copy/print primer for new faculty/staff

Service Bureau Facility Info

Room 220, Main Building
Campus Phone: x1786
Off-Campus Phone: 612-874-3786
Email: service_bureau@mcad.edu
Website: serviceb.mcad.edu

Fall and Spring Semester Hours
Monday-Thursday: 8am-Midnight
Friday: 8am-9pm
Saturday: 10am-9pm
Sunday: 10am-Midnight

Payment

Payment is handled through PaperCut, our print management system. Every user has an account, accessible at ***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 with a card from the art cellar or online. Ask SB staff for details.

Basic Services

Black and White Laser Prints
- On-demand BW prints
- Public Printer Locations: SB, 3rd Floor Main, Library, 231 Annex, Comic Studio

Black and White Copies
- Submit orders in person or via email
- Turnaround in less than 1 hour possible
- Various paper options including colors
- Finishing: duplex, fold, staple, booklet, 3-hole punch
- Great for syllabi, handouts, zines, etc.

Konica Color Laser Prints/Copies
- On-demand color prints and copies
- Submit files from anywhere on campus
- Turnaround in less than 1 hour possible
- 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

Oce PlotWave 350
- On-demand 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 4900/p5000 Inkjet Prints
- Photo-quality ink jet prints
- Self-serve or Full Service (24 hr turnaround)
- Variety of professional papers available
- Handles a wider variety of media than laser printers
- 8.5x11 up to 17x22 sheets
- 16 and 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
- 48 hour turn around, only M-F
- Variety of papers and media available
- Great for final projects, posters, illustrations, designs, photos

Binding (up to 24 hour turnaround)
- 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. Up to 72 hour turnaround.

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

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 in library and 3rd Floor Main.

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

Corner Rounder and Perforator
For putting round corners or perforations on your prints, documents, and books.

Supplies
CDs and DVDs, Printable CDs and DVDs, disc media cases and sleeves, Epson Inkjet Paper, Color Copy Paper.

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
You may email copy/print requests to the SB. An email form is available on our intranet site. Download that form and copy/paste the text into the body of your email and fill out the information *completely*. 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 Chloe Wolfe 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 and Demos
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.

Making Copies: From Books
SB staff will not make copies directly from books for copyright reasons. Customers need to make a master original of their own to supply for copying. Ask SB staff for more info. Public copiers in Library, and 3rd 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*)
- Order forms
- MCAD Printer Utility
- Fair Use/Copyright info
- Fair Use Attribution Form
- Print Technology Access Policy
- Price and Service Guide
- SB Feedback Form link
- Printing Info/FAQs
- Templates for buttons and disc media
- Epson sign-up (sbdpl.mcad.edu)

MCAD KnowledgeBase (kb.mcad.edu)
MCAD HelpDesk (computer_support@mcad.edu)
MCAD Learning Center

Find Us Online
Intranet page: serviceb.mcad.edu
Tumblr: mcadsb.tumblr.com
Twitter: @mcadsb
Facebook: mcadsb
Pinterest: mcadsb
Instagram: @mcadservicebureau