

# **DIGITAL PRINT LAB STANDARD OPERATING PROCEDURES**

## **Pennsylvania College of Art & Design**

### **Lab Hours**

The Print Lab hours are the same as the College's hours.

Classes that are in session have priority use of the lab during weekday hours.

### **Access**

To gain access to the Print Lab, students must be trained by an instructor in their class or by Photo/Digital Lab Technician.

### **General Procedures**

Students are responsible for careful use and thorough clean up of equipment and facilities. Whatever is brought into the lab (boxes, paper, etc.) should be removed or disposed of properly.

Students should respectfully share these working spaces with fellow classmates.

Only papers and film that have been coated specifically for inkjet printers can be used in the Print Lab. Other paper or media will severely and/or permanently damage the printer nozzles. If uncertain, check with a lab monitor or faculty member. Anyone found knowingly using inappropriate material will no longer be permitted to use the Lab, and will be charged for equipment repairs.

Prints should be proofed two images on an 8.5 x 11 inch paper, as taught in class. This saves ink, paper and money. Only make larger prints when all editing is complete.

No bulk printing is allowed. Printers should not be used as copy machines.

Only work for PCA&D classes should be printed in the Print Lab. Commercial work, and snapshot printing is prohibited.

Print Lab computers are for driving the printers only. Photoshop work should be completed on another computer. Internet surfing, Facebook, etc. is prohibited.

During busy times, do not monopolize the printers. Please coordinate with others, alternating use. After you have sent a print job, allow someone else to send a print job while you are waiting for your print to finish.

Follow the Printing Workflow PDF that opens on each computer when you sign into Paper Cut. Create a folder for your files in USERS/SHARED folder on the hard drive. Do not leave files on the desktop of the computers. They will be deleted.