

SMFA Digital Photo Lab (D-Lab) Policies and Procedures

Room: B019

Studio Manager: Chris Maliga chris.maliga@tufts.edu

Hazard Level: Low

Overview

SMFA's digital photography studio (D-Lab) is a place where students can make inkjet prints from digital capture or scanned film. The Epson SureColor printers have 9 color channels and are capable of printing up to 17 inches wide in fine detail on an array of different papers and materials. Students working in this studio will learn how to scale their images to print size, make color corrections, and scan film or other two-dimensional materials.

Accessing the D-Lab

- The D-Lab is accessed via id card swipe at any time of day, except when classes are scheduled inside. A schedule of classes for the current semester is posted on the door of room B019.
- Students who enroll in a digital photography course will typically be given access to the D-Lab by the faculty member teaching the course.
- Students may also request access via the Photography Studio Manager.
- Once card access is granted to the D-Lab, it does not expire until the student graduates.

Equipment

- 13 Apple Mac Studio workstations with Eizo ColorEdge CG2420 color calibrated displays
- 9 Epson SureColor P800 17" wide inkjet printers
- 1 Epson Perfection V850 flatbed scanner

Materials

- Students must bring in their own paper to print on. Paper is available for purchase at the SMFA Art Store and various online and retail vendors.
- The paper must be inkjet compatible. If you are unsure whether or not the paper you would like to print on is compatible, consult the Photography Studio Manager.
- Ink is located in the grey supply cabinet by the entrance to the D-Lab. The printer will inform you when the cartridge is empty with a red X icon and pause your print. Don't worry if the ink is low! When a cartridge runs out, your print will resume when it is replaced.
- Discard empty ink cartridges in the white bucket.
- Paper for nozzle checks is available on top of the grey cabinet.

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Staff

- Student monitors work in the D-Lab throughout the week. While you are encouraged to ask questions and inform the monitor if there are any issues, the monitor cannot provide instruction on using software, edit your photos, or teach any other skills that you are learning as part of your class. You may use the D-Lab at any time there is not a class scheduled within, regardless of whether or not a monitor is on duty.
- The Studio Manager's office is in room B023, two doors to the left of the D-Lab. If there is no monitor on duty, please report any issues and direct any questions to the Studio Manager. If he is not in his office, you can e-mail him at chris.maliga@tufts.edu

Studio Etiquette

- Please plan your time carefully when using the D-Lab. The printers are built for quality, not speed, so you may be waiting for your print to come out at the end of your session.
- There is no storage of artwork or personal items allowed in the D-Lab. We recommend purchasing a portfolio box in which to store your prints, and keeping the box in your locker or private studio.
- If you run into any problem with your printer, scanner, computer, or other equipment, please inform the monitor on duty or the Studio Manager immediately. The equipment in the D-Lab is delicate. Do not attempt to fix it yourself.
- You are responsible for your own work. Remember to run a nozzle check when you first start working with a printer, and double-check all of your settings. Ask the monitor or Studio Manager if you're not sure about something.

Cleanliness

- There is no food or drink allowed in the D-Lab. Please leave all food and drink items on the table to the left of the door.
- Please allot 5-10 minutes at the end of your D-Lab session for clean-up.
- Make sure to back up all of your files and log out of your account when you're done working. There is no guarantee that your files will still be there the next time you use a computer.
- Power down the printer and collect all of your paper before leaving. Close the paper trays on the front and rear of the printer
- If using the scanner, return the negative carriers to the cabinet, replace the reflective cover and dust cover.
- Pick up and dispose of any paper scraps, including nozzle checks and test prints. In general, matte papers are recyclable and glossy/luster papers are not.