

# copy/print primer for new faculty/staff

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## Service Bureau Facility Info

Room 220, Main Building  
Campus Phone: x1786  
Off-Campus Phone: 612-874-3786  
Email: [service\\_bureau@mcad.edu](mailto:service_bureau@mcad.edu)  
Website: [serviceb.mcad.edu](http://serviceb.mcad.edu)  
Apts: [calendly.com/mcadsb](http://calendly.com/mcadsb)

*Fall and Spring Semester Hours*  
Monday-Friday Saturday-Sunday  
9am-7pm 10am-7pm

**Digital Print Lab - Room 231**  
Open 24/7

## Payment

Payment is handled through PaperCut, our print management system. Every user has an account, accessible at [papercut.mcad.edu](http://papercut.mcad.edu).

## Personal vs. Academic/Admin Use

Public printing is automatically charged back to your department. Personal print/copy can be charged to your account if released by or emailed to SB staff. Be sure to touch base with SB staff for any personal prints/copies so they can be charged properly. Your personal PaperCut account can be revalued online or with a card from the Art Cellar. Ask SB staff for details.

# Basic Services

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## Black and White Laser Prints

- On-demand BW prints
- Public Printer: 225 Main, 3rd Floor Main, 4th Floor Main, Library

## Black and White Copies

- Submit orders in person or via email
- Various paper options including colors
- Finishing: duplex, fold, staple, booklet, 3-hole punch
- Great for syllabi, handouts, zines, etc.

## ImagePress/HP Color Laser Prints/Copies

- Color prints and copies
- Various paper options including colors
- Finishing: duplex, fold, staple, booklet
- Great for cheap color prints, mockups, test prints, photo contact sheets, color hand-outs, process books, anything that does not require photo-quality.

## Scan to PDF

- We turn your documents into color or BW PDFs

## PlotWave 3500

- Large format BW laser prints
- Paper, vellum (36" x 100") or newsprint
- Great for screen printing, BW posters, mockups
- Scans in BW or color up to 36" wide

## Risograph Prints

- Screenprint-style color prints (see booklet)

## Epson 17" and 24" Inkjet Prints

- Photo-quality ink jet prints
- Self-serve or Full Service
- Variety of professional papers available
- Handles a wider variety of media than laser printers
- 24": Rolls or sheets up to 24" wide
- 17": 17" wide rolls, up to 96" long
- Great for final projects, posters, illustrations, designs, photos, high quality books

## Banner Prints

- Large format photo-quality inkjet prints
- Up to 44" wide, up to 100' long
- Variety of papers and media available
- Great for final projects, posters, illustrations, designs, photos

## Binding

- Perfect Bind: glue spine, wraparound cover.  
Great for final books, process books, best for more than 25 pages
- Wire Bind: 3 colors, paper, opens flat
- Velo Bind: limited size (only 8.5x11)

## Vinyl and Paper Cutting

We can cut your designs out of paper or adhesive-backed vinyl.

## Cutting/Trimming

- We can cut your stacks of copies/prints or trim your book

**visit [serviceb.mcad.edu](http://serviceb.mcad.edu) for all resources and turnaround times**

# More Services/Supplies/Media

## Laser Print/Copy (BW or Color) Finishing Options

Duplex, Staple, Fold, Trifold, Booklet, Saddle Stitch, Sheet/Cover insertion, hole punch

## Laser Print/Copy (BW or Color) Paper Options

20lb. Bond (8.5x11 and 11x17), 28lb. Mohawk Color Copy 98 (8.5x11, 12x18, and 13x19), Color Paper Selection (8.5x11 and 11x17), Matte Cardstock (8.5x11, 12x18, and 13x19), Glossy Cardstock (8.5x11 and 12x18), Mohawk Color Copy Gloss (8.5x11 and 12x18), Polyester Paper (8.5x11 and 12x18).

## Scanning

Public scanners (up to 12x17") are available in many areas of the college. Scanning is self-serve. Full Service scanning (up to 36" wide) is available for a fee. Self-serve doc scanning: Library, 3rd Floor Main, and 4th Floor Main.

## Buttons

We have button makers, supplies, and templates for both 1" and 2.25" buttons.

## Corner Rounder, Hole Punch, and Perforator

For punching holes, or putting round corners or perforations on your prints, documents, and books.

## Supplies

Epson Inkjet Paper, Color Copy Paper, sticker media, and various other sheet paper and media.

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## Making Copies: Fair Use

Instructors submitting material for copying or scanning are responsible for evaluating on a case-by-case basis whether the use of a copyrighted work falls under Fair Use. There is a Fair Use Attribution form you must fill out and submit for each copy request. The form is intended to assure that you examine all factors surrounding the circumstances of your proposed use. Forms and a Fair Use Primer are available in the SB and online.

## Emailing Copy/Print Orders

Please email copy/print requests to the SB. Email forms are available on our intranet site. Download forms, fill out the information *completely*, and attach all files for output, including (if necessary) a Fair Use Attribution Form.

## Projects: Academic and Administrative

For large scale, extended, or critical projects, please contact Tyler Page, Bethy Wanvig, or Kara Gregory well in advance. We want to make sure we are capable of doing the project as well as able to commit the proper resources to its completion.

## Class Visits, Demos + Appointments

If your assignments will require your students to use the SB, make sure you understand how they will be utilizing the SB. Ask questions before projects are given and, if necessary, we can give you a demo, or give one to your class. We can also visit your class to convey more detailed information or instructions for a given project. Make appointments at [serviceb.mcad.edu](http://serviceb.mcad.edu)

## Making Copies: From Books

SB staff *will not make copies directly from books* for copyright reasons. Patrons need to make a master original of their own to supply for copying. Ask SB staff for more info. Public copiers in Library, 3rd Floor Main, and 4th Floor Main.

## Student Support

We are here to help students output their projects and can assist in showing them proper print settings, how to set up files, and make process and technique recommendations; we do not teach students how to use software. If we feel a student's level of need for software support is greater than we can provide, we will refer them to the Learning Center.

## Resources

SB Intranet Page ([serviceb.mcad.edu](http://serviceb.mcad.edu))

- Order forms
- Appointments
- MCAD Printer Utility (Print Deploy)
- Fair Use/Copyright info
- Fair Use Attribution Form
- Print Technology Access Policy
- Price and Service Guide
- SB Feedback Form link
- Printing Info/FAQs
- Templates
- Epson sign-up ([sbdpl.mcad.edu](http://sbdpl.mcad.edu))

MCAD KnowledgeBase ([kb.mcad.edu](http://kb.mcad.edu))

MCAD HelpDesk ([computer\\_support@mcad.edu](mailto:computer_support@mcad.edu))

MCAD Learning Center

## Find Us Online

Intranet page: [serviceb.mcad.edu](http://serviceb.mcad.edu)

Twitter: @mcadsb

Facebook: mcadsb

Instagram: @mcadservicebureau