The General Access Computer Labs (GA Labs) act as the main general access computer facility for The School of the Art Institute of Chicago. Access to the GA Labs is available to current SAIC students, Continuing Studies students (for the duration of class enrollment), and all SAIC faculty and staff. The GA Labs are currently split between two rooms in the Michigan building, MI 901 and MI 908.

Access to MI 901 (and MI 908 overnight) is granted with General Access authorization. This is administered by the lab monitor and provides information on printing, storing files, lab policies and procedures, and available equipment. Authorized users must have a valid SAIC ID card.

**Monday - Friday**

10am - 9:30pm.  
Saturday  
12pm - 9:30pm.

You must have an authorization to use this lab. Specialized equipment includes: G5 computers, film recorders, DV NTSC video editing stations, laptop stations, flatbed transparency scanners, a multi-slide scanner, an Imacon drum scanner, an 11x17 scanner, zip drives, and 9x12 scanners.

901  
Check-in

**Monday - Saturday**

8:30am - 9:30pm.

This is a free-access lab. Equipment includes: G4 computers, 9x12 scanners, zip drives, Minolta slide scanners, two paystation printers (color and b/w).

908  
Free Access

This computer lab is available for overnight access with a general authorization.
Hardware in the labs:

☐ MI 901

- 13 PowerMac G5 Computers
  (with DVD burners)
- 3 PowerMac G4 Computers
- 2 Film Recorders
  (additional authorization required)
- 1 Imacon Drum Scanner
  (additional authorization required)
- 2 Flatbed Transparency Scanners
  (for scanning slides and other film)
- 2 DV NTSC Video Editing Stations
- 2 Laptop Stations
  - 1 11 x 17 Flatbed Reflective Scanner
    (for large format scanning)
- 5 9 x 12 Flatbed Reflective Scanners
- 1 Minolta Multi-Slide Scanner
  (for scanning 40 slides at a time)
- 6 ZIP 100 External Drives

☐ MI 908

- 13 PowerMac G4 Computers
- 6 eMac G4 Computers
- 8 9 x 12 Flatbed Reflective Scanners
- 6 Minolta Slide Scanners
- 2 ZIP 100 External Drives
- 1 Laptop Station
- 1 Color Printer
  (Uniprint PayStation)
- 1 B+W Printer
  (Uniprint PayStation)

Note: The printers in MI 908 are available to both GA Labs. See the Printing section in this document for additional information about printing in the GA Labs.

Software in the labs:

Note: All computers in the GA Lab are formatted with the same operating system and software.

Macromedia Flash MX 2004
Macromedia Director MX 2004
Macromedia Dreamweaver MX 2004
Macromedia Fireworks MX 2004
Macromedia FreeHand MX

Microsoft Office 2004
AppleWorks 6
QuarkXPress 6.5
Max/MSP 4.5
processing 0091
Toon Boom Studio 2.5
Extensis Suitcase X1
Audacity 1.2.3
blender 2.37a
cleaner 6
form • Z 4.2.0

Apple Mac OS X Tiger 10.4.1
Apple iLife
Apple Final Cut Pro 5
Apple Soundtrack Pro
Apple Motion 2
Apple DVD Studio Pro 4
Adobe Photoshop CS2
Adobe Illustrator CS2
Adobe InDesign CS2
Adobe GoLive CS2
Adobe After Effects 6.5 Pro
Adobe Acrobat 7 Professional
Items available for checkout:

A. Workstations.
   Checkout duration: 4 hours.

   The 901 workstations provide high-performance PowerPC G5 computers. The computers are equipped with DVD burners and connected to a flatbed or specialty scanner. Most of the stations also have a ZIP 100 external drive attached. Workstations 15 and 16 have additional equipment for DV NTSC video editing.

B. Manuals.
   Checkout duration: 3 days.

   Original software manuals are available in MI 901 for all the software installed on the GA Lab computers. For your convenience, we carry manuals for up to 2 previous versions of the software. You can take all manuals out of the building except for the Imacon and Film Recorder manuals.

C. External Floppy Drive.
   Checkout duration: 4 hours.

   Because Apple has vigorously deprecitated Floppy technology, there are no Floppy drives installed in any of the workstations. An external floppy drive is available for checkout and use at the GA Labs only.

D. Wacom Tablets.
   Checkout duration: 4 hours.

   Wacom tablets and Stylus pens are used as an alternative to the mouse for a more natural illustration process on the computer. There are two tablets available for use in the GA Labs only.

E. Film caddies and trays.
   Checkout duration: 4 hours.

   These are used with the Epson flatbed transparency scanners in MI 901 and the Minolta slide scanners in MI 908 to mount your slides and other film types properly for scanning. These are available for use in the GA Labs only.

F. Film Recorders.
   Checkout duration: 4 hours.

   These are used to turn digital images into slides. You must have a Film Recorder authorization. These workstations are for recording only.

G. Imacon Drum Scanner.
   Checkout duration: 4 hours.

   These are used to make high quality scans from unmounted transparencies. You must have an Imacon authorization. This workstation is for scanning only.

If you need help:

There is a lab monitor on duty whenever the MI 908 check-in lab is open. They are available as a resource for general hardware and technical problems for the equipment in the labs.

They can typically be found at the WebCheckout station in MI 901. There is also the lab manager available between 9am to 5pm.

Users can refer to the lab staff for general lab questions or problems. Their job is to help, not to teach.

If you need in-depth help with software, please refer to a class or a manual for advanced assistance. There are manuals available for checkout, and all applications have help documentation available through their Help menus.
The check-in and check-out procedure in MI 901:

1. When entering MI 901 approach the lab monitor and show them your SAIC ID card.

If there is no lab monitor, or the lab monitor is busy, fill out your details on the checkout list at the lab monitor’s desk, and then sit down at the station you are waiting for. The lab monitor will then complete the checkout process when available.

2. Specify which workstation you want and any peripherals you might need, ex: scanning kits, manuals, or a floppy drive.

3. When you are done, clean up any files you don’t need and remember to log out. The hard drives are available to anyone using the station, so leave any files at your own risk. See the storage section of this document for additional information.

4. Please be courteous and let the lab monitor know that you are finished with the station and you are checking out. Return any peripherals to the lab monitor directly.

Reserving workstations and other items:

As a convenience, any workstation in MI 901 (including the Film Recorders and the Imacon) can be reserved as well as the manuals, Wacom tablets, and other peripherals.

1. A reservation must be made in person with the lab monitor.

Leaving a note with reservation details will not be processed. You cannot make reservations over the phone unless you are faculty.

If changes need to be made to the reservation, a phone call is acceptable if the reservation is already on file.

When the reservation details are committed, a form with reservation details will be automatically printed for your convenience.

2. You have a 15 minute grace period to pickup your reservation before the items reserved are free for use to other lab users.

3. When picking up your reservation, the lab monitor will check out the station for you.

An agreement form will automatically print for you to sign (see the following page for details on the agreement form, fines and holds).

Refer to the check-in and check-out procedure above after you have picked up your reservation.
The agreement form:

Lab users will be given a form to read and sign for any items to be checked out to them. It will be kept on file in the lab for the duration of the checkout.

1. **Sign the agreement form.** The lab monitor cannot check out any equipment for you without a signed agreement form, especially for items that may leave the lab or the building.

2. **If you damage equipment intentionally or by improper use, you will be fined.** Please follow the instructions and read the information packets provided during the authorization process to ensure proper use of the specialized equipment in the lab.

3. **Be aware of the checkout length.** You must verbally tell the lab monitor you are finished to avoid being fined for not being checked out of your computer.

4. **We are not responsible for the loss or manipulation of your personal files.** Leave your files on the workstations at your own risk. Since any files your store on the computers resides on public storage space, any lab user may have access to them. Files may be deleted by lab users when the disk is full and must be emptied for further use. We strongly recommend using an external storage device. See the storage issues section of this packet for more information.

5. **When you are done, log out.** This will clean up the memory of the computer and will automatically close any running applications, keeping the workstation running smoothly for a longer period of time.

   Keep in mind that many websites will remember your login information (like Webmail) until you close the web browser. Please quit the web browser you are using to ensure no one will have access to your personal web accounts.

Fines and holds:

**Note:** Fine penalties are in place to protect the computer equipment and reservations made by other users. If a user receives a fine and does not clear it within 30 days the fine will turn into a hold. **The possible reasons for getting fined:**

- Signing off a computer past the return time.
- Leaving the lab without checking out.
- Misusing/damaging the computer equipment.
- Having food or drink in the lab.

Once your account is on hold, you cannot check anything out at SAIC.

To pay a fine, ask for a copy of the fine slip to the Bursar’s window and then return the stamped receipt to the lab monitor.

1. **Workstations.** $24 dollars per day (pro-rated).

2. **Manuals.** $1 dollar per day.

3. **Film caddies and trays, floppy drive and Wacom Tablets.** $10 dollars per day (pro-rated).

4. **Food or drink in the lab.** $15 dollars per incident.

5. **Overnight access keycards.** $24 dollars per day (pro-rated). (through the Media Center)
Getting overnight access to MI 908:

With a general authorization, you get access to MI 908 outside of its listed hours. However, there is no overnight access to MI 901 because it is only open when there is a lab monitor on duty. If you need to access files from a MI 901 workstation during overnight access, read the section on file sharing.

1. The doors of the GA Labs lock automatically after hours. You must obtain a keycard for the MI 908 door to be able to open it for the duration of your overnight stay. You can obtain a keycard from the Media Center located in MI 805. Ask for overnight access to room 908 and they will check out a key for you. There is one keycard given out for every computer in MI 908.

   Note: The Media Center will not check out overnight access keys until half an hour before their closing time.

2. Once you have a keycard, you must go to the security desk located in the lobby and sign in to the building for overnight access before 11pm.

   Note: All academic buildings have a strict policy for overnight access. Overnight access is available in the fall and spring semesters, and it is required for you to have access to a specific room or location in the building (ex: through a class or authorization) and to have your photograph taken.

3. Because the door automatically locks, you will have to use it every time you enter the lab.

   Do not prop the door open or an alarm will sound notifying the security that the door is ajar.

4. Security guards periodically make their rounds and will ask to see proof of your overnight access. They are strict about this policy and you will be required to flash the keycard you have checked out.

5. When you are finished using the lab, remember to log out of the computer.

   Do not forget to return the keycard to the Media Center in MI 805. If you forget to return it on time, you will be fined for every hour it is late. Keycards are due back by 8:30pm in the morning (when the Media Center opens).

The Media Center is closed after daytime hours, the room remains unlocked for the duration of the evening. Inside is a mailbox designated as a drop off location for overnight access keycards. You may return your key at any time during the night you decide to leave by simply dropping into this mailbox.
How to print at the labs:

**COLOR PRINTER:**

Neo_FieryX3e_PrintQ
8½x11: $1.00 per sheet
11x17: $2.00 per sheet

**B&W PRINTER:**

Mi908_Toshiba-e650_PrintQ
8½x11: $0.08 per sheet
11x17: $0.16 per sheet

**Note:** You can print to the same printers from both MI 901 and MI 908.

1. You can print from almost any application by selecting the menu options:

   **File > Print...**

   A print window (appearance may vary based on application) should appear allowing you to set printing options.

2. Under the **Printer** pulldown menu, select one of the two printers listed above.

3. Set the necessary printing options, such as copies, page ranges, and orientation.

   If you are using the B&W printer, you can print double-sided by selecting the **Copies & Pages** pulldown menu and selecting **Layout** from the list.

   **Note:** If you do not see a pulldown menu labelled **Copies & Pages**, the Print window is likely a custom window provided by the application. In this case, click on the **Printer** button, usually located at the bottom left of the dialog, and a second window should appear with the pulldown menu in it.

   In the **Two-Sided** section, select either **Long-edged binding**, or **Short-edged binding** based on your needs.

4. Hit the print button. A window should appear showing the progress of sending your print job to the Uniprint server. After a couple of seconds, a window will appear asking for a username and password.

   You can enter any username/password combination you like. It will only be used to protect your print job while it is waiting in the queue to be printed.

5. Go to the appropriate printer and paystation in MI 908 (The printers are labelled appropriately). Swipe your ArtiCard in the magnetic reader by the paystation.

6. You will be automatically logged into the print queue for that printer. Your document should appear on the list, with the **Owner** listed as the username you entered previously. Select the print job from the list and click on the **Print** button.

   The funds on your ArtiCard should appear near the bottom, as well as the total charge for the job you have selected.

   **Note:** You are allotted $24 of ArtiPrint funds every fall and spring semester for B&W printing at the GA Labs.

7. A pop-up will ask for a password. Enter the password you specified previously. Your print job should begin spooling to the printer.
How to network your files from one workstation to another:

You can move your files from one workstation to another using network file sharing, however this is only appropriate for smaller files. For large files, like video projects, use an external hard drive or read the section on Firewire Target Disk Mode.

1. Open a new Finder window. You can do this by clicking on the Finder icon in the Dock.

2. In the sidebar of the Finder window, click on the Network icon.

   If you do not see a sidebar, click on the button located at the top right of the window’s titlebar.

3. Some folders should appear in the Finder window. Click on the folder labelled Local.

   **Note:** When the Finder is viewing network items, it may take several seconds for the window to display the complete list of folders and/or servers, since it takes some time to gather information about the local area network. If you can’t find what you are looking for, it is a good idea to wait several seconds for the contents to fully appear.

4. Dimmed icons should begin to fill the Finder window, each alias representing a computer on the local network. In this list are aliases for all the GA Lab computers.

   To aid in finding these aliases, set the Finder window from icon mode to list mode by clicking the middle button of the following set:

5. The aliases for the GA Lab computers in this list consist of “GALab” and then a number, ex: GALab06.

   **Each workstation in the GA Labs is given a number. You can find the number on the computer monitor attached to it.**

   If you know which workstation you want to transfer your files to or from, use this number to identify it in the network list.

6. Double click on the alias for the GA Lab computer you want to connect to. After a couple of seconds, a window should open asking for login information.

   You can either choose to connect as a Guest, or a Registered User (default). You want to connect as a Registered User, and by default, the correct login information should already be provided in the Username and Password fields:

   **Username:** student  
   **Password:** (none)

   If the fields do not contain the above login information, enter it now. Click on Connect when finished.

7. The GA Lab computer you are connecting to should now be mounted on your current desktop with the label student. This represents the portion of the remote computer’s hard drive that is available for lab use.

   If you browse this mount, you will see the home folder of the networked computer, including folders such as the Documents, Music, and Movies folders. The desktop of the remote computer is in the Desktop folder. To transfer files, simply drag-and-drop your files to and from this mount.

   When you are done, drag the mount to the Trash to disconnect.
Connecting computers via Firewire Target Disk Mode:

You can transfer files between two Apple computers using Firewire Target Disk Mode. Essentially, by booting one of the computers in this mode, it becomes an external hard drive which you can mount on another computer via Firewire. It is the fastest way to transfer large files between computers, exceeding 100 Mbps of an network ethernet cable by 4 times or 8 times depending on your Firewire bus.

**Note:** You will need a Firewire 400 cable (or Firewire 800 if both the computers support this bus) to perform this operation. If you do not have a Firewire cable, you can check one out from the Media Center in MI 805.

1. Shut down the computer (typically the laptop) that you wish to mount as an external hard drive.

2. Turn the computer on. Press and hold the T button on the keyboard. Do not release.

3. When the screen of the computer being booted shows a Firewire symbol on the screen, the computer is ready as an external hard drive.

4. Connect the computer running in Target Disk Mode to the computer running normally with the Firewire cable. After a couple seconds the entire hard drive of the Target computer should mount and appear on the desktop as an icon. Typically it is labelled Macintosh HD.

5. When you are finished using the hard drive of the Target computer, unmount it by dragging its icon to the trash. When it disappears from the desktop, it is safe to remove the cable and shut down the computer running in Target Disk Mode.
File storage issues and solutions:

The workstations in the GA Labs have large hard drives available for your convenience. However, there are several issues that lab users should be aware of when using them for storage. This section outlines some important points to help avoid loss, deletion or manipulation of files.

1. **Store your files in the Users_HD drive.** This is a partition provided exclusively for lab users. The default Macintosh HD is reserved for system and application files only, as well as swap space for virtual memory. The student login available to lab users does not have permission to write to this partition.

   This also means you cannot install any additional applications or plug-ins that require administrator privileges.

2. **The hard drive of a workstation is available to all lab users.** Because it would be virtually impossible to provide every lab user with their own log in and protected partition of hard disk space, there is only one login user (student) available in the GA labs and one partition (Users_HD) provided at each workstation.

   **Files that you store on the workstations can be opened, modified, and deleted by other lab users.**

3. **Files stored on the desktop may be moved by lab staff into the Documents folder.** In an effort to maintain a clean working environment at the GA labs, any files left cluttering the desktop will be moved to the Documents folder.

   **Older files may be deleted by lab staff if hard disk space runs low.** Proper usage of the workstation is inhibited when large files such as video projects fill up the hard drive.

**Personal storage options:**

Because we can give no guarantee that your files will secure at the GA Labs, we highly recommend getting an external drive, especially if you plan to use the labs for video editing or other tasks that require large amounts of disk space.

**Desktop** external hard drives are drives that typically have a lot of storage space, however they require AC power to run and may be unwieldy to transport.

**Mobile** external hard drives are drives that are designed to be compact and portable, but usually don't have as much storage space as desktop external hard drives. These drives typically don not need AC power as they draw power from the Firewire or USB bus itself.