

# Members' Manual for Digital

Introduction .....	2
Digital Suite Rules.....	3
Equipment .....	4
Digital Suite, Equipment Hire Charges, and Print Price List.....	5
How to book a digital workstation .....	6
At the beginning of your Digital Session.....	7
In the Digital Suite.....	8-12
FAQ.....	13



## 2 Introduction

It is important for all members to read and understand this manual.

We are open to changing procedures in future if anything does not work as well as it could. For now, please **follow exactly** the procedures outlined in this manual. We have tried to make using the Digital Suite as simple and stress-free as possible. Updates, amendments or changes to the Digital Suite rules and procedures will be announced on the Club's website.

We appreciate your cooperation and support.

Suggestions and feedback can be sent to [digital@thecameraclub.co.uk](mailto:digital@thecameraclub.co.uk)



### 3 Digital Suite Rules

Rules to follow when using the digital facilities:

- Only members who have completed the Accreditation session on the use of digital equipment are permitted to use digital facilities.
  - Members must sign into the Club using the signing-in book at the reception. Please ensure that you write Digital Suite in the book.
  - Digital Suite equipment must not leave the Digital Suite.
  - Any damage to the Suite equipment must be reported immediately to the steward on duty. Members are not allowed to make any changes to hardware or software or any of its parts and must not attach laptops or other devices to the PC
  - Members will take full responsibility for any loss or damage to the Suite equipment caused by their negligence or carelessness and will cover any repair, maintenance or replacement cost as applicable .
  - There are members lockers located in the Digital Suite. Club members visiting the Suite to use the lockers should then return the Digital Suite key to the Steward, unless they have booked one of the digital workstations.
  - No smoking, food or alcohol consumption is allowed in the Digital Suite.
  - All members using the Digital Suite must adhere to the Club Rules & Policies.
-

## 4 Equipment

The Epson Digital Suite offers the following:

- Windows PC (new as of October 2017; runs Windows 10)
- Built-in memory card reader on the PC
- USB sockets on the PC
- Firewire connection on the PC
- Adobe Photoshop (latest version) plus associated reference book \*
- Adobe Lightroom (Latest version) plus associated reference book\*
- Canon "Digital Photo Professional" (EOS Digital supplied software)
- Two high quality NEC calibrated monitors so you can use one monitor for close-up work and the other for viewing the whole image
- Epson Perfection 750 Flatbed Scanner (will also scan a variety of film formats)
- Epson Scan software
- Epson Stylus Photo R1900 A3+ inkjet printer
- Epson Stylus Pro 3880 A2 inkjet printer

The room is decorated with neutral 50% grey walls and 6500k daylight lighting system - perfect for digital photo work.

\*Please note that the Adobe CC package makes constant updates to the software so that there may be variances between the Manuals and what you see on screen. If in doubt use the Adobe Help function.



## 5 Digital Suite Charges

Please refer to the prices section on the club web site for both hire and printing charges

<http://thecameraclub.co.uk/prices/>

### Printing

The Club has a range of Epson printing paper available in Premium Gloss, Premium Semi-Gloss and Enhanced Matte in the above sizes. If you want to use other paper you must supply it yourself; in this case you will be charged only at the "ink only" rate above. You should also be prepared to load the appropriate .ICC profile on the Digital Suite computer if it is not already available. If you are not sure how to do this, please buy the Epson paper from the Club.

---

## 6 How to book the Digital Suite

- To make a booking, please call the Camera Club during normal opening hours or book your digital session with the steward on duty. Bookings cannot be made by e-mail or post.

IMPORTANT: Minimum booking is one hour

Formatted: Indent: Left: 0.84 cm

Give the steward the exact date and time when you would like to use the digital facilities.

Formatted: Indent: Left: 0.2 cm, Hanging: 0.63 cm, No bullets or numbering

## Cancellations

Digital facilities are subject to the same cancellation policies as Studios or Darkrooms:

- more than 7 days before booking date – no charge
- between 4 to 7 days before booking date – 50% cancellation charge
- 3 days or less before booking date – 100% cancellation charge

**IMPORTANT: Bookings cannot be cancelled by e-mail or post. Members must visit or call the club to cancel a booking.**

---

## 7 At the beginning of your Digital Session

When you arrive to use the Digital Suite please sign into the Club using the signing-in book at reception, writing Digital Suite in the book.

### If you wish to use the scanner:

If you want to use the film\_carrier, please ask the steward for it. The steward will ask you to bring it back with you when you finished your session. You may use more than 1 size negative carrier.

Please remember to return the carriers to the steward at the end of your session.

You can use the pair of cotton gloves provided in the carrier box in order to avoid making fingerprints on your films.

- A microfibre cleaning cloth is provided on the scanner for cleaning the glass of the scanner. Please do not use any other material for cleaning the glass as scratches may occur.
- If you require any extra equipment please ask the steward for it. Please make sure that the steward checks in front of you the state of any additional equipment you are borrowing from the stewards' office, as you may be liable for any damage.

Formatted: Indent: Left: 0.84 cm,  
No bullets or numbering

Formatted: Indent: Left: 0.84 cm,  
Space Before: 6.2 pt, Line spacing:  
Multiple 1.42 li

---

## 8 In the Digital Suite

### Starting Up:

Turn on the workstation. Wait until the Windows login screen appears.

Log in using the username and password which is the same for all users:

**username:** PhotoUser

**password:** TheCameraClub

Please do not leave your images and files on the Digital Suite computer. Use a removable drive, memory stick or a cloud service to save all your work at the end of each session. Files left on the computer for long periods of time will be removed.

### Scanning:

For information on how to use the Epson scanner and its software, please refer to scanner user manuals available on the Camera Club's website and in the Manuals folder located on the Club Web Site

Formatted: List Paragraph, Right: 0.67 cm, Line spacing: Multiple 0.95 li, Tab stops: 0.84 cm, Left

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Indent: Left: 0.2 cm, Hanging: 0.63 cm, No bullets or numbering

Formatted: Heading 2



## 8 Printing

In order to use any of the printers you just need to make sure the printer is powered up and switched on.

Important note: Both printers are networked via the Stewards PC, which must be switched on and logged in before you can print anything. If you cannot print to either of the printers, and they are powered up, then please check that the steward has switched on and logged into their PC.

For information on how to make prints, please refer to the printer user manuals available on the Camera Club's website

### Print Monitoring

The Club has printer management software which logs all the prints made in the Digital Suite. This way, we can charge the correct amount for the prints you make during each session.

### Ink Cartridges

Members are not allowed to replace ink cartridges. If any ink needs to be changed, please ask the steward on duty to replace it. If ink is too low to print you will see a flashing or solid light on the printer you are trying to use. You might also see an alert (yellow triangle) against an ink colour in the Print dialog on the computer

### Please take your prints with you !

Members should bring their own portfolio, folder or postal tube for transporting their prints/paper as the Camera Club does not provide any print storage.

---

## 8 At the end of your Digital session

Turn off the PC using the "Shut Down" command using the Power options under the Windows button (bottom left of the desktop).

▲  
Turn off the printers and/or scanner (you don't need to switch off at the wall)

Please ensure that you leave the room clean and tidy and make sure that the light is switched off and the door is deadlocked.

If you experienced any problems or issues with any facility during your digital session please let the steward know before you leave the Club.

### If things go wrong!

#### **My print shows faint banding or has uneven print lines running across it:**

The print heads need to be aligned, or the nozzles need to be checked. Please note that this is done on a regular basis by the Digital Suite manager.

#### **I would like a refund for my print, due to the above or any other issue:**

If you feel that your print was not correct due to reasons outside of your control, attach a note to it with as much information as possible, and leave it in with the Steward for the Digital Secretary to review. The Digital Secretary may refund your printing/hire charge if appropriate. Stewards are not responsible for refunding money.

Formatted: Font: Not Bold

Formatted: Font: Not Bold



## 9 FAQs

### **The monitor looks too dark/too light/too contrasty/etc - can I adjust the monitor settings?**

ABSOLUTELY NOT. NEVER EVER ADJUST THE MONITOR BRIGHTNESS, CONTRAST, OR ANY OTHER MONITOR SETTINGS! The monitors are calibrated by the Digital Suite Manager Under no circumstances are you or a steward allowed to calibrate the monitor or adjust any monitor settings.

### **Can I plug my own laptop into the network ?**

No, you cannot. Any member found to be breaking this rule may have their membership revoked.

### **Where are the user manuals?**

You can find them on the Club website, on the Digital Facility page. Reference books for both Lightroom and Photoshop are kept in the Suite. They are Club property and must not be removed.

### **Can I store my files on the digital workstation computer?**

No, you cannot store your files on the workstations. This is to ensure that nothing of a sensitive nature is kept on the computers, and to keep them running at their best. Please use removable storage devices. While it is technically possible for you to leave files on the PC\_desktop or local drive, any files left on the PC\_will be deleted.

### **Can I change the PC desktop settings?**

Yes, you can but please be aware that default settings might be restored later.

### **Can I bring an assistant with me into the Digital Suite?**

Yes, if that person is also a Club Member who has been accredited to use the digital facilities.

### **A software update or registration alert has appeared on my screen - what should I do?**

Press "Remind me later" or "ignore" or just close-the window. Software is updated regularly by the Digital Suite manager.

### **What kind of lighting system you use in digital room?**

We use only daylight bulbs in the room.

### **Is there any technical support available on site?**

No; stewards are unable to offer technical or PC support.

Feedback and comments on the Digital Suite can be sent to [digital@thecameraclub.co.uk](mailto:digital@thecameraclub.co.uk)

Formatted: Font: Bold, Thick underline

Formatted