

Digital Photo Lab Procedures and Rules

1. Only students who are currently enrolled in this class are allowed to be present in the lab.
2. No food or drinks (without cover) are allowed in the lab.
3. Please keep all cell phones on silent and take any calls outside of the lab.
4. Please keep all computer settings as they are, including but not limited to the desktop, dock and Photoshop preferences.
5. Please keep the brightness setting on your monitor as it is.
6. Please avoid touching the screen of your monitor. Handle your monitor only by the bottom or sides.
7. Save your files on your own storage media.
8. Print only items for Digital Photography classes.
9. To ensure that all students have access to printers, please print to one printer at a time.
10. If the printer is experiencing a communication error, check to see if the printer is in use. If the printer is in use, please restart your print job from the printer dialogue box. If it is not in use, but you are still experiencing a problem, speak to Instructor, Lab Tech or Lab Coordinator.
11. Do not add multiple jobs to the print queue. Print one at a time.
12. If you are the last one in the lab, please shut the door when you leave even if you have to just go out for a second. The door should not be open if no one is in the space.
13. Please do not print 10 minutes before the lab closes. That time should be used to save all the files you are working on and to quit applications and log out of the computer.
14. Overall, please be considerate of others as well as the lab in general. If you are ever confused about anything, please do not hesitate to ask for help.