

# Ebert Digital Lab Rules

## WELCOME

The Ebert Digital Lab has 14 student Mac laptops, a faculty laptop, and one dual-monitor Mac desktop computer,– all running the most up-to-date industry standard software.

The Lab maintains photo quality printers, a large-format printer and multiple scanners for art student projects. The equipment in this lab is highly specialized. Certain equipment is used for specific tasks. The lab tech will help you select the appropriate tools necessary to see your project through to completion.

**NO FOOD OR DRINK IN THE LAB.** Store your extra things at the storage area near the door.

**SAVE YOUR WORK.** Always back up your work to your own computer, to a flash drive, or to One Drive, before closing out your session. *There is no guarantee your work will be saved on the hard drive at your next log in.* Between Macs you can use AirDrop.

**PRINTING AND SCANNING.** Ask for help, follow the steps on the signs, and learn the entire process. The printers and scanners may be used for class assignments and Independent Study projects. If you need to scan something that is “messy, ask for assistance – there are specific scanners just for that purpose. **The lab does not provide printing for personal or campus organization purposes.**

**STUDENTS ARE RESPONSIBLE FOR EXCESSIVE CHARGES.** Printing in this lab is checked against your studio fees. Most printing is included in your specific course as part of a lab fee. Printing beyond those allowances is not included is subject to separate billing. Charges for printing include anything that you accidentally print.

**DO NOT CHANGE INK CARTRIDGES WITHOUT STAFF OR FACULTY PRESENT.** Ink cartridge use in the lab is carefully monitored and on a strict budget. If you are unable to print due to low ink, come back during open lab hours to print your project.

**CHECK BLACK INK SPECS.** Photo Black is used with gloss and acetate papers. Matte black is used with matte papers. Indicate choice at printer and within your application’s print dialogue box.

**REVIEW EVERYTHING BEFORE YOU CLICK PRINT.** We recommend printing from an Adobe program to give you full control over your printing. Confirm your desired finish size, paper size, and check all features in the print dialogue boxes for successful output. Selections in the print dialog boxes must match selections on the printer.

**RESPECT THE EQUIPMENT AND OTHER USERS.** Always log out when you are finished with your session. **Always back up your work** - work is not saved on the laptops. **Always leave the space clean.** Monitors and scanner glass – spray glass cleaner on cleaning cloths, then wipe glass. Keyboards – use wet wipes when computer is logged out or off.

**WHEN IN DOUBT. ASK! WE ARE HERE TO HELP.**