

# GENERAL RULES FOR USING THE DIGITAL PRINTING WORKSHOP

(applies to all EKA users)

## 1. Access and eligibility

- The Digital Printing Workshop is intended for EKA students to produce work within the framework of studies.
- Use of the workshop requires familiarisation with these rules and compliance with all instructions.

## 2. Booking and agreement

- **Workshop use is possible only with a prior booking in the Google Calendar.**
- **If you do not have access to the Google Calendar, please email the workshop head to arrange a booking. Email: [tanja.muravskaja@artun.ee](mailto:tanja.muravskaja@artun.ee)**
- If the work requires preparation (materials, settings, scanning, etc.), please email the workshop head before starting.

Recommended information to include in the booking or email:

- name, department/course, short description of the work
- equipment (e.g. camera scanning / laminator / laser printer / scanner / inkjet printing)
- materials and format
- phone number (recommended, not mandatory)

## 3. Beginner users and instruction

- Beginner users may operate the equipment only under the supervision of the workshop head or in an otherwise pre-agreed manner.

## 4. Equipment and usage rules

### Camera scanner (camera scanning / repro)

- Scanning is carried out only by prior agreement.
- File requirements, colour settings and formats are agreed before the work begins.

### Scanner

- Save files to the agreed folder/storage medium; use clear file names.

### Laminator

- Use only suitable materials and settings.
- If unsure, ask the workshop head for guidance before starting.

### Laser printer

- Use is possible only with booking and prior agreement.
- Use only approved paper and settings (paper size, thickness, etc.).

## 5. In case of waste or error (STOP rule)

- If waste or an error occurs (when using the printer, scanner, laminator, laser printer or other equipment), stop the work immediately and inform the workshop head.

- Do not continue if there is any doubt that the settings or the device are not working correctly, until the workshop head has confirmed and checked it.

## **6. Materials, invoicing and responsibility**

- Prints and materials are paid on site via payment terminal or, if necessary, by e-invoice (issued by the workshop head).
- Users are responsible for their files, settings and material consumption.
- The workshop head's presence and preparation reduce waste and protect equipment and materials.

## **7. Finishing and maintenance**

- After finishing, tidy the work area, sort waste, and leave equipment as agreed.
- Remove personal files and storage devices from the workshop.

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