

Student Lab Policy

- Students needing to do school work have priority over those doing general surfing.
- Respect others and clean up after yourself. Please do not leave dishes, cups, etc. and remember to remove other personal belongs from the machine when you leave.
- **DON'T FORGET USB DRIVES!**
- Don't save information to the hard drives. The computers are completely cleaned off regularly. You may save to your My Documents, your H: drive, your desktop or usb drive.
- **Do not install or download ANY programs, games, etc., onto the computer. If you have a need for a program please contact Computer Services.**
- **PRINTING** - The printer paper is to be used in the lab. Removing it from the lab for purposes other than lab use is stealing.
- Don't use the printer as a copier
- Recycle scratch paper. Please don't put used paper back in the printer. It is hard on the machine.
- If you have a large paper to print, please print it during the day. If you need paper please e-mail the helpdesk@luthersem.edu or contact the Front Desk on the weekend. **You may need to bring your own paper.**
- If the computer is frozen or locked-up (no disk activity and the mouse doesn't move):
 - End task by pressing ctrl-alt-delete.
 - If that doesn't work, try ctrl-alt-delete again to restart it.
 - If that doesn't work, the next step is to turn the power off, wait for 20 seconds, and then turn back on. (You may have to hold the power button in for 6 seconds to shut down a frozen computer.)
 - Report all problems with e-mail to helpdesk@luthersem.edu