

# I. Scheduling the Consult

## Step 1.

To schedule your consultation, you will need to head over to the Visual Resource Center homepage [HERE](#).

### About the Visual Resource Center

The VRC is a technology center and teaching facility created to support the Department of Art, Graphic Design and Art History faculty and students in their academic studies and research activities.

Students are provided with industry-standard equipment used by arts professionals including three large format archival inkjet printers, a laser printer, a vinyl cutter and a 75-watt laser cutter. Mac and PC computer stations with Adobe CC design software and large graphic arts flatbed scanners are available. Extensive audio/visual resources include cameras, tripods, lighting systems, video and audio recorders, laptops, and iPads. Art students and faculty can check out these items for class projects and documentation. Books, journals and contemporary art periodicals are provided to support art-related coursework and research.

The Visual Resource Center is financed in part by the College of Arts and Sciences student technical fees. Resources and services are provided exclusively to the Department of Art faculty, staff and students.

[VRC APPOINTMENT CALENDAR](#)




## Step 2.

Click “View Appointment Calendar.” (Please see below.)

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[VRC APPOINTMENT CALENDAR](#)




Step 3.

Next, after clicking “View Appointment Calendar,” students will need to schedule a 15-minute consult under the “consult” field. This is required to better help us understand the project's scope and make any necessary changes before the service appointment. (Please see below.)



## Visual Resource Center

Consult	
 Consult 15 minutes Free	HP Printer 30 minutes
24" Canon Printer 45 minutes Price varies	44" Canon - Roll Paper 45 minutes Price varies
44" Epson Printer - Fine Art Paper 45 minutes Price varies	Laser Cutter 1 hour
Cricut 1 hour	Vinyl Cutter 1 hour

During your consultation, we will need to know what type of paper you want to use and how many files you have. From this information we should be able to give you an idea of the printer that best suits your project based on your needs.

#### Step 4.

After you have selected your consultation, you will need to select a date and time under the “select time” field.

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**Select time**

< > April 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Select a service and date to see available times.

ⓘ All times are in (UTC-06:00) Central Time (US & Canada)

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#### Step 5.

Next, you will need to fill in your information such as First Name, Last Name, Email, etc.

**Add your details**

Pistol Pete

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pistol.pete@okstate.edu

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4057445000

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## Step 6.

After filling in your details, you will select whether you would like to attend the consultation in-person or online via zoom, provide your CWID, and the name of the professor as well as the title of the project.

### Provide additional information

Will you need a Zoom link?

✓ --select an option--

Yes, please send a Zoom link to my @okstate.edu email

No, I will be attending in person in BC106

Professor & Project Title

Which service do you need a consultation for?

--select an option--

Include information we need for your consult: (optional)

Book

## Step 7.

Next, you will fill in your CWID, your professor's name, the project title name, and the service you are inquiring about for your project. Next, although completely optional, you may add any additional details that may be useful for the consultation meeting before clicking “Book.”

**Provide additional information**

Will you need a Zoom link?

Yes, please send a Zoom link to my @okstate.edu email ▼

CWID

A20132753

Professor & Project Title

Dr. Andrews - Design in Graphics

Which service do you need a consultation for?

✓ --select an option--

- Project Planning
- Final Project Check for Print
- Laser Cutter – I will have my file ready to show during my consult
- Software Tutorial

[Book](#)

## Step 8.

After booking your 15-minute consultation you will be provided with a confirmation email which will provide the details of your consultation meeting. Upon arrival you will meet with a student worker or staff member. Please make sure all your files are ready for consultation so we may better assist you.

### Provide additional information

Will you need a Zoom link?

Yes, please send a Zoom link to my @okstate.edu email ▼

CWID

A20132753

Professor & Project Title

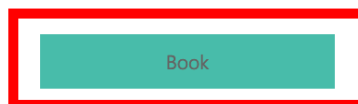
Dr. Andrews - Design in Graphics

Which service do you need a consultation for?

--select an option-- ▼

Include information we need for your consult: (optional)

N/A



Please note, if you opted to have your consultation via Zoom and have issues obtaining your Zoom, please try searching “VRC Zoom” in your inbox to see if it populates. If this solution does not work, please give us a call at 405-744-6016 or [osuartvrc@okstate.edu](mailto:osuartvrc@okstate.edu) so that we may re-send the Zoom link details.

During your consult we will need to know what type of paper you would like to use and how many files you have, from this information we should be able to give you an idea of the printer that best suits your project based on your needs.

After completing your consultation, you are all set! You may select a service that you would like to schedule from the Visual Resource Center, and we will assist you upon arrival.

## II. Scheduling the Service

Step 1.

Start by going back to the Visual Resource Center's booking page. (Please see step 1. & 2.)

Once you are back on the Visual Resource Center booking page, here you will select the service that you will need for your project. Please make sure to read over every printer type listed as each printer has different dimensions and specific paper types in which it can print. (Please see below.)

You may select one of the following options:

- HP Printer
- 44" Canon Printer – Roll Paper
- Laser Cutter
- Vinyl Cutter
- 24" Canon Printer
- 44" Epson Printer – Fine Art Paper
- Cricut



The screenshot shows the Visual Resource Center booking page. At the top is the logo, which consists of the letters 'V' and 'C' in a stylized, overlapping manner with various colors (green, orange, blue, black). Below the logo is the text 'Visual Resource Center'. Underneath is a section titled 'Select service' containing a table of service options. Each row in the table has an information icon (a lowercase 'i' in a circle) to its right. Red arrows are overlaid on the image: four arrows point to the right towards the information icons for '24" Canon Printer', '44" Epson Printer - Fine Art Paper', 'Cricut', and 'Vinyl Cutter'. Four other red arrows point to the left towards the information icons for 'HP Printer', '44" Canon - Roll Paper', 'Laser Cutter', and 'Vinyl Cutter'.

Select service	
Consult 15 minutes Free	HP Printer 30 minutes
24" Canon Printer 45 minutes Price varies	44" Canon - Roll Paper 45 minutes Price varies
44" Epson Printer - Fine Art Paper 45 minutes Price varies	Laser Cutter 1 hour
Cricut 1 hour	Vinyl Cutter 1 hour

After selecting a service, please repeat steps 4 through 7 to book your service appointment.

## III. Meeting for your Service Appointment.

Step 1.

Once you have booked your service appointment, you will need to provide your CWID or swipe your campus ID card. This process helps us track the attendance of each service appointment.

Please note, if you schedule a service appointment that you cannot attend, you have a 24-hour grace period to cancel without incurring a fee. Otherwise, if you do not show up for your appointment you will be charged for the requested service appointment directly to your Bursar Account.

## IV. Checking Out Equipment

Step 1.

If you would like to check out physical goods in the Visual Resource Center, please come to the front desk and let a staff member or student worker know what items you would like to check out and a staff member or student worker will go and retrieve your items.

Please note, if you would like to check out a book or a magazine you may grab these items yourself without waiting on a staff member or student worker to retrieve them for you.

Step 2.

After you have told them what items you would like to check out, you will need to fill out a checkout form from the Visual Resource Center. (Please see below.)

### Visual Resource Center Checkout Forms

1. [Print Consult Form](#)
2. [Equipment Loan Form](#)
3. [Laser Cutter Consultation Form](#)
4. [Books Loan Agreement Form](#)

In these forms you will need to provide your name, CWID, email, and lastly your signature. Once completed, a staff member will fill in the rest of the form and check out your equipment.

Step 3.



After the check-out form has been filled in and signed, your checked out items will be handed over to you for a contractually agreed amount of time. If you would like to extend the amount of time you have said item(s) for, you must come into the office with your item(s) that was checked out and the staff will assist you.

Step 4.

If you want to check out equipment for a whole semester, you need approval from the VRC (Visual Resource Center) coordinator first and then your professor. Once approved by both, the VRC coordinator and your professor will sign off on the semester loan portion of the form.

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### Warning

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If for whatever reason your items are not returned on time you will be charged a recurring fee of \$5 directly to your bursar account for every day the item is missing. Additionally, if the item is not returned in the same condition, you will be liable for charges for damaged and/or missing equipment.

Once all these steps are completed you may use the Visual Resource Center's equipment to help with any school projects or assignments.

If you have any questions or concerns, please feel free to reach out to [osuartvrc@okstate.edu](mailto:osuartvrc@okstate.edu).

Go Pokes!