RIT | MAGIC Spell Studios

□ ACCESS AND POLICY: MAGIC Labs (MSS-2120 and MSS-3120)

Amanda Hughes - 2025-07-08 - Facility Access and Policies

MAGIC Labs (MSS-2120 and MSS-3120) Access and Policies

MAGIC Lab Overview

2120 room capacity: 20 people

3120 room capacity: 50 people

Maximum reservation duration: These facilities are not reservable.

Both MAGIC Labs MSS-2120 and MSS-3120 are dedicated to MAGIC research, programs, and commercial development. These are not open lab spaces as each seat is outfitted for a specific user based on their project needs. Because of this, if you were to sit at one of these stations, you would likely find you do not have many of the software or resources you are looking for. We encourage those looking for an open lab workspace to check out the 5 labs located throughout the MAGIC building.

MSS-2120 Access Requirements

1. The MSS-2120 lab is restricted to those with access to the VR Lab or working on MAGIC commercial projects. The facility is not accessible to non-approved users.

2. Amanda Hughes manages and maintains a list of approved users for the space. 24/7 access is granted on a semesterly basis and can be renewed as needed.

MSS-3120 Access Requirements

1. The MSS-3120 lab is open from 7:30am - 6pm, Monday - Friday, and is where you will find the full time MAGIC staff and research faculty offices. We encourage you to stop by during open hours and get to know those living in the lab!

2. RIT ID access is required outside the hours stated above. Students working on approved MAGIC research, programs, or commercial projects will be granted access.

3. Amanda Hughes manages and maintains a list of approved users for the space. 24/7 access is granted on a semesterly basis and can be renewed as needed.

Facility Rules and Etiquette

1. Students will receive RIT ID access to the lab based on qualifying projects or research.

2. Food and drink are allowed in these facilities at open, non-workstation tables. Please be sure to clean up after yourself, including any food waste or spills.

3. Students may customize their workstation as they'd like for their time working in the lab, but please be considerate of those working around you. Stay confined to your workstation's foot print.

4. This is an open working environment. As such, please be cognoscente of your language and volume as you may be distracting to others.

5. Please be sure to remove all personal data from your machine before the agreed upon end date of your project and access. All computers will be wiped for the next user and data will not be recoverable.

6. Do not prop open any doors or grant access to unauthorized users.

Getting Help

The MAGIC Staff is here to support you and move your projects forward. If you find you need technical support, production support, or facilities support, please submit at helpdesk ticket here or scan the QR codes throughout the building: helpdesk.magic.rit.edu

Submitting a helpdesk ticket is the best way to get fast and efficient support! These tickets are directly received by Amanda Hughes, Andrew Sevigny, MAGIC Tech and the MAGIC PAs. Help tickets allow us to work together in solving problems and keep track of recurring issues.

Question

Do you have questions about MAGIC facilities, policies, and procedures? Feel free to reach out directly to Amanda Hughes at arkpph@rit.edu. We appreciate your feedback and are happy to address your questions or concerns!