

W138 Regis Center for Art, 612-626-4196
DSB Online Workstation Reservations
checkout.dsb.umn.edu

Normal Hours:	Mon, Tues, Wed:	10:00 am – 9:00 pm
	Thursday:	10:00 am-7:00 pm
	Friday:	1:00 pm – 5:00 pm
	Saturday:	10:00am – 3:00 pm

*Closed Thurs Nov.26th - Sat Nov 28th for Thanksgiving Break.
Users may reserve equipment at the DSB counter in person or online.

Reservation Restrictions

- User may book a piece of equipment up to 10 hours per week.
- Reservations can be booked online up to 2 weeks in advance.
- 15 minutes is required between reservations for processing.
- Reservations can be made in 30min, 45min, and 1 hour slots, with up to 2 reservations back-to-back for small format or 3 for large format printers.
- Users must be present within 10 minutes of their reservation time or their reservation will be canceled.
- During the last 2 weeks of the semester, because of the high volume of people needing to print each student is only allowed to make up to one 1-hour reservation per day (for the 4800 printers, mural printers may make one 2-hour reservation per day). Enrolled students have priority over other users.

User Responsibility

- Users are responsible for finishing using the workstations at their scheduled reservation end time, this includes prints being completed by the printers. Small prints should be sent no less than 10 min. before the end and large prints 30 min. or more depending on the print size). Also closing time is strict, do not expect DSB supervisors to wait for the printer to finish printing!
- It is the users responsibility to check with the DSB attendant to see if the printer nozzles have been checked and are clean.

The DSB makes every effort to make sure the equipment is running properly.
If there is a problem please bring it to the attendant's attention immediately.
For questions contact the DSB at: 612-626-4196
Or Lead DSB Supervisor: Caroline Houdek, choudek@umn.edu