

SCSCC RULES FOR LAB USERS

Sun City Association membership ID card must be presented to the Lab Monitor to gain admittance to the lab.

Each user admitted to the lab is required to sign in (by scanning their Association ID card or entering their Association ID number) into the lab sign-in PC.

Non-SCSCC members, who *are* members of the SCSCAI, may use the lab during any open lab session.

Systems and peripherals, such as the scanners or the Media PC, may be reserved using the lab registration system up to one week ahead of time, for three hours per week.

Food and beverages may not be placed near or consumed at the system stations.

There is NO SMOKING in the lab.

Users may not change the system settings or add or delete programs or files to the hard drives of the systems of the SCSCC facility.

Software that is protected by copyright and licensed to the Association or the SCSCC may not be copied by any user.

Users may print to the printers in the lab, but are limited to 10 pages per day.

Users may purchase a blank CD or DVD at a cost of \$1 per disk.

If a problem occurs during your use of the lab systems, you are required to advise the lab monitor and log the problem on the lab's Incident log.

Telephones in the lab may not be used for personal calls except in an emergency.

The PCs in the lab are protected by the Deep Freeze program. Deep Freeze automatically resets a PC to its prior condition every time that PC is rebooted. Any data generated by a user that is not saved to external media such as a CD, DVD or USB flash drive will be lost when the PC is rebooted.

Users use the lab's PCs at their own risk. The computer club accepts no responsibility for lost or corrupted data resulting from connecting the user's external devices to a lab PC.