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Introduction
The CVPA Media Lab is an educational facility designed for graphics, electronic imaging and video interface. It is solely for the use of approved students in specific courses in our college.

The Media Lab policies and supported software should not be confused with the policies of the Computer Information Technology Services (CITS). In order for the Media Lab to function smoothly, it is necessary that everyone follow the rules set by the CVPA Computer Technology Committee. Students who break the rules of these policies will lose their lab access privileges.

Word Processing & Typesetting
The CVPA Media Lab is not intended for word processing, which can be done at any of the CITS supported labs. Please phone CITS for location and hours. Documents created with Microsoft Word, PageMaker and Quark can be imported into Adobe InDesign.

Toner
The amount of proofing, especially of reverse design solutions, should be limited to preserve toner, paper, and the environment. Toner is expensive and in short supply.

Food, Toothpicks, Music, headphones and Cell Phones
Absolutely no food, drink, toothpicks, or cell phone conversation is allowed in the labs. Phone ringers should be turned off. Please go outside or use the hallway when using cell phones. Do not talk or use text messaging on cell phone as you are walking in/out or through the lab.

Visibly stored drinks and food items in exterior pouches of backpacks and purses are not allowed. Before entering the lab, place food and drink containers on top of lockers or employee break table. Do not place food or drink, even if unopened, on lab floor or desktop.

No music/sound files, except when using headphones, should be played in the lab. The exception is during class-time with faculty present.

Mounting, Glue, Spray Adhesives and Cutting
Students should not mount images or perform framing activities in the lab. Dust and airborne chemicals ruin highly sensitive equipment like computers. Students are working in close quarters and must have clean air, free of hazardous airborne substances.

The use of spray adhesives, exacto knives, razors, scissors, mats and glue is not allowed anywhere in the labs, even if using a mat. This also applies to all lab tables, desks, counter-tops, break table outside the lab as well as walls, lockers, windows and floors in nearby hallways. Paper cutters are not available for student use.
Office Supplies
Office supplies in the lab are for employee use only. Students are to supply their own office supplies (tape, pens, paper clips, etc.).

Lost and Found
Students who find items left behind are to give them to the Lab Assistant. Keys and phones will be left at the front desk. Lab Assistants are to turn in items such as purses/wallets, books, CDs and other items to the Lab Technician.

Section 1 Information for Media Lab Users

Student Access
The Media Lab is not an open lab. Lists of students who have been approved to use the lab will be provided to Lab Assistants for each class. When students enter the lab, assistants will collect IDs and check names against a master list.

Students must sign in by legibly PRINTING their name, the date and time in the log book at the front desk. When students leave the lab, their IDs will be returned. Students must sign out by entering the computer number and time in the log.

Upon leaving computer stations, students are responsible for the condition of the lab. Any student breaking lab rules, or leaving the lab in a chaotic state, loses lab privileges for a semester.

All students using the lab must sign and pass in a “student use” contract by September 18. Students are required to pass in a ream of paper along with the student contract.

Blank contracts have been given to all faculty - more are available at the front desk in room 258.

Any student with work study funding is highly encouraged to apply for jobs in the lab. Experience is not necessary and ALL majors will be considered. Contact Joy Miller, ext. 8463 for more details.

Lab Authorization
Only authorized students may use the lab. Alumni, regardless of their affiliation with UMass, are directed to use CITS public computer clusters. In order to become authorized, a student must:

• Be currently enrolled in one or more of the specified courses listed as using the lab
• Read this manual and sign the student use contract. Pass contract in with paper.
Paper
Students will pass in one ream of paper during the first two weeks of the spring semester.

Classes in the Lab
Certain classes will meet in the lab at designated times during which the lab will be off limits to other students. Students attending classes that meet in the lab must present their IDs to the Lab Assistant and sign in.

Lab Assistants are responsible for collecting IDs, maintaining security, and assisting faculty. Assistants will consult with faculty members as to whether students not in the class may use available computers. During some classes the door(s) may be closed.

Scheduled Homework
There are a few computer intensive classes. Students in these classes will be assigned times to complete homework. A schedule of reserved times will be provided to the lab assistants. Such reservations will be for specific equipment at specific times and will have priority over other use of that equipment. If you are using reserved equipment, the Lab Assistant is authorized to ask you to move to another station or exit the lab in a courteous manner.

Lab Etiquette
The Media Lab runs much like a library—offering an environment that is as quiet, helpful, and orderly as possible. The following was developed after discussion with both faculty and students.

• Chat/Instant messaging programs are not allowed while class is in session.

• Use headphones when listening to sound files. Exception is while part of class with faculty present.

• Keep chatting and noise to a minimum. Many students are unable to do their work when disruptive conversation and/or behavior is occurring.
• While class is in session (faculty member present), personal email and web site cruising are not allowed as it is not only considered rude—it is distracting to faculty as well as students who are trying to listen/learn.

• No cell phone use allowed.

• When using printers while a class is in session (in Room 258), try to keep chatting to a minimum and your voice low.

• The wide format printer is never used while class is in session in room 258.

Disciplinary Procedures
It is the Lab Assistant’s responsibility to ask a disruptive or uncooperative student to exit the lab. If he/she does not comply, the following procedure will be followed:

1. The Lab Assistant makes the student aware that his/her lab privileges will be revoked for the semester.
2. If the student continues to disregard the request, the Lab Assistant makes the student aware that the Campus Police will be contacted.
3. Should the student still not comply, the Campus Police will immediately be called to intervene.
4. A record is kept of all students who break lab rules. The name(s), together with a description of the offense(s) will be forwarded to the faculty member in charge of the lab.

Website
The CVPA Media Lab website containing information such as lab hours, calendar, help files, and important announcements is located at: http://www.des.umassd.edu/medialab

Student Employees
Lab Assistants are to be given the same respect and courtesy given all college employees. Their skills depend on their major. They are lab assistants, not technicians, not faculty. Simply put, lab assistants are students doing the best they can. Their primary function is to provide lab security.

Applications for employment are located in Room 258 and on the lab website. The lab technician does the hiring and training. Applicants must list three faculty references. Current student employees will also be polled regarding potential applicants, as they know who does and does not follow lab rules.

Lab Assistants are required to attend orientation and educational workshops, covering information involving software, hardware, printers and lab procedures.
Section 2 Equipment, Responsibilities, and Policies

Rendering
Students should perform rendering only during assigned home-work times, overnight and weekends. For overnight operations, students must arrive at the lab at 9 am SHARP the following morning to gain access to the equipment.

Students must fill out completely then place a sign-notification of rendering on the computer. The protection of one’s work can only be assured if the user is present at the time documented on the sign-notification. It is presumed that the file is in the student folder and, if so, the student will be able to retrieve the file.

Scanner Policy
When scanners are not in use they can be utilized as workstations. When more than two students are waiting to use a scanner please limit scanning to twenty minutes. Scan all material, save it to a disk or a server, and relocate to a non-scanner workstation to complete editing.

Care should be taken to ensure that rings and bracelets do not scratch the scanner’s glass surface.

The following scanners are available: (8) Epson Professional Photo (negatives, slides, strips, transparencies, paper)

Storage and Software
Student work should be saved in the student document folder then copied to portable storage device, such as a zip disk or CD. After saving work to the disk, work in the student folder should be put in the trash.

Student folders should be emptied for each new user. Student folders are not safe for storing work and are emptied by student employees frequently. Lab employees will not be held responsible for lost work when folders are cleaned out. Work left on the computer desktops will be deleted immediately by lab assistants.

Never work directly off files located on a server. Files should be copied to the user’s computer before opening and working on the document(s). When students work directly off remote computers/servers their files may become damaged or the computer/server may crash, resulting in hours of lost work.

Only CVPA Media Lab authorized software can be used in the lab. Students may not install any software, extensions, games, fonts, chat programs or applications on the hard
drives. Any student doing so will lose lab privileges. Report all problems such as malfunctioning/missing software, missing fonts, etc., to the Lab Assistant.

Personal Storage Devices & Student Owned Equipment
Zip disks may be used in the lab. For best results, it is highly recommended that only Mac (not PC) formatted disks be used. Zip Drives may be signed out at the front desk in Room 258.

All computers in all labs have CD/DVD burners. Students are welcome to bring in their own laptops, iPods, digital cameras, video cameras, external hard drives, headphones and the like. However, the lab does not have cables or power adapters to lend out for student owned equipment. Great care should be taken when plugging/unplugging cables.

Leave computers/monitors as you found them.

Color Printers
At publication time, there are five color printers (all ink jet) in the lab, one of which is a wide format (40 inches x up to 12 feet) jet suitable for posters, two are for smaller prints, and there are two Epson 2200 printers (capable of printing sizes 11.7x16.5 and 13x19). The printers use special paper and ink. No substitutions are allowed.

Printers will be operated or serviced only by lab assistants, the lab technician, and trained faculty. Students are prohibited from loading paper and ink.

The lab’s fleet of color printers cannot be guaranteed to be operational 100 percent of the time. Equipment can and will break down. When that happens, students may opt to go to companies such as Kinkos or Office Max or on-campus at Student Services.

Color printing may be limited to evening hours and the amount of staff on duty.

There is a fee for each color print. Students are entitled to quality prints. Should a student be dissatisfied, the Lab Assistant will determine the problem. If the original file is at fault, the student remains responsible.

Images must be sized to fit within printable areas and can’t contain blocks of solid black covering more than 30 percent of the total image area. The Lab Assistant will determine whether an image is printable by these guidelines. Other suggestions for document preparation are posted. Students are allowed to print one or two free color “test strips.”

Color print request forms are available near each printer and must be filled out completely and legibly before printing. Lab Assistants will first check to see that enough funds are available in a student’s UMass Pass account before printing. Any student who prints and does not have enough funds to cover the cost: the print will be held until payment is made. No exceptions.
Lab Assistants may only accept UMass Pass cards, not credit cards or cash. These funds are electronically transferred to the Media Lab’s toner and paper account. Toner and paper are not paid for by student fees. Student fees pay for software, software upgrades and equipment.

Our color printers are limited in number and it takes time for large files to print. Students should not wait until the last minute to print or run the risk of passing in work late.

**Type Fonts**  
No one but the Lab Technician may load fonts on lab computers.

**B&W Laser Printers**  
Only design department supplied laser paper may be used. Non laser paper and acetate can permanently damage the drums. No one except trained faculty, the Lab Technician and Lab Assistants may touch the printers.

Laser printers are fragile and expensive, improper care can result in permanent damage. No one except the Faculty Lab Supervisor, Lab Technician, or trained Lab Assistant may open a printer for routine maintenance, cleaning, and changing toner.

As soon as a printer’s output becomes light, or if a paper jam is noted, let a Lab Assistant know so that a new toner cartridge can be installed or paper jam cleared.

**Hardware**  
Most computer problems are software or user related. If there is a problem with a piece of hardware, do not try to fix it. There are trained Apple repair personnel on campus.

Should you have a suspected hardware problem, first determine that it isn’t in the system (software)-turn the computer off and restart, and try to duplicate the problem.

If you can predictably duplicate it, fill out a repair request form. Forms are available at the Lab Assistant’s desk. Fill in the form, identifying the equipment and describing the problem (don’t just write broken or out of order). A notice will be placed on the equipment indicating that a problem exists, and what the problem is.

**Student Owned Computers**  
The Lab Technician IS NOT responsible for the troubleshooting and repair of student owned computers, including laptops brought into the labs.

**Office Supplies**  
Students must provide their own office supplies such as paper clips, staples, tape, rulers, etc.
Section 3 Computer Related Health Concerns

Muscular Discomfort
Sitting for long periods of time while using a computer can often make muscles stiff and sore. One type of musculoskeletal concern is Repetitive Stress Injury, which is also known as Cumulative Trauma Disorder. Such severe problems can occur when a certain muscle or tendon is repeatedly overused and forced into an unnatural position.

Carpal Tunnel Syndrome
Carpal Tunnel Syndrome is a repetitive stress injury, which may become aggravated by improper use of a mouse or a computer keyboard. This nerve disorder results from excessive pressure on the median nerve as it passes through the wrist to the hand. Always check with a specialist if muscle, joint, or eye problems occur.

Avoid Fatigue
Arrange your work area so that the furniture is properly adjusted for you. Take frequent short breaks to give your muscles and eyes a chance to relax. Fatigue can be avoided by using an adjustable chair that provides firm, comfortable support.

To insure proper adjustment, position the chair so that your thighs are horizontal, your feet are flat on the floor, and the backs of your knees are slightly higher than the seat of your chair. The back of your chair should be positioned to support your lower back (lumbar region).

When using the computer keyboard, your shoulders should be relaxed. Your upper arm and forearm should form a right angle, with your wrist and hand in roughly a straight line. When using a mouse, position the mouse at the same height as your keyboard. When you slide the mouse around, use your entire arm; avoid resting your arm on the desk and simply bending your wrist. Arrange the monitor so that the top of the screen is at, or slightly below, your eye level when you are sitting at the keyboard.

The best distance from your eyes to the monitor varies, although most people seem to prefer a distance of 18 to 28 inches. Position the monitor to reduce glare and reflections on the screen from overhead lights and windows. Do not force a monitor into a position.

Summary
Change your seated position, or stand up, or stretch whenever you start to feel tired. Always use a light touch when typing and keep your hands and fingers relaxed. Eye muscles work harder to focus on nearby objects; occasionally focus your eyes on a distant object. Blink often while you work.
**Lab Information:**
Telephone number: 508.999.8937
Rooms 254, 256 and 258
Main entrance is Room 258
[http://www.des.umassd.edu/medialab](http://www.des.umassd.edu/medialab)

**Lab Hours:**
Monday - Thursday: 9 am - 11 pm
Friday: 9 am - 7 pm
Saturday: 1 – 7 pm
Sunday: noon - 10 pm

**Theft**
Switching of student owned mice, cables, keyboards and computers with lab mice, cables, keyboards and computers is the same as theft.

Any student caught stealing or purposely ruining lab equipment will lose lab privileges.