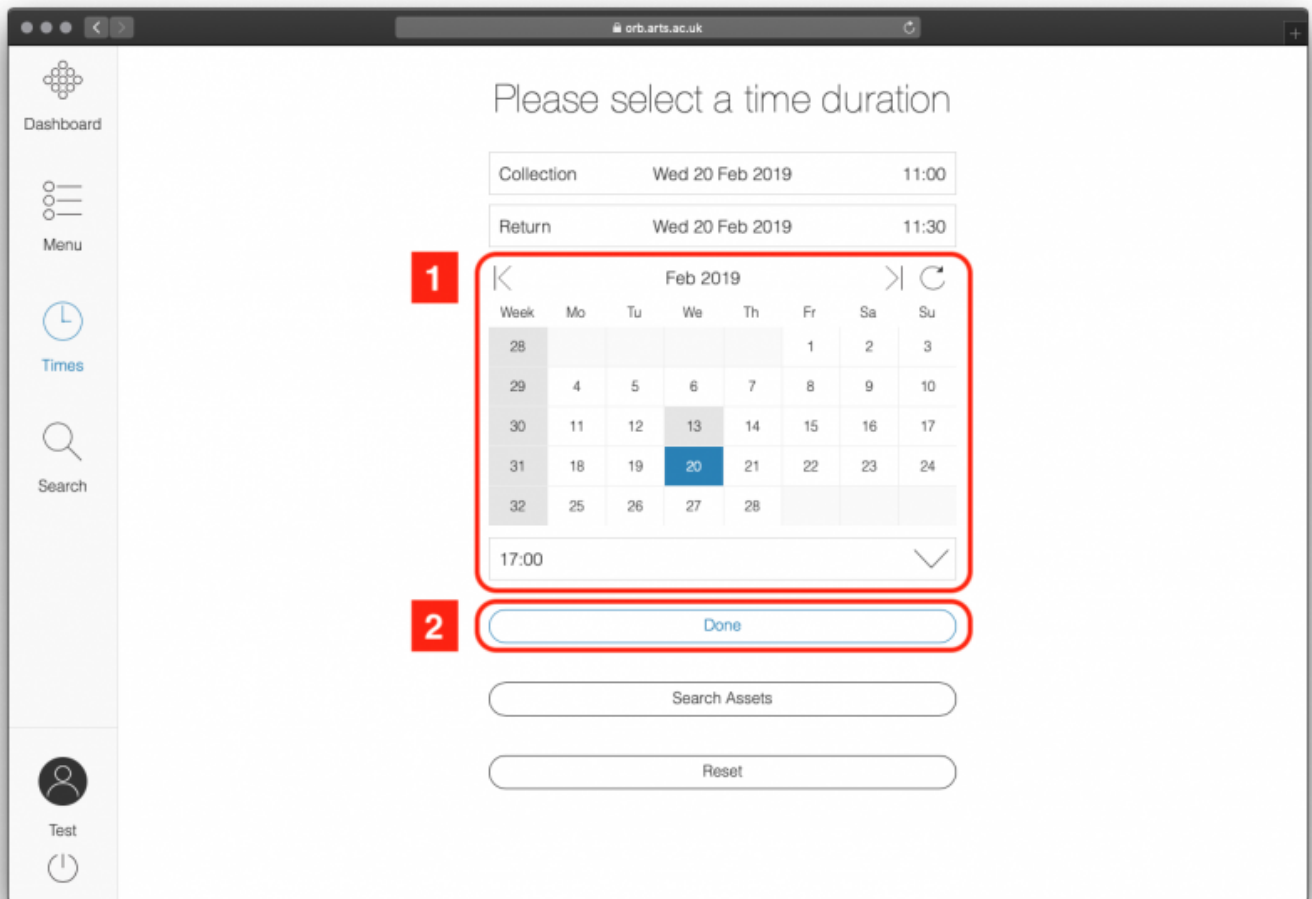
Menu

Times

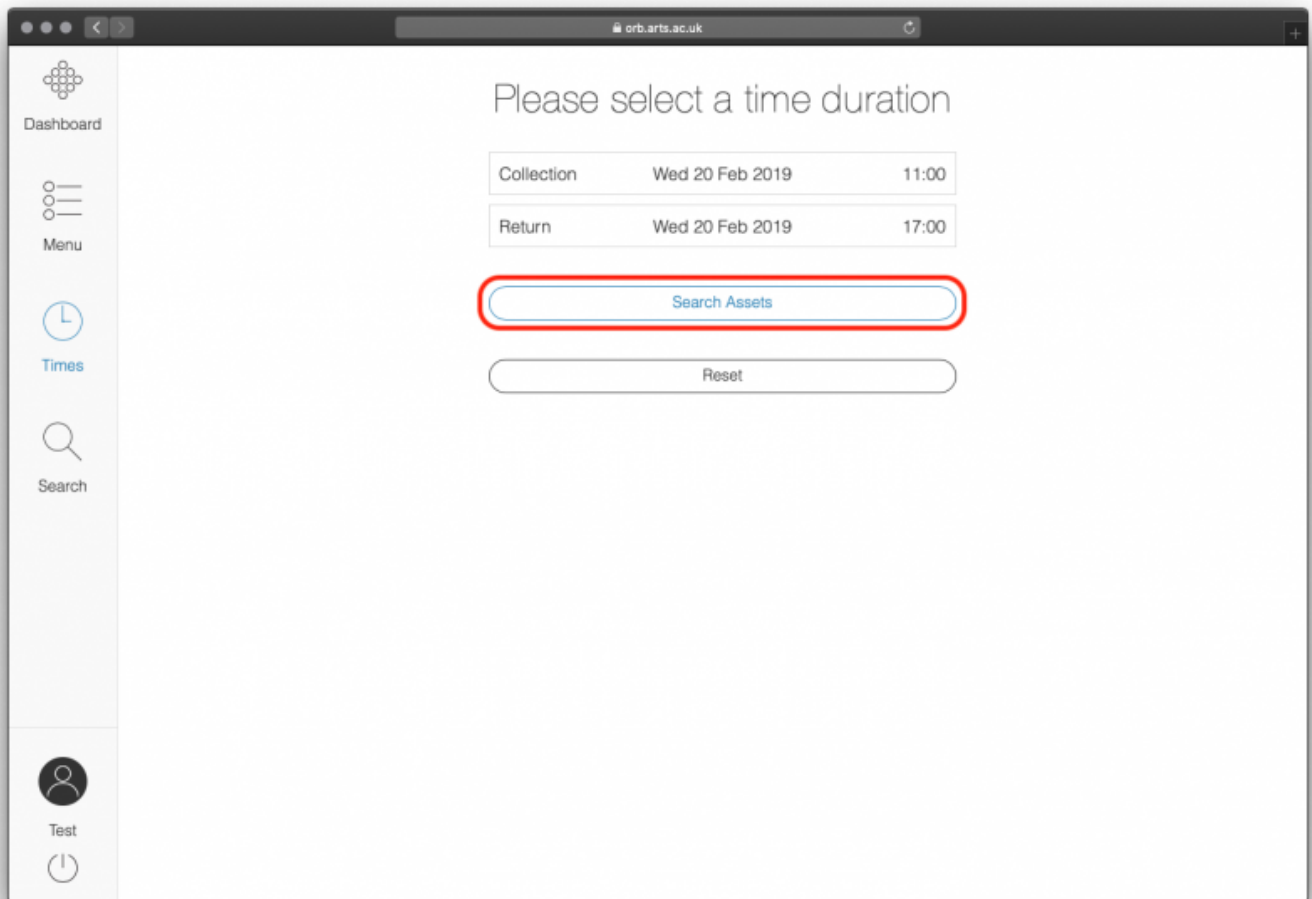
Search

Test

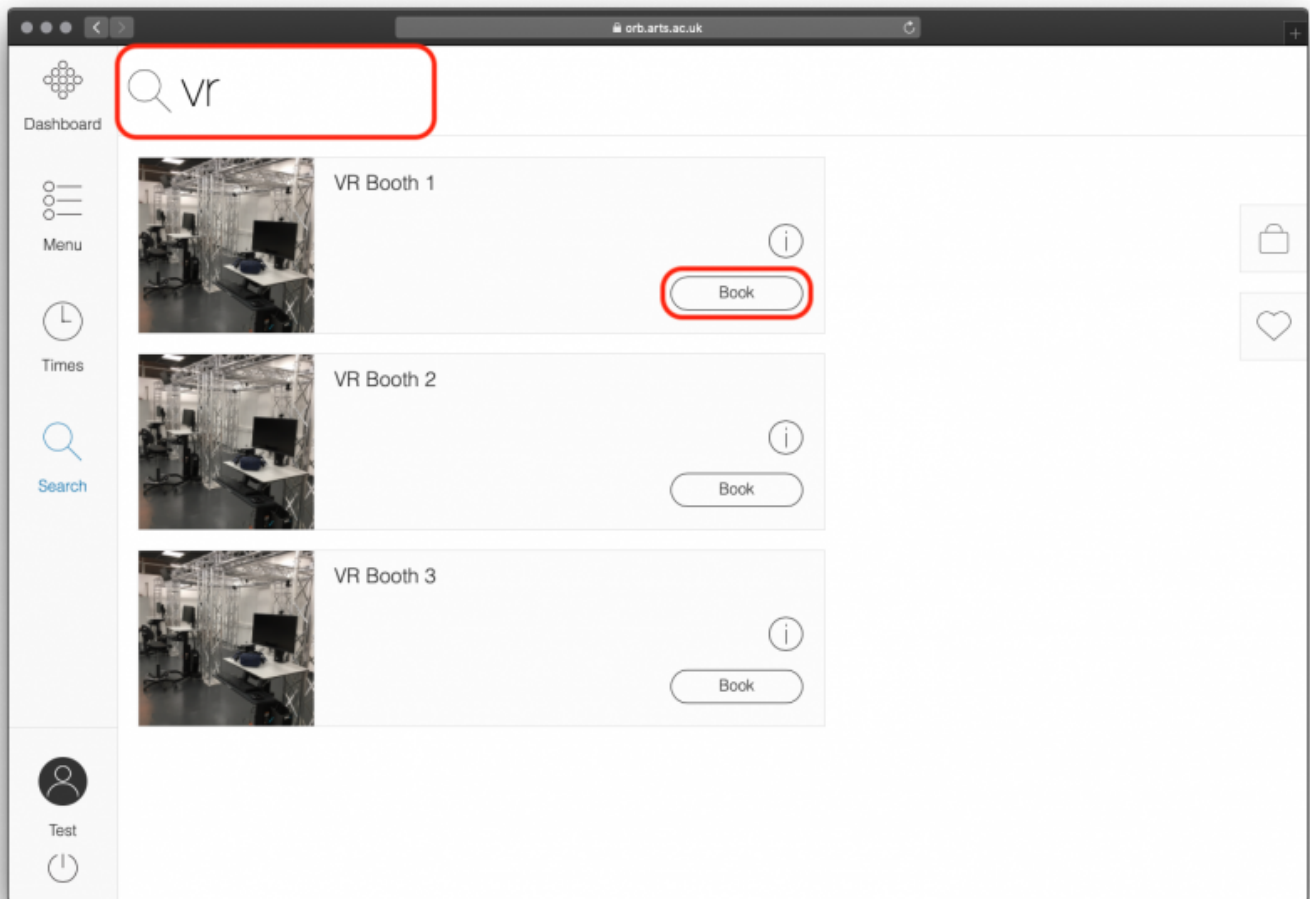
5. Repeat this process for the return date when you want to booking to end and click "Done".



6. Click "Search Assets".

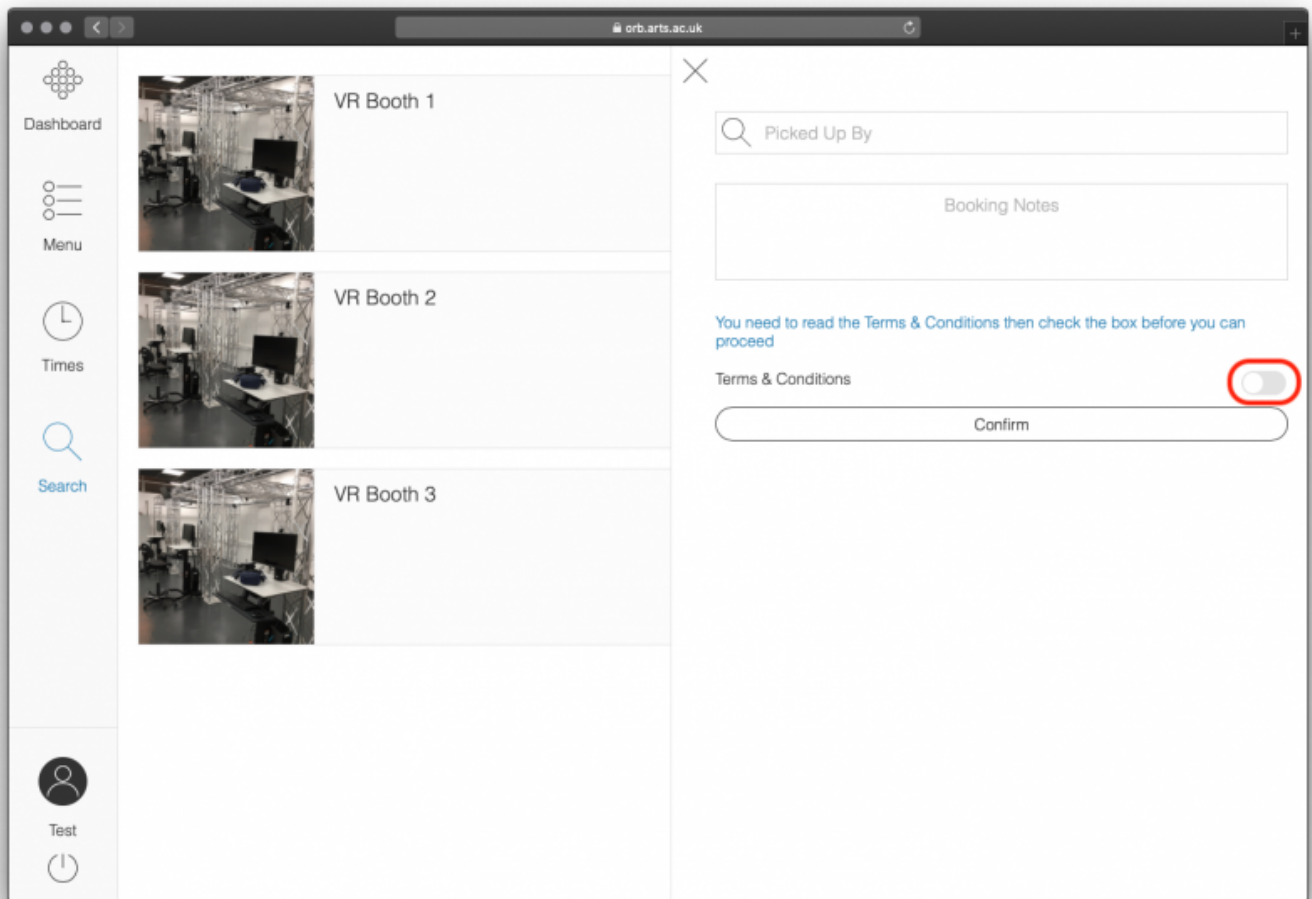


7. Type "VR" (or what ever you are looking for) in the search field, then click "Book" next to the booth you want to book.



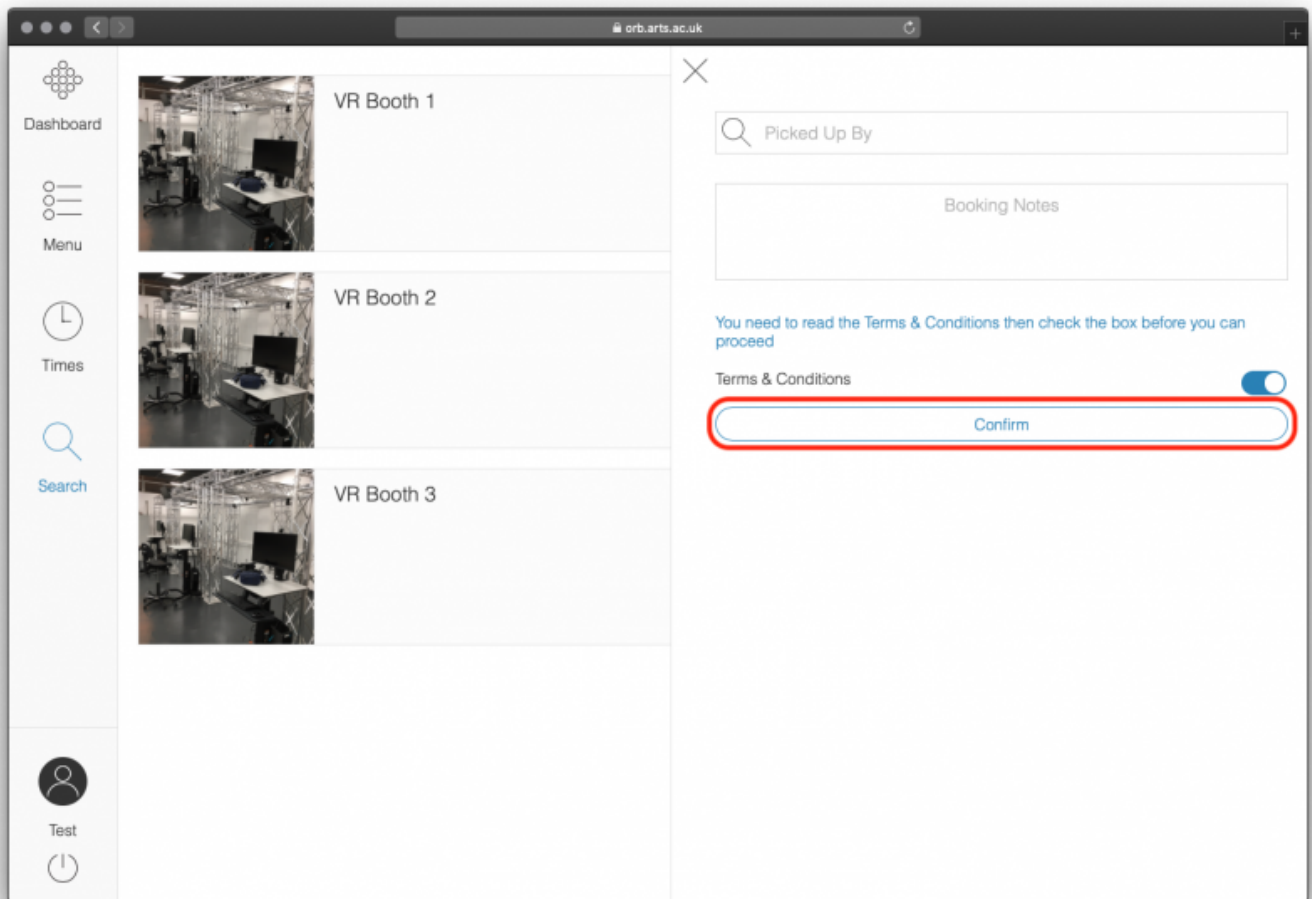
If the room has a red line on the left edge, it means the book is not available at the times requested, if this is during the normal opening times it may be booked by someone else, contact staff if you have trouble booking.

8. Slide the toggle to confirm you've read and agree to the terms and conditions.



9. Click "Confirm" and you're done, the book is booked (you'll see a green strip down the left edge of the image).





Please email if you have any troubles with signing up, you can find our contact details on the home page.

# What equipment is available?

Within the Creative Technology Lab we have a wide array of equipment and resources available to borrow and use during term time. This equipment is prioritised for students on stakeholder courses.

Equipment can be booked from ORB or loaned from the Kit room or WG14 during office hours in term time. Some equipment may require induction or Technician's approval prior to booking.

## Equipment list

- **Arduino Packs** *containing:*
  - Arduino Uno or Leonardo
  - USB Cable (or TypeC USB)
  - Breadboard (Short)
- **HD Projectors**
  - Short Throw LED Projector
  - Standard Throw LED Projector
  - Laser Projector
- **VR Headset**
  - HTC Vive VR Pro Headset
  - Oculus Quest 1
  - Oculus Quest 2
  - Oculus Rift S
- **Raspberry Pi Packs** *containing:*
  - Raspberry Pi 3B
  - micro SD card
  - micro SD card adapter
  - Screen (with dongle)
  - Keyboard
  - Mouse
  - Power supply
  - USB A-Mirco cable
  - HDMI cable
- **Thermal Receipt Printer**
- **Tablets** *including:*
  - iPad mini
  - iPad Air
  - iPod Touch
  - Samsung Galaxy Tab
- **Smartphone** *including:*
  - Samsung S8
- **Human Interface Devices** *including:*
  - Kinect 1 & 2
  - Leap Motion
  - Wiimote

- Airbar
- HD cameras
- Realsense Track Camera
- Realsense Depth Camera
- Flir camera
- Tobii Eye Tracker
- **Display** *including:*
  - Elo Touch 7" Screen
  - Elo Touch 10" Screen
- **DMX Devices** *including:*
  - DMX Dimmer Packs
  - RGB LED PAR56
  - USB to DMX interfaces
  - DMX LED driver
- **Other Microcontrollers and Single Board Computers** *including:*
  - MakeyMakey
  - Raspberry Pi Pico
  - Raspberry Pi 3/4/5
  - Arduino (various models)
  - Feather Board
  - Bare Conductive Board
- **Sensors** *including:*
  - Load Cell
  - Colour Sensor
  - IR, Ultrasonic and LIDAR Range Finders
  - PIR Motion Sensor
  - Moisture Sensor
  - Orientation Sensor
  - Light Sensor
  - Heartbeat/Pulse Sensor
  - Temperature Sensor
- **Others popular components** *including:*
  - Neopixel & NeoMatrix
  - LEDs
  - Button/ switch
  - Thermal Receipt Printer
  - Buzzer
  - Common Electronics (resistor, capacitor, diode...)
- **Actuators** *including:*
  - Servos
  - Micro Servos
  - DC Motors
  - Vibration Motors
- **Arduino Shields** *including:*
  - Ethernet
  - Wi-Fi

- DMX
- Bluetooth
- Xbee
- **Others**
  - Madmapper 3 License
  - Logitech Webcam
  - Genelec Monitors

# How can I get in touch with the Creative Technology Lab?

## Contact Us

You can contact us by emailing [creativetechnologylab@arts.ac.uk](mailto:creativetechnologylab@arts.ac.uk) or find us on Microsoft Teams: [Click here to go to our Team](#).

Our [team page](#) has our individual staff member email addresses if you already know exactly who you need to talk to.

Find out more about what we do and students projects on Instagram [@creativetechnologylab](#).

# When is the Multipurpose Room available?

The Multipurpose Room is usually available during the [\*\*normal opening hours\*\*](#) of the Lab, you can book the Multipurpose Room on [\*\*ORB\*\*](#).

However, you may need prior induction. Please contact us for more information.

# How do I complete ladder training?

Before anyone can use a step ladder at LCC you must complete the [\*\*ladder training module on Moodle\*\*](#).

It comprises of a [\*\*PDF guide\*\*](#) and [\*\*a quiz\*\*](#), after which you should email a screenshot of completion to [\*\*creativetechnologylab@arts.ac.uk\*\*](mailto:creativetechnologylab@arts.ac.uk).

# Accessibility Statement

Accessibility Statement for <https://lab.arts.ac.uk/>

This website is run by the Creative Technology Lab University of the Arts London (UAL). This accessibility statement applies to <https://lab.arts.ac.uk/>. Other websites and browser based systems on the arts.ac.uk domain have their own accessibility statements.

This website uses HTML 5 (HyperText Mark-up Language) and CSS (Cascading Style Sheets) to render content. We have also used other technologies including JavaScript on certain areas of the website.

We commit to ensuring this website is as accessible as possible and we want as many people as possible to be able to use it. This means that you should be able to:

access the website regardless of the device and browser you are using

zoom in up to 300% without the text spilling off the screen

navigate most of the website using just a keyboard

navigate most of the website using speech recognition software

listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We have also tried to make the website text as easy to understand as possible although we recognise we have more work to do on this.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible this website is

We know that some parts of the website are not fully accessible:

our PDF documents are not fully accessible to screen reader software

old video content is missing captions and sub-titles

animations on the site play automatically and loop and they do not have controls to pause or stop them altogether

Some interactive code examples are not fully accessible to screen reader software or using just a keyboard

Feedback and contact information



If you need information on this website in an alternative, more accessible format please contact [creativetechnologylab@arts.ac.uk](mailto:creativetechnologylab@arts.ac.uk). Please include details of the content you need and the required format or the service you are trying to access. We will then work with the team who own the content or the service to get you what you need.

We aim to provide you with an initial response within two working days and will provide clear information about how we will deal with your request.

#### Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact:  
[creativetechnologylab@arts.ac.uk](mailto:creativetechnologylab@arts.ac.uk)

We aim to provide you with an initial response within two working days and will provide clear information about how we will deal with your enquiry or complaint.

#### Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS). Contacting us by phone or visiting us in person

For information about contacting us by phone or to arrange a visit to our offices please visit the [Contact Us](#) page.

More information about accessing our buildings is available from [AccessAble](#).

#### Preparation of this accessibility statement

This statement was prepared on 01/10/20. It was last reviewed on 01/10/20.