

# Rules & Etiquette

## General Guidelines

- Please ask for assistance from your teacher if you do not know how to Prepare your files.
- There are two Drop Stations located at the top of the stairs. You will be instructed where to place your files for printing (Drop Station A or B), after copying your files be sure to **remove your flash drive and wait near the cutting tables.**
- Please wait until you are instructed to copy your files to the Drop Stations and present your MICA FLEX card for payment.
- There are no software programs on the Drop Stations.
- Do not place your bags or other items on the Drop Station table.
- Files must be ready to print and in the correct file formats.
- If you need to prepare, correct or edit files, you may use the computer lab located on the first floor of the Art Tech Center.
- The Print lab is not a classroom, you cannot open files, e-mail, download, or browse the internet.
- Large Format (Roll & Sheet Prints) must be submitted no later than 1/2 hour prior to closing time.
- Special Papers only offered during weekdays: Photochrome, Canvas, Velvet Art Natural Sheet and student supplied sheets.

## Student Supplied Paper Policy

- Please inquire with print lab staff about your speciality paper before printing, many unique papers are welcomed but may not yield optimal results or cause damage to equipment.
- Please note: color on specialty paper is not calibrated and will not match the print lab coated ink jet papers.
- Specialty paper printing is only available for print during weekdays.
- Print Lab staff has the right to decline any paper deemed unsuitable for equipment.
- Please accurately measure your supplied large format sheets. Do not cut unless asked by print lab staff.
- Large Sheet Pricing as follows: \$.03 per Sq. inch of Image Area with a minimum charge of \$8.00.

### Laser Paper

- We print on smooth laser paper only up to 90lb text. Textured papers, transparent film, foils and other special papers are not suited for laser printing and will not be permitted.
- **Avery Brand Printing Products Only** - Students may bring T-shirt Transfer, and adhesive back paper. Other papers will be declined.

### Ink Jet

- **MICA Book Store Papers**  
Chartham Translucent Vellum  
Mohawk Super fine 500  
Paris Paper for Pens  
DISCLAIMER: MICA Bookstore papers are not coated and will result with some bleeding and excessive dot gain. Please consider printing a test sheet before printing your final work.

## Payment

- All prints must be paid in full prior to printing. Please account for the 6% tax
- We only accept Flex Card for payment, NO CASH, CREDIT or DEBIT accepted
- Please be sure you have enough funds in your flex account before coming to the lab.
- Additional funds may be added to your account via: **www.managemyid.com**  
or  
**Student Accounts**  
(1401 Mt. Royal Avenue, Bunting Center 2nd floor Hours:  
8:30am - 4:30pm Monday - Friday)

## Work Area & Cutting Tables

- Spray adhesives, and rubber cement are not permitted in the Print lab.
- Please do not use your laptops on the cutting tables, they are for cutting and assembling prints only.
- You must supply your own cutting tools & rulers or they may be purchased at the MICA Bookstore, we do not supply these items.
- Please ask before using the Roll & Guillotine cutters, especially if you are bringing outside materials.
- Paintings, pastel drawings and other artworks are not are not to be cut on our equipment.
- Please clean up after yourself.