

# RIT | MAGIC Spell Studios

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## ACCESS AND POLICY: MAGIC Motion Capture Lab (MSS-3152)

Andrew Sevigny - 2026-03-12 - [Facility Access and Policies](#)

### MAGIC Motion Capture Lab (MSS-3152) - Access and Policies

**Room Capacity:** 6 Users

**Maximum Reservation Duration:** Flexible. See access requirements below.

The MAGIC Motion Capture Lab is a resource available to those working on film, animation, games, or MAGIC affiliated projects and research in motion capture and tracking (with required faculty or MAGIC sponsor for requesting users).

The default room setup is designed to support animation workflows, marker and markerless capture, and also serves as a testing environment for the MAGIC stairwell projection art. The lab consists of one lab workstation as well as:

#### Hardware

10-camera Vicon system (marker-based)

(1) Perception Neuron (IMU-based)

(1) Xbox One Kinect

(3) Azure Kinect

(1) Dell Projector (ceiling-mounted)

(1) ZED 2 camera

(1) Rokoko Headcam

Note: For Vicon marker-based capture, RGB video overlay can be added. Users must check out a compatible video camera from the Cage; coordinate with MAGIC staff in advance.

Note: Simultaneous real time facial capture via Unreal Metahuman + iPhone (Live Link Face) is supported; an iPhone must be checked out from MAGIC.

#### Software

Vicon Shogun Live

Vicon Shogun Post

Unreal Engine

Pixera Media Server

Touch Designer (Non-Commercial)

Autodesk Maya

Blender 4.

**The equipment in this lab is extremely fragile and precise. Any tampering with the base setup will result in loss of access and violators will be billed for damages.**

## Mocap User Tiers

When including details for your request, please note that your access will be separated into the following categories.

### **(BASIC) Individual, Supervised Sessions w/ Support:**

For students/groups looking to simply capture data for one or a few sessions with support from MAGIC staff. *This does NOT require training but will be based on MAGIC staff availability.*

### **(ADVANCED) Independent, Unsupervised Lab Usage for Recurring/Long-term Sessions**

For students/groups looking to submit regular reservations for unsupervised use of the lab's standard configuration (i.e. projects or multiple recurring capture sessions for basic motion capture). *This requires lab training modules and hands-on approval to operate the lab independently and make your own reservations without MAGIC Staff support.*

### **(SPECIALTY) Specialty Motion Capture Integrations**

For users, groups, or projects requiring specialty integration beyond the standard configuration of the lab. *This requires the same training of advanced users AND relies on the availability of MAGIC staff for supported capture sessions or additional training.*

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## Access Requirements

**Access to the Motion Capture Lab is a privilege. We extend you our trust when we grant you access to this space. Any abuse or neglect of policies, procedures, or equipment will result in removal of access to the space. Propping doors or providing access to those who do not have approval to be in the facility will result in loss of access.**

1. All users of the MAGIC Motion Capture Lab must have an RIT faculty or staff sponsor. The sponsor must be affiliated with MAGIC and must be able to provide guidance for the student team. **All requests must be initiated and submitted by the project sponsor.** MAGIC will not grant access to individual students who do not have a project sponsor.
2. Student names and RIT UIDs must be provided in order for MAGIC to grant access to the space. Members must also report any users who will be in the space (i.e. talent, support, etc) even if they are not trained to operate the system. **Only trained individuals are allowed to operate the motion capture system. A trained individual must be present in the lab at all times.**
3. Once you complete and pass the onboarding/training module and associated quiz, you will be asked to demonstrate your competency of the rules and basic operation of the space before being granted swipe/tap access and the ability to reserve lab time. Approved & trained users will be added to an access list and may submit reservations for the lab at [reserve.rit.edu](https://reserve.rit.edu). An approved access list is managed and maintained by Amanda Hughes.
4. Due to facility constraints, MAGIC may limit the number of users per project who are granted access to the space.

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## Lab Reservations

**All MAGIC facilities are reserved through the RIT Event Management System (EMS) at [reserve.rit.edu](https://reserve.rit.edu).** These reservations are individually reviewed by a MAGIC staff member to confirm the

student requesting the facility has been trained in the space, and the requested activity is appropriate to the space. Because reservation approval is a manual process, **we encourage all reservations to be submitted at least 48 hours in advance**. Reservation requests submitted over a weekend will not be reviewed until the following business day.

**Submitting a reservation does not guarantee approval and/or access.** A MAGIC staff member may reach out to you regarding your reservation for more information if necessary.

**Your access and reservation are not finalized until you receive a reservation approval confirmation receipt from EMS.** If you have not received this confirmation receipt, your reservation is still pending approval and you will not have access to the space.

## Reservation Changes & Cancellations

We understand your plans may change or you may no longer need access to a reserved facility. In this case, please cancel or adjust your reservation by visiting [reserve.rit.edu](https://reserve.rit.edu).

## Swipe/Tap Access

**Facilities access will be granted to your RIT UID for the exact times and duration of your reservation** (unless otherwise notified). This means if you submit a reservation for 4pm, you will not be able to access the facility at 3:59pm. Please take this into consideration when selecting the times for your reservation.

Remember, many of MAGIC's facilities are booked back-to-back, so please be sure to vacate the space before the end of your reserved time slot, and return the facility back to its original conditions. Students are financially responsible for any facility or equipment damage during their reservation period.

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## Rules & Etiquette

1. Students will receive RIT ID access to the facility for the exact times and dates from their approved EMS reservation.
2. Students take full responsibility for the facility when it is reserved under their name.
3. No food or drink is allowed in the space.
4. All users inside the Motion Capture Lab have been trained and are on the approved access list, however, you may let talent who are not trained on facilities operation into the space. **You may not prop doors or allow other unapproved users into the facility. This will result in revoked facilities access.**
5. **Do not store personal or project data directly on the Motion Capture Lab machines!** Stored data will take up space and slow down the machines, impacting other user's projects. MAGIC will delete any personal data as needed.
  - a. **MAGIC highly recommends using an external drive or network drive to store your motion capture data. Please REMOVE ALL DATA from the local PC storage at the end of your session.**
  - b. Set the Capture Folder in Shogun Live to a subfolder in your own Documents folder on your user account to track your mocap data. For example.
6. **For additional software or hardware needs other than what's included in the lab**, submit a [helpdesk ticket](#) (or visit the MAGIC tech desk in person) specifying your request and how it relates to your project. While we try to accommodate requests, Support is not guaranteed.
7. **The facility must be returned to its original configuration** before vacating the space. This includes:
  - a. The space is clean. Ask a MAGIC staff member or student employee for access to vacuum, clothes, wipes, or other cleaning supplies if needed.
  - b. All personal items and belongings have been removed from the space.
  - c. The equipment has been shut down following proper protocols and procedures.
  - d. All doors are secured when vacating the space.

**We consider this a "living lab." Please share your feedback, requests, or concerns by submitting**

a [helpdesk ticket](#). We want to hear from you and make this space the best that it can be!

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## How to Request Access to the Motion Capture Lab

**NOTE:** When including details for your request, please note that your access will be separated into the following categories. Please add details accordingly to help us determine (or indicate yourself) the best fit for your use of the lab:

### **(BASIC) Individual, Supervised Sessions w/ Support:**

For students/groups looking to simply capture data for one or a few sessions with support from MAGIC staff.  
*This does NOT require training but will be based on MAGIC staff availability.*

### **(ADVANCED) Independent, Unsupervised Lab Usage for Recurring/Long-term Sessions**

For students/groups looking to submit regular reservations for unsupervised use of the lab's standard configuration (i.e. projects or multiple recurring capture sessions for basic motion capture).  
*This requires lab training modules and hands-on approval to operate the lab independently and make your own reservations without MAGIC Staff support.*

### **(SPECIALTY) Specialty Motion Capture Integrations**

For users, groups, or projects requiring specialty integration beyond the standard configuration of the lab.  
*This requires the same training of advanced users AND relies on the availability of MAGIC staff for supported capture sessions or additional training.*

**All requests must be submitted by a faculty or MAGIC sponsor that can vouch for your project/session, or you can submit your own and CC a sponsor.**

1. Navigate to <https://helpdesk.magic.rit.edu/new-ticket> to begin a new request.
2. Be sure your **"Department"** is set to **MAGIC Spell Studios**, and under **"Support Type,"** select **Facilities Support > Facilities Access > Motion Capture Lab Access**
3. In the subject line, include **"Student Access to the Motion Capture Lab"**
4. Follow the remaining prompts on the request form. Be sure to include as many details as possible!

### **Once your request is submitted:**

1. MAGIC will respond via helpdesk email if more information is required before provided in additional details:
  - a. **For "Basic" Users:** MAGIC will coordinate session times according to MAGIC staff availability and respond with details
  - b. **For "Advanced or Specialty" Users:** MAGIC will add you to the basic training MyCourses and inform you about the steps required to complete training and be verified as a user of the space.
2. Once approved, students will be added to the facilities access list (advanced users may submit reservations for the Motion Capture Lab after their completed onboarding).