

Basic Instructions for Opening and Closing the Studio

Opening

1. Obtain the key from the lock box and open the entry door.
 - a. *Immediately* return the key to the lock box and scramble the combination.
2. Change the sign from Closed to Open – Tilt the sign back to allow lid to close.
3. Turn on the lights.
 - a. Entry lights – immediately to the left of the entry door
 - b. Down lights and general lights the 3 switches on the wall behind the sign-in desk.
 - c. One light in the digital darkroom area (The one-bulb switch is marked on the switchplate)
4. Open the Store Room using the key stored at the location you have been given.
5. Turn on the Computer Power switch on wall behind Sign-in desk (Powers the Digital Dark Room and Hands on Room).
6. Turn on the Power Strips under the desks for the Sign-in computer and the Admin computer. These computers will *start automatically* when the power strip is turned on.
 - a. Select *Sign-in* from the shortcut icons on the Sign-in computer screen after it starts up.
7. Make coffee if you want some or if a class/workshop is scheduled for the morning.
 - a. You get to decide if Decaf or Regular is brewed. 7 of the ✓ shaped scoops for 14 cups.
 - i. NOTE: The pull out faucet allows you to fill the reservoir easily w/o using the pot.
8. If there is NO GVCC schedule for the Kino Room, keep the deadbolts locked, otherwise unlock both doors.
9. Please ***Welcome everyone*** as they enter the Studio and have them sign in by card swipe or by giving you a GVR number to enter manually. Any problems? Just log them in as a visitor (Key in 123456) and put a note in Bruce Magnuson's folder.

Closing

1. ***About 30 minutes*** before the Studio closes. Announce time remaining (Close at 4:00PM weekdays, 12:00 Noon on Saturday in winter, 12:00 Noon weekdays and No Saturday hours in the summer).
 - a. This will give members time to complete a scanning or printing project and transfer data to a CD/DVD or flash drive to carry home.
2. As equipment becomes available, shut it down using the following procedures:
 - a. Scanners, VHS to DVD unit, Disc Duplicator – Press power button if it was on.
 - b. Printers – Press power button if it was on (It is important to shut down printers B4 turning off Computer power).
 - c. Computers – If it was on **Including the Sign-in and Admin computers** – Select Shut Down from the menu and allow the programs to close and the computer to shut down normally. (Note screen saver may make computer appear to be off when it is in fact on – move mouse to confirm if computer was actually on).
 - i. Check both the Digital Darkroom and the Hands on Room (Only the Store Room computer is left on).
 - ii. Do not force a shut down by holding the power switch or turning off the Computer power switch at the Sign in desk.
3. Turn off the Computer Power switch behind the Sign-in desk.
4. Shut the Store Room door – It will lock automatically.
5. The Coffee maker has usually shut its self off, but if any light is on turn the maker OFF. Please clean the pot, empty the grounds and clean the flirter basket.
6. Make sure the Kino Room doors are locked.
 - a. If there is a GVCC class/workshop still in session in the Kino Room leave the **double door** unlocked and if the instructor requests, leave the Store Room open.
7. Turn off all lights.
8. When exiting, use the Exit door, but first push on the door (*not the panic bar*) to be sure the door is latched. Then push the panic bar and exit normally.
9. Remove the key from the lock box and lock the entry door.
 - a. Return the key to the lock box and *set the combination for 0000*
10. Turn the sign from Open to Closed. Tilt the sign back to allow lid to close.

Thank You your service as a Monitor, the Club could not operate without your help.