



24⁷ 24 HOUR ACCESS!

Welcome to the **Digital Imaging Center**, your *Motion Graphics* and *Design Computer Lab* at the **School of Visual Arts**. As always, providing you with a positive work environment and protecting your hard work are our primary goals here at the DIC! In order to give you a smooth, customizable, and more secure experience in our computer labs, we have implemented a few changes. Please read over the tips and news here, and follow us on social media to ensure you get the most out of your time at the DIC!

Because you demanded it: the **5th Floor Digital Imaging Center** is now officially **24 hours!** Every night, from 12:30am to 8:30am, **rooms 506, 507, 508, and 509** are available for free time use!

In order to take advantage of this service, **you must already be in the building before 11pm for Security check-in.** You may leave at anytime, but reentry into the building is not allowed before 8am, so be sure to bring yourself a late night snack if you plan on staying the whole night.

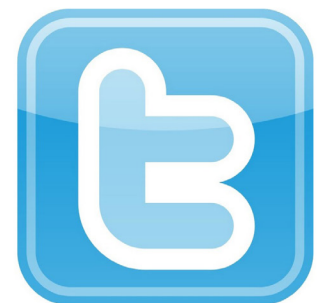
Technical support will not be available between **12:30am and 8:30am Mon-Fri**, and between **9:30pm and 10am Sat-Sun**. If you experience any technical issues, please email dic@sva.edu. We will reply during normal business hours, between 9 am - 11pm.

Doors will be locked at all times and should not be propped open. **Students involved in keeping the doors open will incur a fine.** A student or teacher with proper authority will be able to gain access to the DIC with a valid card read from their SVA ID card.

The 24 hours schedule is in effect for the **Fall and Spring semesters, Monday through Sunday.** As some rooms may be closed at times for maintenance, please see our [twitter](#) updates or [facebook](#) page for the latest schedule information.

STAY CONNECTED TO THE DIC!

The DIC is now on **Facebook** and **Twitter!** Not sure when the camera you checked out is due back? Wondering if the DIC is closed for the holiday? We've got you covered!



<https://www.facebook.com/SVADIC>
<https://twitter.com/DICsva>
<http://www.sva.edu/student-life/digital-imaging-center>

These links are your resource for all information and pertinent updates of what's going on at the design computer labs.

Lab rules and other information are available at a click's notice, including procedures for allowing non SVA visitors to come to the lab as needed for motion/photography projects' green screen room time. All news related to the DIC will be posted here, so follow us, click **'like,'** and join us on social media!

HELPFUL HINT:

• *As always, if you have any questions, feel free to ask any of our helpful lab assistants, they are there to help you!*

THE DOOR IS LOCKED! HOW DO I GET INTO THE DIC?

Because of security measures designed to protect the DIC and its students, the front doors to the lab, as well as the classrooms, are permanently locked. **Access is available by tapping your valid SVA ID Card on the red light next to the door handle.**

HELP! I DON'T HAVE AN ID! WHO AM I?

Anyone who needs a new ID or sticker can get one from the registrar's office, located at **205 East 23rd Street (next to CAVA) New York, NY 10010, 212-592-2200**

LOG IN FOR THE FIRST TIME

When you sit down at a computer in the DIC, you will see the login screen. It looks like this:

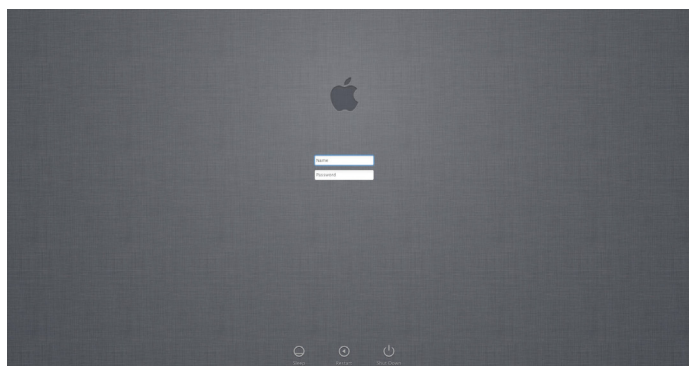


Figure 1.1 Login Screen

WHAT'S MY LOGIN NAME AND PASSWORD?

Your login and password are the same as your SVA email, so that you have one less thing to remember!

If you do not know your password or SVA email user ID, Here's how to get it! Go to <https://pwchange.sva.edu/#/home>

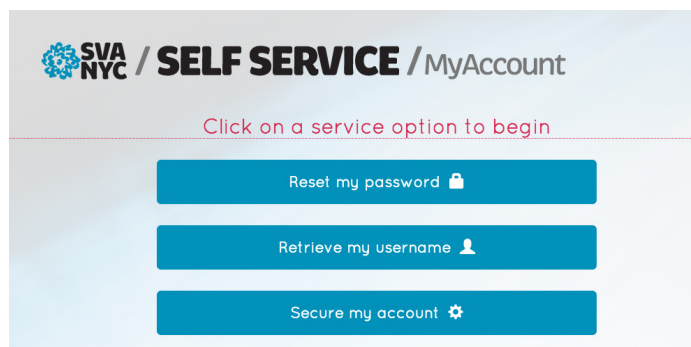


Figure 1.2 Self Service

You will be able to reset your password or retrieve your information there.

HELPFUL HINT:

• **ALL USER FOLDERS will be DELETED** when you log out—**including ANY FILES YOU HAVE BEEN WORKING ON!** The best way to save your work is on an external flash or hard drive. **IF YOU DO NOT HAVE YOUR DRIVE WITH YOU,** save your files to the **Student Temp Share** or **DICStorage (AFP)** before you log out! **Your files can be stored there for up to 30 days before they are deleted.**

HELPFUL HINT:

• **Always have a FLASH or EXTERNAL Drive with you!** This way, you can take your work with you. Remember that logging out of a computer **ERASES YOUR FILES.** Your **ONLY OTHER OPTION** is to put it on the **STUDENT STORAGE SERVER.**

DON'T PROP OPEN THE DOORS!

The DIC is a security-conscious lab. Access is for students with proper IDs only. For your own protection, as well as the protection of the computers and equipment, **Do NOT prop open the doors to the lab or the classrooms.** **Again, students involved in keeping the doors open will incur a fine. Just don't do it.**

LYNDA.COM INSTRUCTIONAL VIDEOS AVAILABLE... FOR FREE!

Did you know that all degree-seeking students, faculty, and staff have access to [lynda.com](https://www.lynda.com), an online library that teaches the latest software tools and skills through high-quality instructional videos! More than 1,400 training videos are available, on a broad range of subjects, including business skills, photography, design, music and video, home computing, animation, and web design and development. New courses are added every week.

HOW DO I GET ACCESS?

Log in through your mysva.edu portal. Once there, you can access [lynda.com](https://www.lynda.com) by clicking the Training link on your [mysva](https://mysva.edu) page at my.sva.edu, and using your **SVA email login** information to connect.

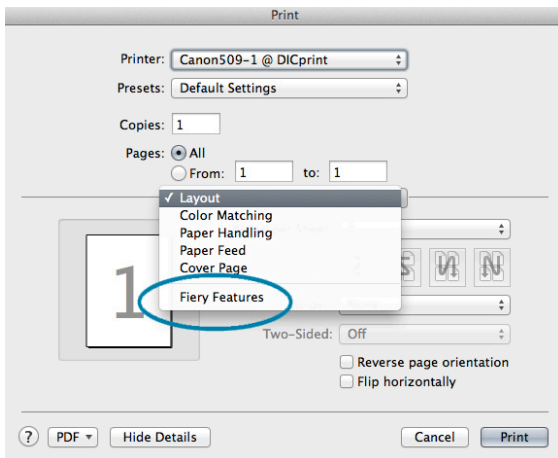
Access the [lynda.com](https://www.lynda.com) library 24/7, even from your iPhone, iPad, Android device, or mobile phone and watch entire courses or single tutorial videos as you need them. Exercise files let you follow along with the instruction as you learn, and bookmarks help you keep track of what you'd like to watch.

NO DRAWING, PAINTING, or CUTTING IN THE DIC COMPUTER LABS!

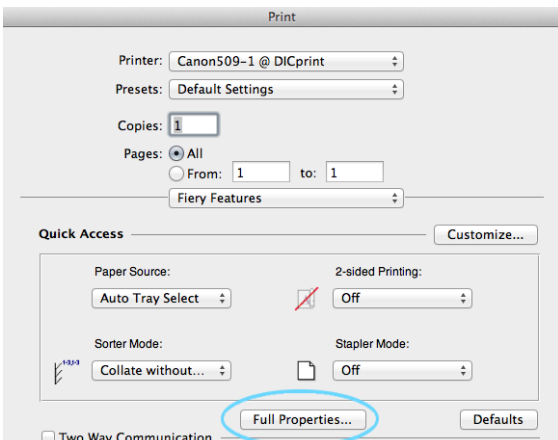
The DIC computer labs are for **digital media only.** That means **no exacto-blades, no paints, no pastels, and no pencils or charcoal work in the lab.** The computer desks must remain clear of these items at all times. **This type of work is for the 6th Floor Print lab only. No exceptions. Students using such materials in any other DIC lab will incur a fine.**

BLACK & WHITE PRINT GUIDE

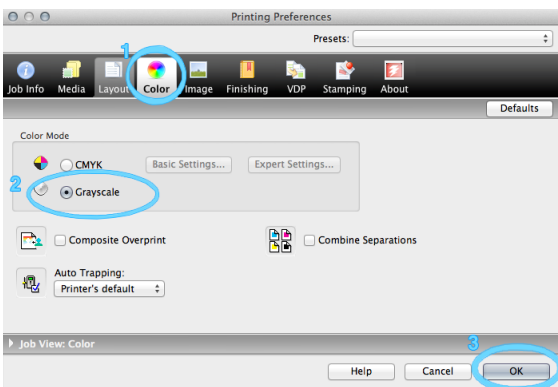
To print for free in black & white, first click on the Printer button. When the new window opens, click on 'layout,' and scroll down to 'fiery features', then click on it.



When the fiery options appear, click on 'full properties'.



When the new window opens, click on 'color' (1.) at the top, then 'grayscale' (2.) under color mode, then click OK (3.)!



Now you are good to go!

HOW DO I PRINT?

You cannot print at the DIC without first being logged into PaperCut. PaperCut is our print management system that keeps track of how many prints you've made and deducts the cost of color prints from your account.

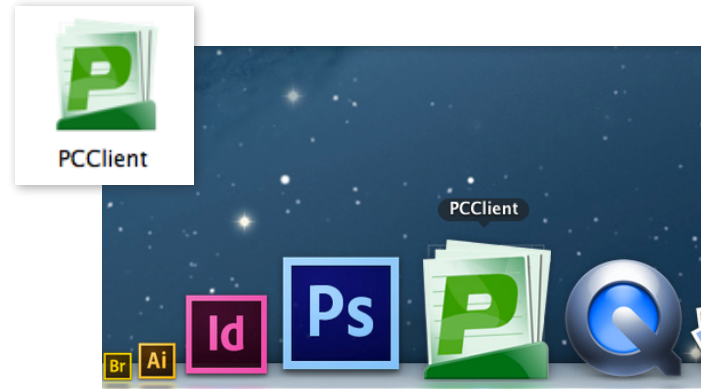


Figure 1.3 Launch PaperCut

Every DIC user begins the school year with \$100 in print credit. For every page you print in color, 25 cents is deducted from your account.

As always, **black & white prints in the DIC are free**, so long as you follow the black & white print guide on this page (also available at the 5th Floor DIC front desk and online). Otherwise, PaperCut will treat it as a color print and charge you.

MONITORING YOUR PRINT CREDIT BALANCE

When you click on the PCClient icon on your applications dock, a window will appear in the upper right hand corner of your screen, showing you how many print credits you have in your account via the balance interface in the control panel. If you run out or are getting low, talk to a DIC administrator about adding print credits during the work day hours of **9am to 4pm, Monday to Friday**.

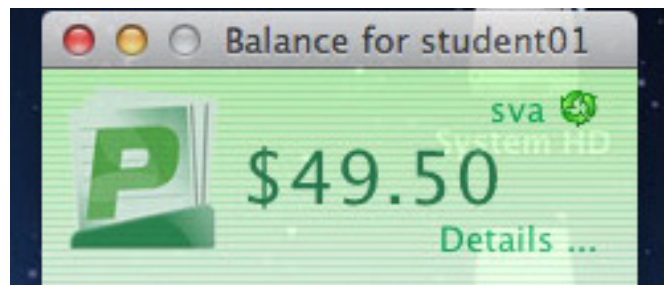


Figure 1.4 Print Balance Interface Control Panel

WHAT IF I'M PRINTING BLACK & WHITE?

To print a black and white image, you still need to be logged into PaperCut. Otherwise, the printer will not receive your file. But don't worry, you will not be charged if you follow the instructions to the left on this page.

CAMERAS, iPADS, AND TABLETS, OH MY!

The 5th Floor DIC lends out various equipment for use outside (cameras and iPads) and inside (drawing tablets and card readers) the lab. Please see [twitter @DICsva](#) and the **front desk** for more information!

HELPFUL HINT:

- Be certain to LOG OUT when you are done and leave the lab, so no one else can use your print credits! Help us to protect your account!

WHERE DO I SAVE MY FILES IF I DON'T HAVE ANY STORAGE SPACE WITH ME?

That's what the DICStorage (AFP), also known as the STUDENT TEMP SHARE, is for! If you have no alternative, you can save your files there, but be aware that the Server is a PUBLIC DRIVE, and any other student will be able to access those files.

ACCESSING THE STUDENT TEMP SHARE (DIC STORAGE) SERVER

Unless you remove them, the icons for Student Temp Share, Teacher's Storage Share, MG Student Share, and MG Teacher's Share are already in your dock.

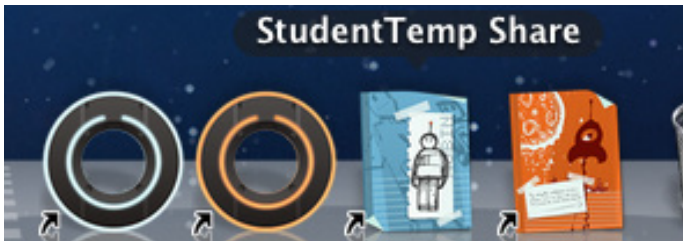


Figure 1.5 From the left: The MG Student Share, MG Teacher's Share, Student Temp Share, and Teacher's Storage Share icons

To access the Student Temp Share, click on the STUDENT TEMP SHARE icon. When the login window pops up, make sure 'registered user' is checked, and enter the user name and password for the Student Temp Share as follows:

- USER: dicstudent
- PASSWORD: student

IF YOU CAN'T FIND THE STUDENT TEMP SHARE ICON IN YOUR DOCK

Follow these simple steps to access the server:

- In Finder, at the top of your screen, click on 'Go'.
- Scroll down the drop down menu to 'Connect to Server'
- In the window that pops up, click 'browse'.
- From there, a list of accessible servers and computers will appear. Scroll down the list until you come to DICStorage (AFP), and Click.
- Then access the server with the name and password

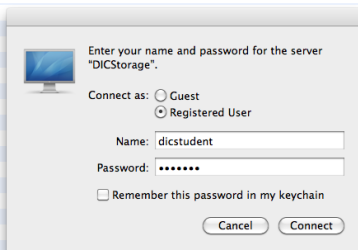


Figure 1.6 Student Temp Share/DIC Storage Server Login

HELPFUL HINT:

- *The password that allows you to access the student temp server will also give you access to the teacher server. If you are a Motion Graphics student, your instructor will give you the name and password needed for access to those servers.*

NO FOOD/DRINK IN THE COMPUTER LABS!

Accidents happen. Crumbs get in keyboards, and drinks spill all over mice. **NOT at the DIC.** Keep your drink on the ledge across from the front office and come out for a sip. It will help you stretch your legs, and help us keep the lab clean and functioning. **Students eating or drinking at a computer station will incur a fine.**

THE 6TH FLOOR DIC PRINT LAB

The DIC isn't just on the 5th Floor; there's also the 6th Floor Print Lab. Located in room 602 and available to all students, the Print Lab has work tables, copiers, enlargers, scanners, light boxes, and additional computer work stations, as well as high quality large and small format printers. Please feel free to come in and ask our staff for an overview of our capabilities.

HOW DO I GET THERE?

To get to room 602, take a left at the top of the stairs on the 6th floor and go down the steps in front of you. Make another immediate left, and walk straight to the door at the end of the hall. You can't miss it!

BOOKBINDING AT THE 6TH FLOOR DIC!

The DIC has **softcover book-binding options!** Binding takes place from **4-11pm Mon-Fri**. Students binding books this semester are encouraged to come by for a **demo session** in order to familiarize themselves with the process.

Demos start at **4pm weekdays** and cover the function and capabilities of all the lab printers, costs, double-side printing and binding. **Binding workshops** are held after the demos, where students can bring their own printouts or paper to bind a simple book themselves for practice.

Teachers can schedule to bring their class in for a demo anytime. Advance notice is required to allow us time to prepare handouts.

If you have any questions about the 6th floor DIC, please stop by Print Lab office in room 602 and speak to our staff, or email us at dicprint@sva.edu.



MORE HELPFUL HINTS?

- *If you have any questions or comments, please contact us on twitter [@DICsva](https://twitter.com/DICsva)!*