

Name

Student/valid until  
 ID Card

Artist

### **General Terms and Conditions d'mage light Scan- Workstation**

**d'mage light provides** serviced fully-functional scanners - Imacon Flextight 848 and Epson V750 Pro and the corresponding masks.

**The user is obliged** to use all equipment with utmost care.

If the user is unsure how to handle the equipment, they are always obliged to request assistance from a staff member.

**The user is responsible** for any damage to the device caused by improper use, negligence or lack of care.

**The user receives a short briefing** on the scanner functions. He is asked to write down the necessary steps in such a way that he understands the process and can repeat the needed steps by himself.

**In particular, the user receives a briefing in the proper use of the Flex Tight masks.**

There is only one particular method for using these masks – all other methods will result in fine fractures or cracks in the material. These damages affect the quality of the scans.

If flawless masks are provided and after use are damaged, the user must purchase this mask or pay for replacement costs or cover the cost through his liability insurance.

**The provider can determine** between normal wear and tear, and damage caused by improper use of the mask material. All provided material and equipment is controlled regularly.

The user can be assured they will not be held responsible for damage caused by other users in the final mask control.

The scanning workshop is a non-profit company. This means there are no reserves to finance additional costs other than paper, ink, technology and room rental.

However, as we do provide a few services, we cover the costs of this additional service with a small **service flat rate of 1,80 € net per booking**. This includes: inserting and changing paper rolls, reading consumption data, and last but not least, the room maintenance.

#### **House rules**

No food is allowed in the print workshop and the scan workstation.

Fat is the natural enemy of paper, so please wash your hands after eating greasy food or after smoking cigarettes. Smoking is not permitted on the balcony.

**The user is asked to always wear gloves** when touching equipment or surfaces that come in contact with paper, for example cutting machine, printer, desk (including mouse and keyboard) drying plates, scanner etc.

We charge a 1,50 € deposit for renting of gloves.

Name

if student  
name of Institute/School

Street  
Zip-Code/City

Mail  
Mobile phone

Liability insurance

Yes

No

Date/Signature

**By signing the user accepts the General Terms and Conditions and house rules of both d  
'mage and d'mage light**