

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

Appts: calendly.com/mcadsb

Fall and Spring Semester Hours

Monday-Friday Saturday-Sunday

9am-7pm

10am-5pm

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.

Personal vs. Academic/Admin Use

Public printing is automatically charged back to your department. Personal print/copy can be charged to your account via 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

Self-Serve Laser Prints and Copies

- On-demand Color and BW prints
- Public Printers: 224 Main, 3rd Floor Main, Library, 4th Floor Main

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 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 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 24" and 17" Inkjet Prints

- Photo-quality ink jet prints
- Self-serve in DPL 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 sheets or BYO rolls
- 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 and sizes, opens flat
- Coil Bind: many colors and sizes, opens flat

Vinyl Cutting

We can cut your text or designs out of adhesive-backed vinyl. Weeding is self-serve.

Cutting/Trimming

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

visit serviceb.mcad.edu for all resources and turnaround times