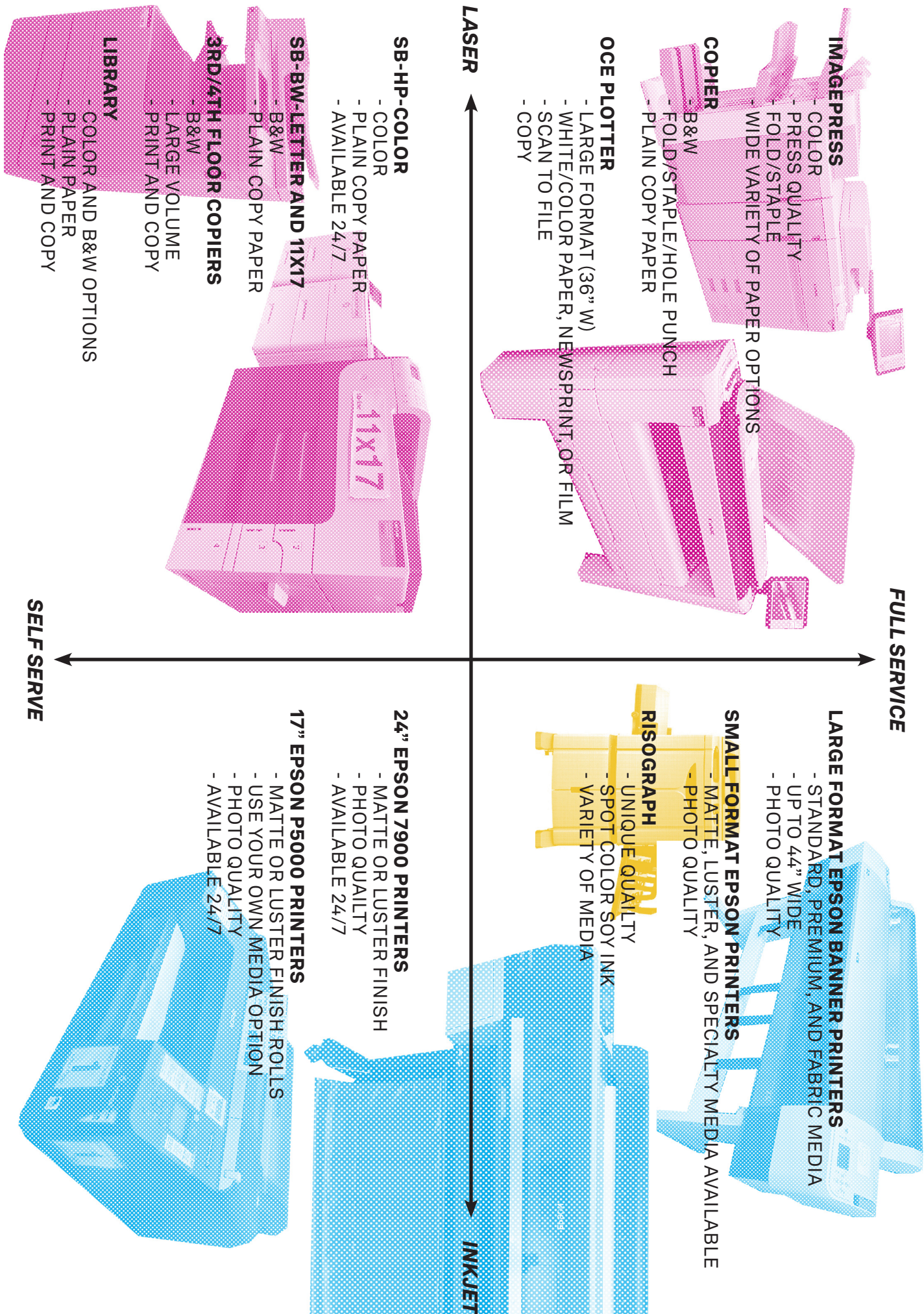


KNOW YOUR PRINTERS



1. Create your document
2. Name your file, using appropriate file naming conventions
 - a. We carry standard US paper sizes (8.5x11, 11x17, 12x18 etc.)
 - b. We print as-is, please include borders/bleeds in file
 - c. Name your file, using appropriate file naming conventions
3. **Save** your document as one of these file types:
 - a. PDF
 - b. TIFF (flatten/merge layers and save as a copy)
 - c. Packaged InDesign/Illustrator folder
4. Download the appropriate **order form**, fill in Adobe Acrobat
 - a. Attach smaller files directly to your email
 - b. Google Drive
 - c. Drop file into the sbdropbox.mcad.edu server
6. **Email** completed order form & file/information to **sbureau@mcad.edu**
7. We will charge your PaperCut account when complete
8. Pick up your project from the shelf outside of the Service Bureau

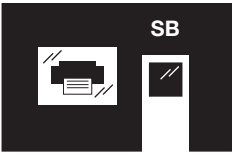
go to serviceb.mcad.edu for order forms, downloads, and more information

1. Download the MCAD Printer Drivers (from the intranet)
 - a. These are all laser printers
 - b. Black&White and Color options
 - c. Plain copy paper only
 - d. 8.5x11 or 11x17
2. Create your document
3. Save your document (PDF or TIFF are best for printing)
4. **File > Print**
 - a. Choose a printer from drop-down menu
 - b. **Page Setup** to choose Paper Size
 - c. **Printer** to choose other options (double-sided printing, etc)
 - d. Optional: scale to fit, add crop marks, quantity, etc
5. Hit **Print!**
6. File will process out and arrive in the **PaperCut Hold Queue**
7. Locate the printer!
8. Log into PaperCut (from your laptop, tablet, or phone), go to **Jobs Pending Release**, hit **Print** (or cancel)
9. File will print, your PaperCut account is automatically charged

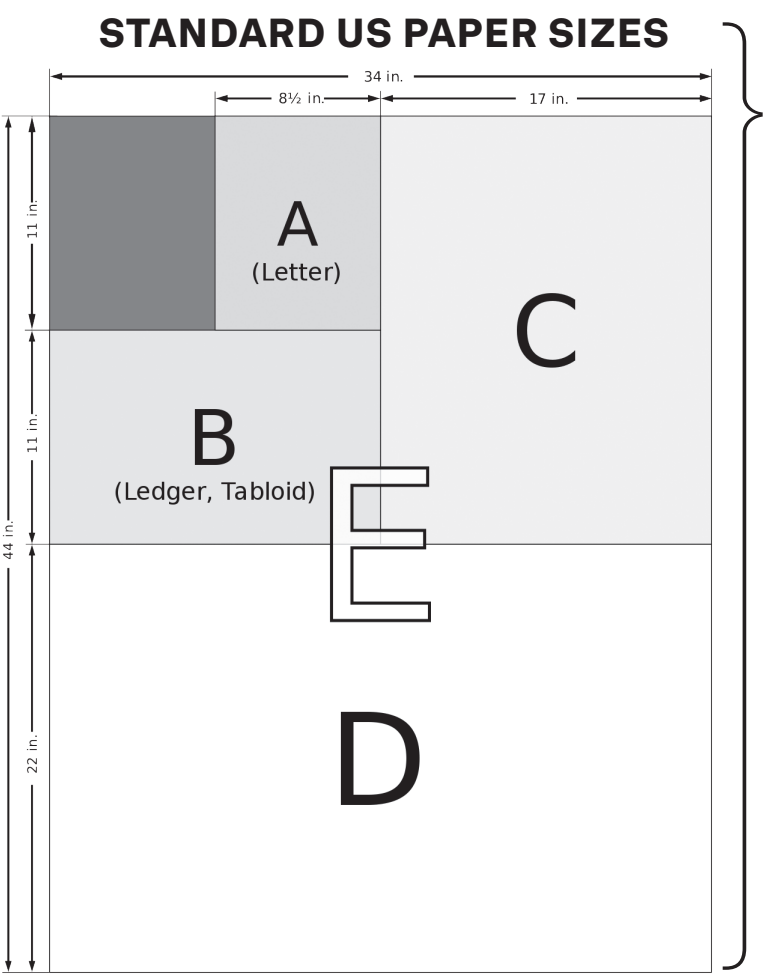
HOW TO PRINT @ MCAD QUICK GUIDE

(FULL-SERVICE) (DIY)

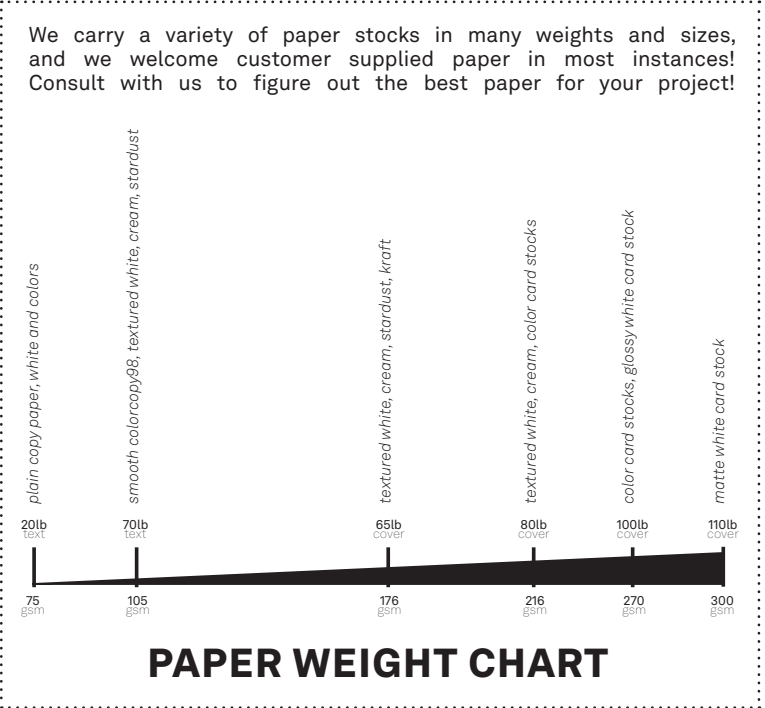
the BEGINNER'S GUIDE to the SERVICE BUREAU



✉ sbureau@mcad.edu
📱 @mcadsb
📷 @mcadservicebureau
☎ 612.874.3786



- **SELF SERVE COLOR/B&W LASER** - A, B
- **SMALL FORMAT EPSON** - C (17” roll paper)
- **IMAGEPRESS** - A, B, +oversize (12x18, 13x19, up to 13x30)
- **RISOGRAPH** - A, B
- **OCE PLOTTER** - D (36” roll paper)
- **LARGE FORMAT EPSON** - E (up to 44” roll paper)



SPECIALTY SERVICES & SUPPLIES

BOOK BINDING

- appointments encouraged for all book binding orders, especially your first time
- minimum 24 business hour turnaround
- \$2-3 for binding (exclusive of prints)
- lots of flexibility if you allow the time, we love wild fold-outs, cutouts, inserts, and more!

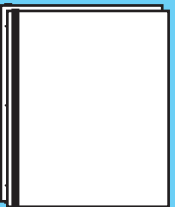
TWIN-LOOP

- versatile and stylish
- up to 1/2" thick
- opens flat
- black, white, silver



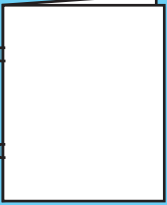
VELO

- sturdy and utilitarian
- up to 3/4" thick
- 11" spine only
- easily replace pages



SADDLE-STITCH

- quick and easy
- good for few pages
- opens flat
- DIY for free



PERFECT

- polished and flexible
- up to 2" thick
- max 17" L&W
- soft cover



VINYL & PAPER CUTTING

VINYL “DIE-CUT” DECALS

- cut simple or semi-intricate shapes and text
- great for exhibition titles, stencils, and smooth surface applications
- up to 12x60” (max 20’ total)
- black or white adhesive vinyl in glossy or matte finish
- customer supplied vinyl welcome
- weeding and taping services offered

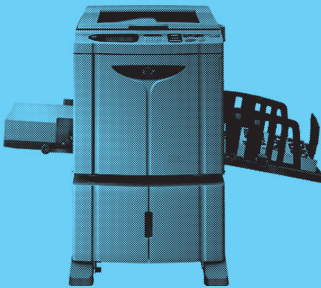
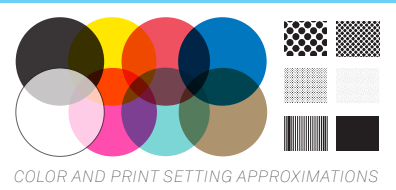
PAPER “DIE-CUTTING”

- cut simple shapes and type
- great for book covers, inserts, and posters
- up to 12x24”
- customer supplied paper welcome
- up to 1 mm thick (about 300gsm)



RISOGRAPH

- unique print quality, similar to screen printing
- each spot color is printed separately; mis-registration, smudges, and ink anomalies are expected and embraced with this process
- enviro-friendly soy ink and rice paper masters
- cost effective way to print large runs
- templates available
- appointments strongly encouraged
- raised ink thermography available



SUPPLIES

- **PAPER** - sold by the sheet, ream, or case. See full list on intranet, and pick up a sample book in the SB!
- **STAPLERS** - specialty sizes available, free to use
- **BUTTON MAKERS** - (1” or 2.25”), check out and use for free with your own supplies, or we have supplies for purchase
- **SCANNERS** - scan film, slides, documents, or artwork! Instructions available, free to use anytime
- **CORNER ROUNDER** - 3 different angles, self-serve for free
- **SCREEN CALIBRATOR** - calibrate your computer screen to most accurate colors for printing! Free check out, instructions available

ADDITIONAL SERVICES

- **CONSULTATIONS** - Confused about how to output a project, or just ruminating on the best way to start? Ask for expert advice from our student staff, who have literally been there and done that!
- **DEMOS** - Curious about how a certain printer or process works? We are happy to set up a quick demo for you (or a whole class)!
- **APPOINTMENTS** - Need extra time or help completing a big assignment? New to book binding or Risograph printing? Have a bulk project you need to submit? Email us to set up an appointment!
- **STACK PAPER CUTTING** - Full service trimming and stack chopping for books, zines, postcards, business cards, and more!
- **LAMINATION** - 8.5x11 and 11x17 sheet lamination
- **SCANNING** - full service artwork scanning, large format scanning or scanning to PDF

Turnaround Times

Same Day	24 Hours	48 Hours	72 Hours	5 Days*
Basic BW Prints-Copies Basic Color Laser Prints-Copies Self-serve Epson prints Oce prints, copies, and scans Simple trimming/cutting	All binding and finishing services -Booklets -Wire-velo bound books -Bulk trimming/cutting -Simple trim/cut -\$10 RUSH Fee for under 24 hour turnaround High volume BW + Color laser prints-copies Custom color requests (specialty paper, alignment, etc.)	Banner Prints -\$20 RUSH Fee for under 48 hour turnaround Vinyl and Paper cutting Full Service Risograph Prints 1 or 2 Color Risograph Prints (add 24 hours for each additional color)	Fully weeded and taped vinyl cutting Risograph booklet (added to print turnaround time) Alumni print requests	All bulk production requests -More than 100 copies/prints -More than 25 booklets -More than 5 bound books -Perfect, velo, wire -More than 10' of banner prints *Business days

Please contact us regarding any bulk or high volume needs as soon as possible to discuss a production schedule. Times are subject to change based on current production volumes, and staff and resource availability.

Please pay close attention to turnaround times for each printer and process

Rush jobs are not accepted for most processes, or come with a hefty fee

Allowing ample time will allow us to treat each job with the care it deserves

Familiarize yourself with our self-serve printers which are available 24/7

Submit orders via email for quick and easy pick up

Appointments required for bulk production

Turnaround times are in business hours (Mon-Fri 9am-5pm)

Some services not available Sat/Sun due to staffing constraints



PAPERCUT
papercut.mcad.edu

MCAD uses a print management solution, called PaperCut, to monitor, manage, and collect payment for the college's printing as well as reduce waste, and raise awareness about sustainable and responsible printing practices.

Payment for printing, services, and supplies goes through PaperCut, no cash or card payment accepted in the SB

Log in to papercut.mcad.edu with your MCAD username and password

\$10 free at the start of each school year, add funds as necessary using credit/debit card, or redeem gift cards

Easily release your prints to public access printers 24/7

View your transaction and printing history

Request refunds for printer errors (paper jams, ink smudges, etc)

View your total pages printed and environmental impact

ADD CAMPUS PRINTER DRIVERS TO YOUR LAPTOP FROM THE INTRANET, OR MAKE AN APPOINTMENT

PRINT FROM YOUR PHONE/TABLET!

Visit our ***intranet resources page*** for more information about everything included in this booklet, and so much more!

- order forms
- knowledgebase articles
- templates
- printer drivers
- detailed instructions
- print manuals
- video tutorials
- social media links
- price guide
- paper options
- print production tips
- printer reservations
- alumni resources
- access policies
- contact information
- hours and location

serviceb.mcad.edu