



## Film Production and Broadcast Engineering Vidmeister Operating Instructions

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# VOI 1

## Bookable Items and Rooms

The department uses an online booking system for all bookable equipment and rooms. The tables in 1.1 and 1.2 show all bookable stock items and rooms depending on year group. 3rd years (i.e. those on placement) aren't able to book on the system and, should they need to book anything while on placement, are encouraged to email DMM Stores or a technician who will arrange the booking with them.

Information correct as of September 28, 2023.

### 1.1 Stock

Table 1.1: Camcorders

Asset Name	Asset Description	Year 1	Year 2	Year 4
Panasonic UX Kit	Kit includes- AG-UX180 Camera Panasonic battery charger Panasonic power supply 1x 32Gb SD memory card, Shotgun mic w/pistol grip, Headphones, XLR cable.	✓	✓	✓
Sony FS5	Sony PXW-FS5 XDCAM Super 35 Camera System	✓	✓	✓
Sony F5 Camera Kit	Sony F5 Camera (With bars and handles) W/ Vlock battery charger 1 x sxs card reader (USB) 1 x Matt box 2 x vlock Batteries Beyer DT770 pro Headphones need to be booked separately		✓	✓
Sony F55 Camera	Full HD 4K CMOS Sensor Compact CineAlta Camcorder Kit. Sony F55 Sony Cineprime 35, 50 and 85mm lenses GLOPTIX 70-200mm zoom lens GLOPTIX 18-35mm zoom lens Bright Tangerine Matte Box Arri Follow Focus SXS card reader Vlock batt charger 4 x Vlock batts 1 x Beyer DT770 pro Headphones		✓	✓

Table 1.2: Camera and Lens Accessories

Asset Name	Asset Description	Year 1	Year 2	Year 4
Sony FX3 Accessories Kit	Comes with: Camera Dolly Roller Joby Gorillapod tripod Can of compressed air Rubber air dust blower 8 large crocodile clips Cloth lens wipes Screwdriver adaptors Pixco 8 Point Star Filter Various lens step-up adaptors	✓	✓	✓
AC Bag	Contains: Slate Tapes (coloured, camera, gaffer) 4x coloured whiteboard markers with whiteboard eraser 4x coloured Sharpies 4x non-permanent pencils Notebook and pen White card Lastolite EzyBalance Torch Socket tester Mini bellow (air) Compressed air can Lens cleaner spray with cloth Anti-flare can Cable ties Carabiner Small bungee Tape measure		✓	✓
Arri Follow Focus Kit			✓	✓
Colorchecker PASSPORT VIDEO	Color balance and control for video.		✓	✓
Sony FS5 Raincover (Rain Slicker)	Raincover for Sony FS5 Camera		✓	✓

Table 1.3: DSLR Cameras

Asset Name	Asset Description	Year 1	Year 2	Year 4
Canon 6D	Kit Contains: Canon 6D DSLR, 24-105mm f/4 IS lens, battery pack, Canon LC-E6E charger, mini-USB lead, 16GB SD Card. Camera serial - 233020000745 Lens Serial - 5978886	✓	✓	✓
Sony FX3 Cinema Camera	Sony FX3 Cinema Line camera. E-mount lens compatible. Comes with: FE 16-35mm lens Case USB-C Cable 4 Batteries Charger XLR Handle Unit Hot-shoe attachment 1 CFexpress Card (80GB) 1 SD card (64GB)	✓	✓	✓

Table 1.4: Dongles

Asset Name	Asset Description	Year 1	Year 2	Year 4
DaVinci Resolve Studio Dongle		✓	✓	✓
iLok Kit 1	iZotope RX and Re-vibe iLok key, with USB containing installers.		✓	✓

Table 1.5: Filters

Asset Name	Asset Description	Year 1	Year 2	Year 4
Filter Kit	4x5.6: C4, C5, C11 Formatt UK 4x4: Tobac 3, Tobac 7, Coral 1, Chocolate 1		✓	✓

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Table 1.5: Filters

Asset Name	Asset Description	Year 1	Year 2	Year 4
Filter Schneider 4x5.65 - 85			✓	✓
Filter Schneider 4x5.65 - Amber Sev 1			✓	✓
Filter Schneider 4x5.65 - Clear			✓	✓
Filter Schneider 4x5.65 - Coral 1/8			✓	✓
Filter Schneider 4x5.65 - HD Classic Soft 1/4			✓	✓
Filter Schneider 4x5.65 - Lin Trued Pol			✓	✓
Filter Schneider 4x5.65 - ND 0.6 SEH			✓	✓
Filter Schneider 4x5.65 - True-Streak Blue 2MM			✓	✓
Filter Tiffen Black Pro-mist 1/4			✓	✓

Table 1.6: Headphones and Headphone amps

Asset Name	Asset Description	Year 1	Year 2	Year 4
Beyerdynamic DT770 Headphones No. 1	DT 770 PRO Reference headphones for control and monitoring purpose – 80 ohms (closed)		✓	✓
Beyerdynamic DT770 Headphones No. 2	DT 770 PRO Reference headphones for control and monitoring purpose – 80 ohms (closed)		✓	✓

Table 1.7: Lenses

Asset Name	Asset Description	Year 1	Year 2	Year 4
Samyang E-Mount Lens kit	Contains 50mm, 24mm, 14mm, 35mm, 135mm, 85mm lenses for Sony e-mount cameras.	✓	✓	✓
Sigma 18-35 mm T2 Zoom			✓	✓
Sigma 50-100mm T2 Zoom			✓	✓
Sony CineAlta Six Lens Kit - PL Mount			✓	✓

Table 1.8: Lighting

Asset Name	Asset Description	Year 1	Year 2	Year 4
Aputure Light Storm 600D Pro LED Light	Offers an immensely bright 600W COB LED output. It has a maximum 720W power draw which enables this light to achieve the brightness of 1200W HMI's. Compatible with Aputure F10 Fresnel lens and F10 Barn Doors.	✓	✓	✓
Aputure MC 4-Light Travel Kit	Aputure MC 4-Light Travel Kit EU - RGBWW Film Lights with Full HSI Colour Control and CCT range of 3200K - 6500K Kit Includes: 4 x Aputure MC 1 x Charging case 2 x Silicone diffuser 1 x USB-C charging cable 2 x Balhead 1 x Powercable 1 x Carrying pouch	✓	✓	✓
Arri 2000W Head Kit	Bag also contains: Heat-proof gloves 10m Extension Lead	✓	✓	✓
Arri 600W 3 head kit		✓	✓	✓
Arri 650W 3 head kit	Does not come with stands	✓	✓	✓
Arri 800W 3 Head Kit	Bag also contains: Heat proof gloves 10m Extension cable	✓	✓	✓
Arri Lighting Kit	Found in the red bag 150W heads	✓	✓	✓
Dedo LED Light Kit	3x Dedo light heads 3x Power supply 3x light shield ring 3x barn doors 1x speed ring 1x Dedoflex mini soft box 3x Dedo light stand	✓	✓	✓
Dedo Light Kit	3x DLH4 150W heads Power supply's Light stands	✓	✓	✓
Dedo Light Projector kit	Projector Lens Light Clamps Gobo holders Gobos	✓	✓	✓
Hot-Shoe LED light		✓	✓	✓
Lishuai LED Panel	Lishuai P-1380ASVL High Output Soft LED Light - Bi Colour Can be run from a V lock battery	✓	✓	✓
Rotolight Neo 3 Light Kit		✓	✓	✓
Aputure MC Pro 12-Light Kit	Includes: 8x MC Pro 8x MC Pro Flat Diffuser 8x MC Pro Dome Diffuser 8x MC Pro 30° Light Control Grid 4x Cold Shoe Ball Head 4x 1/4-20in Screw to Magnetic Plate Adapter 4x 1/4-20in Screw to Baby Pin Adapter 2x 1/4-20in Articulating Arm to Clamp Adapter 2x USB Type-C Charging Cable 32x Adhesive Magnetic Plate 1x Locking IEC C13 AC Power Cable 1x D-Tap to D-Tap Power Cable 1x MC Pro 8-Light Charging Case		✓	✓

Table 1.9: Lighting Accessories

Asset Name	Asset Description	Year 1	Year 2	Year 4
Aputure F10 Barn Doors	The F10 Barn Doors is a light shaping accessory for use with larger Bowens-Mount lights and Fresnel modifiers. Compatible with Aputure F10 Fresnel and 600D Pro LED light. The larger barn door leaves are better for shaping light, particularly from large sources. 8-Leaf Adjustable Barn Doors: Large leaves with additional helper flags aid in precisely shaping light. Includes Safety Cable: A safety cable and mounting point come fixed to the light for added security.	✓	✓	✓
Aputure F10 Fresnel Lens	Attachment for LS 600D LED Light Up to 200,000 lux at 3.28' with the Aputure LS 600d 15 to 45° variable beam angle 10" Glass Fresnel lens Dual lens optical design Compatible with F10 Barn Doors Seamless focus adjustment Minimises light leaks	✓	✓	✓
Arri Reflector - Medium	Circular collapsible, silver.	✓	✓	✓
Lastolite Reflector - Large	Circular collapsible. Side 1 - "Sunlite" silver / gold stripe; Side 2 - silver.	✓	✓	✓
Lastolite Reflector - Medium	Circular collapsible, "Sunlite" silver / gold striped.	✓	✓	✓
Lastolite Reflector - Small	Circular collapsible, gold.	✓	✓	✓
Lastolite SkyRapid Fabric Diffuser Square	Skylite Rapid Cover Midi 1.5 x 1.5m 1.25 Stop Diffuser Comes with 1.5m x 1.5m frame Collapsible and all lives in a case	✓	✓	✓
Neewer 5-in-1 Collapsible Light Reflector 110cm	Translucent, Silver, Gold, White and Black for Studio Photography Lighting and Outdoor Lighting	✓	✓	✓
Octagonal SoftBox	Neewer Octagonal Softbox 57cm across Lives in FVPT Transit Store	✓	✓	✓
ChromaFlex And LiteRing	7" x 7" collapsible chromatte screen with a dual-colour (green & blue) LiteRing and controller. Also comes with lens adaptor ring and carry bag		✓	✓
Lastolite EzyBalance			✓	✓
Lastolite EzyBalance	18			

Table 1.10: Location Video Monitors

Asset Name	Asset Description	Year 1	Year 2	Year 4
JVC 9" Location Monitor	Mains or battery powered JVC location monitor with case		✓	✓
Location Floor Monitor			✓	✓

Table 1.11: Mains extensions

Asset Name	Asset Description	Year 1	Year 2	Year 4
FVPT Extension no. 1	5 metre cable reel with two 13 amp sockets & two USB ports	✓	✓	✓
FVPT Extension no. 2	5 metre cable reel with two 13 amp sockets & two USB ports	✓	✓	✓
FVPT Extension no. 3	5 metre cable reel with two 13 amp sockets & two USB ports	✓	✓	✓
FVPT Mains Distribution no. 1	5 metre cable with 4 sockets.	✓	✓	✓
FVPT Mains Distribution no. 2	5 metre cable with 4 sockets.	✓	✓	✓
FVPT Mains Distribution no. 3	5 metre cable with 4 sockets.	✓	✓	✓
Single Mains Extension 1	10 metre cable with 1 socket	✓	✓	✓
Single Mains Extension 2	10 metre cable with 1 socket	✓	✓	✓
Single Mains Extension 3	10 metre cable with 1 socket	✓	✓	✓
Single Mains Extension 4	3 metre cable with 1 socket	✓	✓	✓
Single Mains Extension 5	10 metre cable with 1 socket	✓	✓	✓
Single Mains Extension 6	10 metre cable with 1 socket	✓	✓	✓

Table 1.12: Microphones

Asset Name	Asset Description	Year 1	Year 2	Year 4
AKG SE300B	Pencil Microphone with CK91 Cardioid and CK94 figure-eight Capsules	✓	✓	✓
FPBE AKG C414-XLS Kit 1		✓	✓	✓
FPBE AKG C414-XLS Kit 2		✓	✓	✓
RODE Broadcaster	1" Broadcast Condenser microphone - On Air light function.	✓	✓	✓
RODE NTG3B Shotgun Microphone	Shotgun Microphone comes with : Wind-shield shock mount (for use with boom pole only) NOTE: requires phantom power	✓	✓	✓
Rode Reporter Mic	Reporter. style microphone	✓	✓	✓
Sennheiser ENG Wireless Mic Set 1		✓	✓	✓
Sennheiser ENG Wireless Mic Set 2		✓	✓	✓
Sennheiser ENG Wireless Mic Set 3		✓	✓	✓
Sennheiser ENG Wireless Mic Set 4		✓	✓	✓
Sennheiser MKH816T		✓	✓	✓
Sony ECM-77B Lavalier (Tie-Clip) Mic	Includes lapel clip, mesh windshield and foam windshield cover. XLR connector, optional AA battery power.	✓	✓	✓
Electrovoice RE20 kit 2	Dynamic large diaphragm cardioid microphone.	✓		
Electrovoice RE20 kit 3	Dynamic large diaphragm cardioid microphone.	✓		

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Table 1.12: Microphones

Asset Name	Asset Description	Year 1	Year 2	Year 4
Hebden Sound HS3000 x2 kit 1	Includes omni, sub-cardioid, cardioid, hyper-cardioid capsules.	✓		
Hebden Sound HS3000 x2 kit 3	Includes sub-cardioid, cardioid, hyper-cardioid capsules.	✓		
Hebden Sound HS3000 x2 kit 4	Includes sub-cardioid, cardioid, hyper-cardioid capsules.	✓		
Performance Sm58 No.1	Collect from Stores Comes with mic clip - please ensure this comes back with the mic	✓		
Shure SM57 No. 1	Comes with mic stand clip	✓		
Shure SM57 No. 2	Comes with mic stand clip	✓		
Rode Newsshooter Kit	Camera-mounted receiver and an XLR transmitter for shooting video wirelessly with XLR microphones		✓	✓
Schoeps CMIT 5U	Shotgun Mic (and it's blue!!...)		✓	✓
Sennheiser MKH418S Shotgun Mic	The MKH 418 S is an M-S stereo shotgun microphone comes with : Rycote Windshield and Pistol Grip. <a href="https://en-uk.sennheiser.com/stereo-shotgun-microphone-condenser-mkh-418-s">https://en-uk.sennheiser.com/stereo-shotgun-microphone-condenser-mkh-418-s</a>		✓	✓

Table 1.13: Portable Recorders

Asset Name	Asset Description	Year 1	Year 2	Year 4
MixPre compact field mixer		✓	✓	✓
Sound Devices MixPre-6	Contains 1x Camcorder Sound Devices Recorder Bag 1x MX L-Mount Battery Sled 2x DVF 550 Batteries 1x USB C to twin USB A Cable	✓	✓	✓
Zoom H1 Handy Recorder	Comes with protective case and 2GB Micro SD card	✓	✓	✓
Atomos Shogun	4K Recorder <a href="https://www.atomos.com/shogun">https://www.atomos.com/shogun</a>		✓	✓
Sound Devices 788T	Kit contains Sound Devices 788T + battery 1 x TC in (Green F/XLR to LEMO) 1 x TC out (Red M/XLR to LEMO) 1x Mini F/XLR to 3.5 jack 1x F/XLR to BNC 1 x TC systems In DIN to LEMO 1 x systems TC Out DIN to LEMO 4 x F/XLR to Mini F/XLR 2x Mini F/XLR to M/XLR 1 x 3.5 jack Headphone Splitter		✓	✓
Zoom F4	6-input/8-track multitrack field recorder with integrated mixer 6 discrete inputs, including with 4 locking Neutrik XLR/TRS combo connectors, a stereo 3.5mm input, and Zoom mic capsule input Input 5/6 can be used as a camera return for monitoring only		✓	✓

Table 1.14: Stock

Asset Name	Asset Description	Year 1	Year 2	Year 4
Arri Sandbag No 1		✓	✓	✓
Matthews Floppy 48x48 Flag		✓	✓	✓
Westcott Fast Flags		✓	✓	✓

Table 1.15: Timecode Systems

Asset Name	Asset Description	Year 1	Year 2	Year 4
UltraSync One	2 x UltraSync ONE unit 2 x USB C charging lead (also for firmware updates) 1 x Dual charger plug 2 x Locking DIN 1.0/2.3 connector to RA BNC (blue) for LTC 2 x Locking DIN 1.0/2.3 connector to RA BNC (red) for genlock	✓	✓	✓
UltraSync One No.2	2 x UltraSync ONE unit 2 x USB C charging lead (also for firmware updates) 1 x Dual charger plug 2 x Locking DIN 1.0/2.3 connector to RA BNC (blue) for LTC 2 x Locking DIN 1.0/2.3 connector to RA BNC (red) for genlock	✓	✓	✓
Ambient Clockit Controller	Timecode Master Clock with LTC and ASCII Timecode		✓	✓
Ambient Lockit Box	Timecode and Sync Generator		✓	✓

Table 1.16: Tripods &amp; Mounts

Asset Name	Asset Description	Year 1	Year 2	Year 4
Boom Pole - 3m		✓	✓	✓
C-Stand no1		✓	✓	✓
C-Stand no2		✓	✓	✓
DJI Ronin-MX	DJI Ronin-MX 3-Axis Stabilized Handheld Gimbal (Ronin-MX) Package including Grip and Wireless Thumb Controller. 1x Gimbal 1x Handle Bar 1x Remote Control - 2.4 GHz 1x CP.ZM.000374 Ronin-M Part 41 Grip 1x CP.ZM.000159.02 Wireless Thumb Controller For RONIN-M 1x Tuning Stand 1x Charger 2x DJI Intelligent Battery 1x Cable Pack 1x Micro USB Cable 1x Camera Mounting Plate 1x Upper Mounting plate 1x Vibration Absorber Accessories: 2x Camera Screw A (1/4") 2x Camera Screw B (3/8") 2x Camera Screw C (1/4") 2x Camera Screw D (3/8") 1x Lens Support Screw 1x Lens Support 4x Allen Wrench (2 mm, 3 mm, 4mm, 3/16")	✓	✓	✓

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Table 1.16: Tripods &amp; Mounts

Asset Name	Asset Description	Year 1	Year 2	Year 4
Dual Grip Camera Should Rig	Includes Walimex Pro Follow Focus, camera mounting plate and Fotga DP3000 Matte Box	✓	✓	✓
Glidecam XR-Pro		✓	✓	✓
Hague DRIVE Camslide Slider		✓	✓	✓
Manfrotto Fig-Rig - No. 02		✓	✓	✓
Manfrotto Nitrotech 608 Tripod	Manfrotto Nitrotech 608 Tripod System with Mid Spreader and Bag - Aluminium For use with Sony FX3 Camera	✓	✓	✓
Miller Tripod Dollie		✓	✓	✓
Panasonic UX Tripod	Miller Tripod for use with Panasonic AG-UX180 Camera	✓	✓	✓
RHINO Slider EVO Pro		✓	✓	✓
RODE Boom Pole - 3m		✓	✓	✓
RODE Boom Pole Pro	Carbon Fibre Boom Pole	✓	✓	✓
RODE Boom Pole Pro No. 02	Carbon Fibre Boom Pole	✓	✓	✓
Vinten Vision 5LF Tripod	Vinten Vision 5LF Tripod System (for use with Sony FS5).	✓	✓	✓
Vinten Vision Blue Tripod	Vinten VB-FT Vision Blue Flowtech Carbon Fibre Tripod System (For use with Sony FS5)	✓	✓	✓
Indy Dolly System	This item requires approval from DMA		✓	✓
Manfrotto 525MVB Tripod	Manfrotto 525MVB Tripod with 519 Pro Video fluid head, two pan handles and Manfrotto 114MV dolly		✓	✓
Manfrotto Autople			✓	✓
Manfrotto Magic arm No1	Lighting and Flag support mount		✓	✓
Manfrotto Magic arm No2	Lighting and Flag support mount		✓	✓
Manfrotto Monitor Stand	Tall, heavy duty stand for Sony location monitors		✓	✓
Miller Tripod			✓	✓
Vinten PT 117 Tripod	Vinten PT117 Pro Touch Tripod with Pro 5 fluid head.		✓	✓
Libec Tripod	Medium weight tripod for DSLR"s		✓	

Table 1.17: Vans

Asset Name	Asset Description	Year 1	Year 2	Year 4
Van A (BP17 YKA)			✓	✓
Van B (BP17 YKB)			✓	✓

Table 1.18: Wireless Systems

Asset Name	Asset Description	Year 1	Year 2	Year 4
Nucleus-Nano Wireless Lens Control System	Kit contains: (1) Nucleus-Nano Hand Wheel Controller (1) Nucleus-Nano Wireless Follow Focus Motor (1) 15mm Single Rod Mounting Baseplate For 95mm Lens (2) 1/4"-20 Hex Screws (2) Rod Mount Hex Screw (1) 15mm x 100mm Black Aluminum Rod (1) 31cm 5V Micro USB male to 5V Micro USB male motor power cable (1) 12V / 2A Ronin-S to 5V Micro USB male motor power cable (2) Photographic lens follow focus gear rings (1) Nucleus-Nano Hand Wheel Attachment Plate for Ronin-S/G2x (1) Nucleus-Nano Hand Wheel Attachment Adapter for Zhiyun Crane 1 (1) 14500 Battery Charger (2) 14500 Batteries (1) M4 Allen key (1) M6 Allen key (1) Soft Case (1) User Guide	✓	✓	✓
Hollyland MARS Pro Wireless Transmission	Hollyland MARS 400s Pro HDMI + SDI Wireless Transmission System		✓	✓

## 1.2 Rooms

Table 1.19: Rooms

Category	Asset Name	Year 1	Year 2	Year 4
Media Labs	Media Lab: Red (Nodus)	✓	✓	✓
Media Labs	CMT Studio (13 AC 01)		✓	✓
Other	Audio Lab (01 AC 02)	✓	✓	✓
Other	Lecture Theatre C (LTC)	✓	✓	✓
PATS Edit Rooms	Edit 4	✓	✓	✓
PATS Edit Rooms	Edit 5	✓	✓	✓
PATS Edit Rooms	Edit 3 (25E)	✓		
TV Studio Rooms	TV Studio - All Control Rooms		✓	✓
TV Studio Rooms	TV Studio - Sound Control Room (07bAC01)		✓	✓
TV Studio Rooms	TV Studio - Studio Floor (07AC01)		✓	✓
TV Studio Rooms	TV Studio - Vision Control Room (07aAC01)		✓	✓

# VOI 2

## Room Guides

### 2.1 Television Studio

#### Startup and Shutdown Procedure

These steps are for a part startup and shutdown. The TV Studio Technical Manager should be contacted for full startup and shutdown as there is critical infrastructure for DMM in the TV Studio. The shutdown process is the same as the startup procedure but in reverse.

##### 1. Technical Apparatus Room (TAR)

- (a) In the middle of the centre rack Power on MDU 4. This will turn on the CCUs.



Figure 2.1: CCU MDU

- (b) Underneath the CCU's, power on the MDU for the Sony vision mixer.



Figure 2.2: Vison Mixer MDU

##### 2. Production Control Room (PCR) (Front Row)

- (a) In the rack closest to the TAR, turn on the vision mixer panel.



Figure 2.3: Vison Mixer Panel

- (b) At the bottom of that rack, turn on the speaker amp.
- (c) Turn on any monitors that aren't on.



Figure 2.4: Speaker Amp

### 3. PCR (Back Row)

- (a) At the engineering position (far left), reach through the empty rack and switch on the mains switch on the rear panel to the right of the rack.



Figure 2.5: Rear Desk Power Switch

### 4. Sound Control Room (SCR)

- (a) Behind the computer monitor to the right of the mixing desk, power on the sequential MDU. This will turn on all equipment in the room on sequentially to prevent any current overload or loud pops coming through the speakers.



Figure 2.6: SCR Sequential MDU

### 5. Vision Control Room (VCR)

- (a) Switch on the lighting desk using the power button on the rear right of the desk.
- (b) Switch on the lighting monitor.
- (c) Switch on the vision engineering monitor.
- (d) Switch on the TV using the remote.

#### 2.1.1 Studio Floor

#### 2.1.2 Production Control Room

The PCR

**Producer**

**PA**

**Director**

**Vision Mixer**

**Engineer**

**Autocue Operator**

**GFX Operator**

**EVS Operator**

### **2.1.3 Sound Control Room**

**Sound Mixer**

**Gram Operator/Comms Engineer**

This multipurpose position...

### **2.1.4 Vision Control Room**

## **2.2 LTC (Sound Mixing)**

## **2.3 LTC (Colour Grading Suite)**