

PHOTOCOPIER

BLACK & WHITE LASER PRINTER INSTRUCTIONS



1. **Create your document**
 2. **Name your file(s), using [appropriate file naming conventions](#)**
e.g. BKnowles_AdvIllustration_Syllabus_2021.pdf
 3. **Save your document as one of these file types:**
**please note* we do not accept native Word (.docx) Excel (.xlsx) or Powerpoint (.pptx) files*
 - a. PDF
 - b. TIFF (be sure to flatten/merge your layers and save as a copy)
 4. **If you have multiple files, place them in a folder (folder name = your name/username)**
**note* If your folder is too large to attach to an email/upload quickly, please compress into a .zip file*
 5. **Upload or attach folder/file(s)**
 - a. **Attach smaller files directly to your email**
 - b. **Google Drive (turn on sharing permissions so we have access to edit)**
 6. **Fill out this order form, be sure to fill all appropriate fields, and include as much detail as possible.**
 7. **Email the completed order form, with any attachments, to sbureau@mcad.edu**
- Once we receive your file and order form, we will get started prepping your files to print
 - Please allow up to 24 business hours for the job to be completed, for bulk orders please allow up to 5 business days. See our [Turnaround Times KB article](#) for details
 - We may have questions, or run into issues while printing, please keep an eye on your email as we will contact you there if we need any additional information
 - Once your job is complete, we will charge your Department (or personal PaperCut account if requested)
 - We will bag your print job and place it on the Pick Up Shelf outside of the SB
 - You will receive an email when the job is complete
 - See KnowledgeBase and sample booklets for [Paper Types we have available](#)
 - You may use your own paper (we may ask to see a sample before approving it to print) just let us know in your email when you will be dropping it off, and be sure to label the package with your name
 - If you would like to set up an appointment to discuss your project, just email us and we will set that up!

EMAIL FILE/INFO AND ORDER FORM TO: [SBUREAU@MCAD.EDU](mailto:sbureau@mcad.edu)

PHOTOCOPIER

BLACK&WHITE LASER PRINTER

M
CAD

SERVICE BUREAU

Name:

NEEDED BY

MCAD Username:

Date:

Charge to:

Time:

Attach file/folder to your email to us, or share via google drive.

Email this order form to sbureau@mcad.edu along with any additional information.

Please make an appointment if you need more guidance, or would like to explain your project further.

File/Folder Name:

Page Count:

Quantity of Copies Needed:

Paper Type/Color:

Duplex (*print on both sides of paper*)

Corner Staple

3 Hole Punch

Print in Color

**Please Note* We need a completed [Fair Use Attribution Form](#) to include with each copy, if you plan to distribute any copyrighted material to your class (anything you did not create yourself or which is not currently public domain)*

NOTES

Please pay attention to our standard turnaround times.

All bulk requests should be scheduled in advance, turnaround times can be up to 5 business days.

TOTAL SHEETS

TOTAL PRINTS

TOTAL COST

PAID?

\$