

SPHHS COMPUTER LAB POLICIES (Fall 2011)

Computer usage

1. **Username**s are assigned at the beginning of each semester to students registered in graduate level courses in Public Health and Communication Disorders.
2. During busy times, there is a self-monitored two hour limit for use of computers.
3. Don't forget to log off!!

Computer file storage

1. Always save work on UDrive or your USB flash. Files saved in "*My Documents*", "*temp*" and "*data*" directories may be deleted at any time.
2. The UDrive is an OIT server that provides you with your own personal disk space. You have access to files you save on the UDrive from any machine with internet access. The UDrive is backed up and is very difficult to misplace.

Printing

1. Please only print ONE copy of a document at the Lab printer. If more copies are needed, there are copy machines at the libraries on campus.
2. Pick up your printed output promptly. Papers left around the printer are discarded after 24 hours.
3. If more paper is needed or the toner needs replacement, contact computer assistant.
4. Be very careful not to tear paper when removing paper jams. If you're not sure how to do this, contact the computer assistant or lab manager.

Computer room

1. All manuals must remain in the computer labs. Please re-shelve manuals in their places after you finish using them.
2. **No food or beverages are allowed in the computer lab rooms at any time.**
No one is exempt from this. If you bring in food or drink, you will be asked to leave.
3. **Please clean up the work space before you leave.**
The computer lab is shared by the entire SPHHS community. Before you leave, LOG OFF, remove any paper on the desk, return manuals and chairs to their proper locations to leave the space ready for the next user. Anything left behind will be discarded.
4. **If you're the last one out, turn off A/C, lights, and close the door.**
5. **Please turn off your cell phones.**
The ringing of cell phones and conversations are distracting to other users. Please step outside for your phone conversations.
6. **Report any problems to computer assistant or lab manager.**