

B211 Graphic Arts Lab Studio Policies

Studio Manager Information:

Stephen Bailey
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617.627.0038
B211d Office
Office Hours M-F 10-11am,3-4pm

Client Support Services (CSS)
it@tufts.edu
617.627.3376
B211c
Office hours posted on door

**Please Contact 617.627.3376 for issues with computers or software.
Press “1” and speak with a representative to have a technician paged to location
for issues interrupting class instruction.**

B211 Graphic Arts Lab Overview:

The main foyer area of B211 is designed as a critique space for the classes that use this studio.

B211A/B are computer labs and classrooms that include a projector and individual workstations for student use.

B211 Studio Access:

B211 and B211A/B are open & available when the building is open, and are unavailable while classes are in session. A schedule of classes is posted on the Main door.

B211 Studio Capabilities:

- B211A/B have between 8 and 12 workstations and a dedicated teaching station in each classroom. The projector provided connects via USB-C adapter connection.
- 2 Letter/A4 size scanners, and 1 (12x17”) large format scanner are located in B211A/B.
- B211A/B computers include software such as Adobe Creative Cloud and Microsoft Office. Adobe Pantone is only available in B211A/B.

Adobe Cloud Note: A valid adobe ID can be used to access software in the lab.
Tufts provides students with free access to Adobe Creative Cloud. For more information: <https://tufts.onthehub.com/>.

B211A/B Studio Equipment Specifications:

2021 24" Apple M1 iMac21,1:

24" Retina Display
Processor M1 (8 core CPU & GPU)
16GB of LPDDR4 memory
MacOS 13.x.x "Ventura"
Keyboard & Mouse

12x17 inch Large Format scanner:

Flatbed color CCD Line Sensor "Epson Expression 11000XL" Scanner.
2400 dpi hardware optical Resolution.
Document Sizes up to 12.2 x 17.2 inches or 310 x437 mm.
Recommended Scanner dpi Values (Lower is Faster) 150, 300 or 600+ for special projects.

B211 Materials Policy:

What Materials are allowed in the studio?

B211 is a low hazard studio. Art making materials that will not leave an indelible mark, and clean up easily, are allowed. No materials can be stored in B211.

Specific Materials not allowed in B211:

Any pigment or material that can spread easily or requires special handling or cleaning materials are NOT allowed. No Powders, No Solvents, or material that creates an odor. Please utilize the appropriate studio space for these materials.

Cleanliness Policy:

Only food or drink in closed containers is allowed in B211.

Leave the studio the way you would like to find it. Please discard any trash or recycling, including paper scraps. Alcohol wipes are available for cleaning the keyboard and mouse at each computer workstation. Do not unplug or relocate any equipment.

When using the flatbed scanners, please do not use abrasive or hard 3D objects. The glass can scratch or break if not delicately handled.

Storage Policy:

There is no storage for personal items or artwork in B211. Any items left behind will be subject to disposal. Data on Computers can NOT be retained. Make sure to back up all of your files to an external hard drive or cloud storage before logging out of a computer.