Digital Photo Lab Procedures and Rules

1. Only students who are currently enrolled in this class are allowed to be present in the lab. Please do not bring family members or friends into the lab if they are not also currently enrolled in a Photography class.

2. Please make sure to sign in first.

3. Please, keep food or drinks (with no cover) outside of the lab.

4. So as not to disturb others, please keep all cell phones on silent and take any calls outside of the lab.

5. Please keep all computer settings as they are, including but not limited to the desktop, dock and Photoshop preferences.

6. Please keep the brightness setting on your monitor as it is.

7. Please avoid touching the screen of your monitor. Handle your monitor only by the bottom or sides.

8. Please save your files on your own storage media.

9. It is highly recommended that you use our Printer Reservation system during open lab hours. You are not obligated to use the reservation system, however all reservations will take precedence.
   http://www.supersaas.com/schedule/wccphotography/Printers

10. Please only print for Digital Photography or Photo Lighting classes.

11. To ensure that all students have access to printers, you may only print to one printer at a time.

12. If the printer is experiencing a communication error, check to see if the printer is in use. If it is not in use, but you are still experiencing a problem, please come talk to me. If the printer is in use, please restart your print job from the printer dialogue box. If you have questions, please talk to your instructor or me.

13. Do not add multiple jobs to the print queue. Please print one print at a time.

14. Before trying to access the lab, please make sure to check the lab hours. This will ensure that you do not show up when the lab is closed.

15. 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.

16. 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.

17. 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 me. I am happy to help.

Rules for Reserving Printers during Open Lab Times

http://www.supersaas.com/schedule/wccphotography/Printers

1. You must submit your information (name and email) to me in order to use the reservation system. You can either email me your information or sign up on a sheet your instructor will be provided with.

2. Once you submit your information to me, **your log in will be your first and last name as one word.**

3. Students may only sign up for a one-hour block of time per day and should do so 24 hours in advance.

4. If no one else is signed up to print after your one-hour block of time, you may continue to print.

5. If the student shows up 15 minutes late or later to their scheduled time block, it will be forfeited.

6. You are not obligated to reserve a printer; however, all reservations will take precedence. All students are obligated to view the schedule before they begin printing.

7. Even if you have signed up for a printer, make sure that no one in the lab is still trying to print on it during your scheduled time.

8. Please make sure that your paper is out of the printer and your last print is done by the end of your hour. If someone is signed up right after you, you should not be printing during his or her time.

9. Come into the lab with files that are ready to print. Do not spend your reservation hour working on files, or you won't have enough time to print.

10. Any questions or concerns should be brought to the attention of The Photography Lab Coordinator.

-The Photo Lab Coordinator
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