

## Collecting Monies

1. Monitors are responsible for collecting funds for membership dues and lab supplies (blank diskettes, CD's and DVD's). The charge for a blank floppy diskette, CD-R, or DVD will be one dollar (\$1.00) each.
2. Only **MEMBERS** may use one of the Lab's laser printers. During any one Open Lab session a MEMBER may print a **maximum** of TEN (10) pages (single or double-sided). There is no charge for printing.
3. Cash collected is placed in a printed envelope marked with the amount of money and type of fee. Cash envelope is then placed in the Cash Drawer slot.
4. Receipts books are available for issuing receipts for membership dues, diskettes, CD's, and DVD's, if requested
5. Membership Renewals (**check preferred**) are placed in a white payment envelope with the member's name and association number clearly indicated on the front of the envelope, and then inserted into the Cash Drawer slot.

## Reporting Problems

1. A System Log is located on the top of the filing cabinet near the northeast corner of the room. This Log should be used to report problems with any of the units.
2. Record the problem by identifying the system affected (by number), the program in use at the time of the problem, the last action taken by the user (if known), a description of the incident, and the user's name and telephone number.
3. Each Friday the Lab Staff checks the log.

## Closing the Lab

1. Make sure that all the computers, monitors and printers in the room have been shut down.
2. If for any reason the instructor's computer has been left on, shut it down using the approved shutdown procedures and then turn off the master switch at the power station.
3. Shut down the PC at the Lab Monitor's Desk. The sign-in data will be automatically stored at shutdown.
4. Confirm that the two Lab Monitor's drawers are locked.
5. Leave both sets of pocket lights above the two side banks of computers in the ON position. (for security reasons)
6. Reverse the door sign from "Open" to "Closed."
7. Place the door shade in the open position. (another security issue)
8. Place the window blinds in an open position. (another security issue)
9. Turn OFF the overhead lights.
10. Lock the outside access door by turning the key in a clockwise rotation.
11. Confirm that the lab door has been secured.
12. If there is no activity taking place in the classroom, check the security of that door as well.
13. Arm the Alarmco burglar alarm.
14. Return the key to the Monitor's Station and reclaim your Association card.

*Revised March, 2017*

# SCSCC LAB PROCEDURES

March 2017

## Facility Staff

Jeff Wilkinson	Lab Director 233-9161
Tom Burt	System Admin (PC) 341-7095
Bill Euler	System Admin (Mac) 233-2351
Irene Burt	Supply Administration 341-7095
	Lab Monitor Coordinators
Kathy Kirby	569-1442
Mildred Taylor	242-2871
<b>Emergency Notice</b>	<b>Pinnacle Social Monitor 240-1301</b>

**Pinnacle Community Center  
2215 Thomas Ryan Blvd at  
Grand Cypress, near Lake Mead**



## To Open the Lab

1. Get key from Pinnacle Monitor Station.
2. Disarm the Alarmco burglar alarm.
3. Enter through Lab Door.
4. Set the door lock to open, using the key. (Push down on inside handle and at the same time turn the key lock mechanism in a counterclockwise rotation.)
5. Reverse the door sign from “Closed” to “Open.”
6. Boot up the Sign-In computer. Follow the procedures listed in Sign-In Procedures
7. Turn on the HP 401 Laser printer (only when requested by a MEMBER).
8. The thermostat controller is located on the south wall near the door to the classroom.
9. The audio knob for controlling the volume of the piped-in background music is located near the outside door. Normally, you will not need to be concerned with this issue.

**Do not release your facility keys to anyone. If the keys “walk off”, you will not be able to retrieve your association card.**

## Sign-In Procedures

1. The computer at the Lab Monitor’s Desk will automatically open to the sign-in program at boot up. If it does not, open the sign-in program by double-clicking on the “sign in” icon on the desktop.
2. Double-click on the appropriate Open Lab day (Wednesday, or Saturday). When the blank sheet appears, it is ready for the first sign-in.
3. Scan the member’s/resident’s SCSCAI card under the bar-code reader.

4. If a member/resident does not have his card, key in the eight digit association number on the keypad or click the “Find” button and type a few letters of the last name.

## Open Lab Access

Any resident with an Association ID card may use the lab facilities during Open Lab hours.

## New Members

1. Resident receives New Member Packet (bookshelf in front of monitor’s desk).
2. Resident fills in and completes the application (blue) form. The resident fills in a printed envelope and places the dues payment (Check Preferred) in the envelope.
3. Monitor places completed application form in membership chairperson’s folder and payment envelope into the Cash Drawer slot.
4. **Note:** The blue membership data form should also be used in the event that an existing member has changed any information from that on file: street address, email address, association number, operating system.

## Membership Dues

1. **Full year:** Jan. 1 - Jun. 30: \$10 per member.
2. **Half year:** Jul. 1 - Dec. 31: \$5 per member.
3. **Make dues payment checks payable to “SCSCC”.**
4. All memberships expire on Dec. 31<sup>st</sup>.

## Lending Library

### Borrowing:

1. Member shows SCSCAI card and media to be borrowed to the Lab Monitor, who then enters media number, member’s name, SCSCAI number, date and telephone number on the appropriate page in the Library Materials Sign-out book. The book is located on the back counter.
2. Monitor asks the member to check the entries for accuracy and reminds the member that the loan period is two weeks.

**Returning:** Monitor enters return date in Library Materials Sign-out book and places the item back on the shelf in its proper order.

### Reservation System

1. A qualified user may reserve a special system (e.g., scanner or audio/video recording) for one three-hour period each calendar week. The reservation may be made up to seven calendar days ahead of the time desired, e.g., Monday signup for the following Monday’s use.
2. To reserve a system, the member must complete all the cells listed under the columns of the Lab Reservation System Form. All reservations begin and end at the top of the hour. If a member is more than 10 minutes late for a reservation, the monitor may allow another member to use the system.
3. If there is no advanced reservation on record for a designated special system, then that system shall be made available on a first-come/first-served basis. However, in the case of the scanner stations, if others are waiting to use the equipment, then a one-hour time limit shall apply.