



# print technology official access policies

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## GENERAL ACCESS PRINTING

All Fulltime, Degree-Seeking Students, Faculty and Staff with a valid MCAD login may utilize the following services. (Continuing Studies students will receive an MCAD login and access to these resources as prescribed by the curriculum)

### *Black and White Laser printers in the SB, Library, and Design Studio*

There is no charge for black and white printing within reason.

If you need to make multiple copies you should use one of the public copiers.

If you need to print a large volume there may be a charge to cover printing costs.

Speak with SB staff for special needs.

### *Color Laser printer in the SB*

Paid for with SB Cards

See the SB Intranet page and MCAD KB for costs and printing options and instructions.

Speak with SB Staff for special needs.

### *Color Inkjet printers in the SB*

Paid for with SB Cards

See the SB Intranet page and MCAD KB for costs and printing options and instructions.

Speak with SB Staff for special needs.

(Note: Recent Alumni may use the SB's services using a guest login. There will be a charge for all services.)

## SPECIAL ACCESS PRINTING AND SCANNING

Access to the Epson Inkjet printers and Imacon scanner in the Digital Photo Lab in 308 may be granted during regular academic semesters - *for completion of classwork ONLY* - under the following conditions.

All users will be required to purchase a 50 Credit SB Card at the beginning of each semester.

*BFA/BSV Students* - must be enrolled in a valid upper level photo course.

*MFA Students* - must have a concentration in photography. non-photo MFA students may be able to gain access by submitting a personal proposal.

*TAs* - Teaching Assistants for Media Arts courses may be able to gain access by submitting a personal proposal.

*Faculty* - Access as needed for curricular use as long as it does not interfere with student usage. for personal work, a personal proposal must be submitted.

(Note: The Digital Photo Lab is closed for use during breaks between academic semesters)