DIGITAL PRINT LAB 2125 USAGE POLICY & RULES

The Digital Print Lab is available to all currently enrolled Stamps students, faculty, and staff. The lab is outfitted with archival inkjet printers that are calibrated to provide the best possible color reproduction. Users may utilize the lab equipment for their course and portfolio work.

Lab Equipment
The lab is outfitted with 11 workstations connected to 11 individual inkjet printers. The computer monitors and printers have all been color calibrated for optimal color reproduction. The lab is also lit with full-spectrum 5500K fluorescent lighting.

The Lab offers:
- 10 Canon ImagePROGRAF PRO-1000 17” x 22” inkjet printers
- Canon ImagePROGRAF IPF6450 24” inkjet roll printer
- 2 Epson 13” x 19“ and high resolution flatbed scanners
- 3 Precision rotary cutters
- Adobe Creative Cloud

Access
The Digital Print Lab is accessible to all currently enrolled Stamps students, faculty, and staff during normal class hours. Students wishing to have access to the lab after hours or on the weekend will need to fill out an Access Request Form and have it signed by the Studio Coordinator.

Failure to follow the policies listed below may result in the permanent loss of Lab access in addition to other penalties as necessary.

Lab Rules
1. The Lab is for printing class and portfolio work only. Do not use this lab to print posters, family photos, or essays.
2. Be very careful with food and drinks in the lab. Make sure to always use a lid on your drink containers.
3. Clean up after yourself. All scraps from the rotary cutters and misprints need to be recycled or thrown away. Anything that is too large for the trash cans in the lab should be carried to a dumpster.
4. This Lab is for printing only. Best practice is to always bring your files to the Lab ready to print. You may be asked to leave if you are spending too much time editing your files before printing.
5. Do not remove any furniture or equipment from the lab without first notifying the Studio Coordinator.
6. Alcohol and illegal drugs are prohibited in the studio and all of the A&D Building.

**Printing Station Rules & Best Practices**

1. Be sure you are printing on the correct matte or luster print settings based on the type of paper you are using. All printers are capable of printing on both media types with the correct settings.
2. Do not save any of your projects on the Lab computers. Lab machines are wiped after every reboot.
3. Always logout of M-Box, Google Drive, or any other accounts when you are finished on the computer.
4. Do not change any computer system settings including adjusting the brightness. The settings have been chosen to provide the best possible working experience for all users.
5. Do not print on any unapproved papers or substrates without consulting the Studio Coordinator first.
6. Signs are posted around the Lab to walk you through the printing process and for tips on approved paper types. Be sure to read these signs carefully if you are having trouble.
7. Notify the Studio Coordinator immediately if there are any software or hardware problems with the print station. Make note of the computer number you are using. Unreported problems will go unresolved.