

Open Lab Rules

The open lab provides additional practice time for students. This is a privilege.

Your lab fees apply only to scheduled class/lab time. Only students registered in the Visual Communication Department may use the equipment.

Note: Loading unauthorized software, attaching unauthorized hardware to the computers or other behavior that causes department staff or other students to be pulled away from their work may result in loss of lab privileges for that individual.

Theft of any equipment or software will cause cancellation of the Open Lab for all students and the police will be notified.

Suggestions for using the lab computers.

- **Don't work from your Jump Drive.** Copy your work to the desktop, when finished copy/save to the Jump Drive.
- For best results use Mac formatted Jump Drives for the Mac labs and Windows formatted Jump Drives for the Windows machines in room 4269.
- **To use Mac disks on Windows machines:** Purchase one of the following programs that will allow Mac disks to be read on Windows 98, 2000 or NT & XP.
Mac Drive 7 (\$49.95)
- Be sure to save your files to the Instructors folder. Do not save/copy student files on the Desktop. Orphaned files saved outside the instructor folder on the desktop will be deleted weekly by the lab assistants.

Note: In the PC Lab if your file is too large for Jump Drives it may be saved in the instructor folder.

The following rules must be observed.

- Open lab times and starting date will be announced by your instructor. Do not arrive early.
- **Do not plug your personal equipment into the ACC Network.**
- **Do not** make any changes to system preferences.
- **No printing during open lab.** Save your file and print it during your regular class period.
- **Absolutely no food or drinks are allowed in the lab.**
- **No children, cell phones or beepers.** Infants in strollers only. Use headphones when listening to music.
- You are required to sign-in and sign-out. **Include the sign-in time, machine number and the name of the instructor.** If the lab is full there is a two hour limit when someone is waiting. You will get bumped, and go to the end of the waiting list to wait for another open machine. If there is no waiting line for computers you may leave and return to the lab within 20 minutes to retain the work station.
- **Ask the lab assistant for help:** If you have problems with the computer, scanner or Jump Drives.
- **Only Visual Communication class assignments** can be worked on during open lab. Absolutely no jobs for commercial resale or non-profit organizations may be done.
- Use of the Internet is tracked by the Visual Communication support staff. Please refrain from viewing or downloading any inappropriate material.
- **Scanner courtesy:** After scanning your images please move to another computer.
- You may not demand to use a particular computer since many students use each computer throughout the week. Always copy your work to a Jump Drive so you may continue your work on a different machine.
- There will be times when a lab may be closed for maintenance by the faculty or staff. Please honor our request and don't ask to use the machines while maintenance is being performed.
- Disruptive behavior such as arguing, loud talking, name calling, refusing to follow requests of department faculty/staff, or demanding exceptions to these rules, will not be tolerated.
- **Do not load fonts into the system folders.** Fonts not owned by the department can only be used in a Type management application. Ask a lab assistant for help with the software.
- Close all applications and trash your files from the desktop before you leave.