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# Art+Design Digital Labs - Procedures, Policies and Guidelines

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School of Art + Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios and equipment. 235 Digital Commons has Mac and Windows workstations, laser printers, advanced inkjet printers, scanners, and other peripherals. 235A Digital Output Lab has limited hours of availability, and houses inkjet printers, 3D printers and scanners, the laser cutter, sewing and embroidery, and vinyl printer/cutters. Computer Classrooms are 225, 229, 228, and 232.

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## Facilities Access

- Facilities Access grants access to equipment at the Art + Design Checkout Window, Computer Labs, and Digital Output Lab
- Access to additional facilities such as the 3D Fabrication Labs (Shops), Darkroom, and Noble Ink Lab require specific course enrollment and additional safety training
- Facilities Access is granted on a per semester basis and can be obtained through:
  - **Course Enrollment:** if you are enrolled in a course with an associated Facilities Fee you are automatically granted facilities access. Your account is billed mid-semester
  - Not every Art and Design course has an associated Facilities Fee - therefore - not every art student has access to facilities and resources
  - **Independent Access** is available to any currently enrolled UIUC student, who wants to use Art and Design resources, but is not currently taking a class with an associated Facilities Fee. You may go to the School of Art + Design website <[go.illinois.edu/artSUPPORT](http://go.illinois.edu/artSUPPORT)> to request Independent Facilities Access
- You may not use another person's account and you cannot authorize anyone to use your account or access privileges
- The University's *Policy on Appropriate Use of Computers and Networks Systems* is enforced at the School of Art + Design Laboratories <<http://cam.illinois.edu/viii/VIII-1.1.htm>>
- Facilities and resources managed by the School of Art + Design are subject to video surveillance

## General Lab Use and Policies

- You must use your University i-Card each and every time you want to enter a lab with card-controlled access
- Only registered users are allowed in the Art + Design Labs, you may not bring in guests or visitors
- The Digital Commons and Computer Classrooms are open 24/7 with the exception of official University holidays and break periods
- The Digital Output Lab has limited hours and all users must exit the facility at closing time
- Food is not allowed in any Art + Design laboratories. All drinks must have lids
- Activities within the laboratories and use of School of Art + Design resources are restricted to educational pursuits and class work only
- If you encounter problems in the labs: you should first consult with the Digital Output Support lab assistant for possible solutions
  - If no assistant is stationed at the Digital Output Support desk in room 235A you can contact technical support by logging into <[go.illinois.edu/artSUPPORT](http://go.illinois.edu/artSUPPORT)>
  - Lab personnel will answer your technical questions to the best of their ability or may refer you to your instructor, a staff member or other informational resources
  - The School of Art+Design, staff and assistants cannot be held liable for the consequences or the outcome of suggested solutions to questions or problems
- **YOU MUST RESPECTFULLY COMPLY WITH THE REQUESTS OF THE LAB ASSISTANTS AND STAFF**

## Technology Use

- Special workstations (scanners, graphic tablets, etc.) are intended for specific tasks
  - You may be asked to give up a workstation if you are not using a special station for the intended purpose
- You may only use one computer/workstation at a time
- Always log out before you leave the labs to prevent others from using your account
  - The School of Art + Design is not liable for any data lost, stolen, or misused due to a lab computer being left logged in
- At times, rooms, studios and resources may be reserved only for members of a specific Class/Section. You should not interrupt classes during reserved times
- Software and applications residing on the computers are the only programs available for use at Art+Design laboratories
- All copyrighted or licensed software not owned by the School of Art + Design found on any A+D server space, resource or workstation will be immediately deleted
- Duplicating or copying licensed software or program materials from Art+Design computers or servers is strictly forbidden
- The School of Art + Design is not liable for lost time or the unavailability of malfunctioning equipment (computers, servers, printers, peripherals, etc.)

## Personal Belongings and Data

- The Art+Design laboratories are not liable for loss of a user's data nor for damage to personal media, materials or output for any reason
- Do not use workstation drives for storing your personal data. Computers may be reformatted at any time if software updates or fixes are required
- Do not leave personal possessions unattended in the labs. You can store your things in a locker: please register your locker at <[go.illinois.edu/artLOCKER](http://go.illinois.edu/artLOCKER)>
  - The School of Art + Design is not liable for lost or stolen possessions left unattended in the labs
- Anything not belonging to or owned by the School will be removed and placed in or near the Lost&Found at the Checkout Window / locker #2288 or discarded as trash

## Facilities Changes

- Users should never attempt to move, add, repair or borrow equipment or furniture, change cabling or alter any A+D configurations or workstation setup
- Special equipment requests should be directed to technical staff in room 240

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- Do not open windows or cause changes to the room's environment. Changes in temperature and humidity can adversely affect equipment, especially printers
  - Signs may only be posted in the labs by staff and will pertain to procedures and policies - other notices go ONLY on designated General Campus Bulletin Boards  
Signs and ads posted at other locations will be removed - the gray pin boards in the hallways are intended for critiques and to display current class art projects

### **Printing**

- Your university account will be charged for the prints you make. Charged prints accrue in your personal account and are billed each month
- You must login to PaperCut to release prints before they move forward - note: after 60 minutes, print jobs not released are deleted (without charge)  
Once a print has been released, it has been charged to your account
- Print charge refunds are only granted when a printer has malfunctioned or output has not appeared after 72 hours  
Refunds will not be granted for user error or other unexpected results  
Examples eligible for credit: no print appears within 72 hours; ink nozzles are clogged; manufacturer's paper imperfections; incomplete print due to end of roll  
Examples NOT eligible for credit: prints within 72 hours; print damaged after output; wrong profile used; print does not match screen; improper print job settings
- Lab assistants will field the print refund request, but cannot determine if credit will be issued. All refund requests must be made in person to the Digital Output Support within one week.  
You must surrender all failed output at the time of printing to be eligible for a refund  
Output from Advanced Inkjet printers is not eligible for credit or reimbursement  
Refunds will be made at the discretion of the Art + Design staff
- You can find tutorials to learn more about printing in the Art + Design labs on the Art + Design website  
Consult with your instructor or a lab assistant for guidance about good methods and specific procedures for working in Art + Design's digital printing environment.

### **Digital Commons (235)**

- Laser, advanced inkjet printers, and scanners (2D and 3D) in the Digital Commons
- Advanced Inkjet printers are free to use, but you must provide your own INKJET APPROVED paper to print on
- Manual feeds are allowed on the Xerox laser printers and the Advanced Inkjet printers  
DO NOT ATTEMPT TO USE MATERIALS THAT ARE NOT INTENDED FOR A PRINTER - media must be clearly labeled - feeding inappropriate media may cause damage  
Media approved for INKJET printing is NOT the same as media approved for LASER or other printers  
You are responsible for damages resulting from improper use  
Never open paper drawers or attempt to feed your media from any paper trays other than the labeled manual feed tray
- The Digital Commons has paper cutters intended for photo and digital prints - do not cut materials with unfixed media (charcoal, etc.) that could transfer to clean surfaces
- Use spray adhesives and fixatives only in spray booths, available in rooms 206B, 32, and 39
- Do not cut on unprotected surfaces or the floor. Cutting mats are available at the Checkout Window and cutting should be restricted to designated clean cutting tables in 235

### **Digital Output Laboratory (235A)**

#### **Inkjet Printing - Epson 7900, 9900**

- The inkjet printers stop accepting jobs fifteen minutes before closing  
Jobs already released will continue to print and may be retrieved the next day when 235A reopens
- Do not touch any buttons or controls on the inkjet printers, you could accidentally change important settings that could be detrimental to everyone's subsequent use
- Manual feeds are not allowed on the Digital Output Lab inkjet printers. You may use the Advanced Inkjet printers in 235 for manually fed inkjet material
- Consult the Digital Output Support lab assistant if you need assistance

#### **3D Printing - Zortrax M200, Stratasys, Form 2**

- The Zortrax printers are free to use and available on a first come first served basis. Submit jobs to the queue by consulting the Digital Output Lab assistant
- Advanced 3D printers - the Stratasys and Form 2 are managed by lab staff. Submit jobs through an online request at <go.illinois.edu/art3DprintEstimate>
- 3D print jobs that are not picked up within two weeks of completion will be discarded
- Consult the Digital Output Support lab assistant in 235A if you need assistance

#### **Service Desk - Mimaki CJV30-130 Eco-Solvent Printer/Cutter, Graphtec Vinyl Cutter, Universal X660 Laser Cutter, Janome CNC Embroidery machine**

- The Service Desk equipment is only to be operated by a trained Service Desk lab assistant. You may not attempt to operate any equipment if the lab assistant is not present
- Only the student who is currently consulting with the lab assistant is allowed to enter the equipment area beyond the Service Desk  
The lab assistant can only help one person at a time. Users are not be allowed into the equipment area until it is their turn for a consultation  
Users will not be allowed to sit at the lab workstations to make time-consuming changes - minor adjustments will be allowed at the discretion of the lab assistant
- You are required to present your i-Card each time you want to use resources. Your university student account will be charged for resources and materials used in the lab
- You may not drop off files and materials and leave the lab - you will be required to remain with your project for the entire time it takes to execute

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- You may schedule appointments with a lab assistant during open hours. Otherwise, access is on a first come first served basis
    - If you are late for your appointment, the lab assistant may help other patrons
    - If you are more than 15 minutes late for your appointment, it will be canceled
    - It is sometimes difficult to gauge how long each project will take to complete, so plan your projects well in advance
  - Equipment guides and templates are available on the School's website
  - All jobs for the Universal Laser Cutter and the Mimaki CJV30-130 must be created within the provided templates
  - Use of the Service Desk equipment is solely at the user's risk. Failed results cannot be reimbursed in any manner, including but not limited to:
    - Time charges, variances in material causing unexpected results or user supplied material being ruined because of an improper setup or execution by the lab assistant
    - The School will not replace or reimburse you for a failed cutting session or an improperly prepared print that fails
    - Credit for equipment use time or lab supplied materials will be at the discretion of Art+Design Staff - lab assistants cannot issue credit
  - Only approved materials can be laser cut. Plastics must have original identifying label
    - The lab assistant will determine whether or not a material and method is appropriate to be tried
    - If you want to try something not on the approved list you must first consult with staff, supply the material
  - On the laser cutter, you will be required to act as the "safety" observer for the duration of your use to allow the assistant to be available for consultation and other tasks
  - The lab assistant will place materials and prints into equipment (like laser bed or print bath). Please ask for permission before using any lab equipment, tools or tables
  - There is no storage area available for materials or projects.

**Failure to comply with any procedure or policy may result in the loss of your privileges**