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the BEGINNER'S GUIDE to the SERVICE BUREAU



many thanks to alex p perkins '17 for initial design

HOW TO PRINT @ MCAD QUICK GUIDE

(FULL-SERVICE)

1. Create your document
 - a. Print resolution is 300dpi at output dimensions
 - b. We carry standard US paper sizes (8.5x11, 11x17, 12x18 etc.)
 - c. We print as-is, please include borders/bleeds in file
2. 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 out in Adobe Acrobat
5. **Upload** or attach file(s)
 - 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

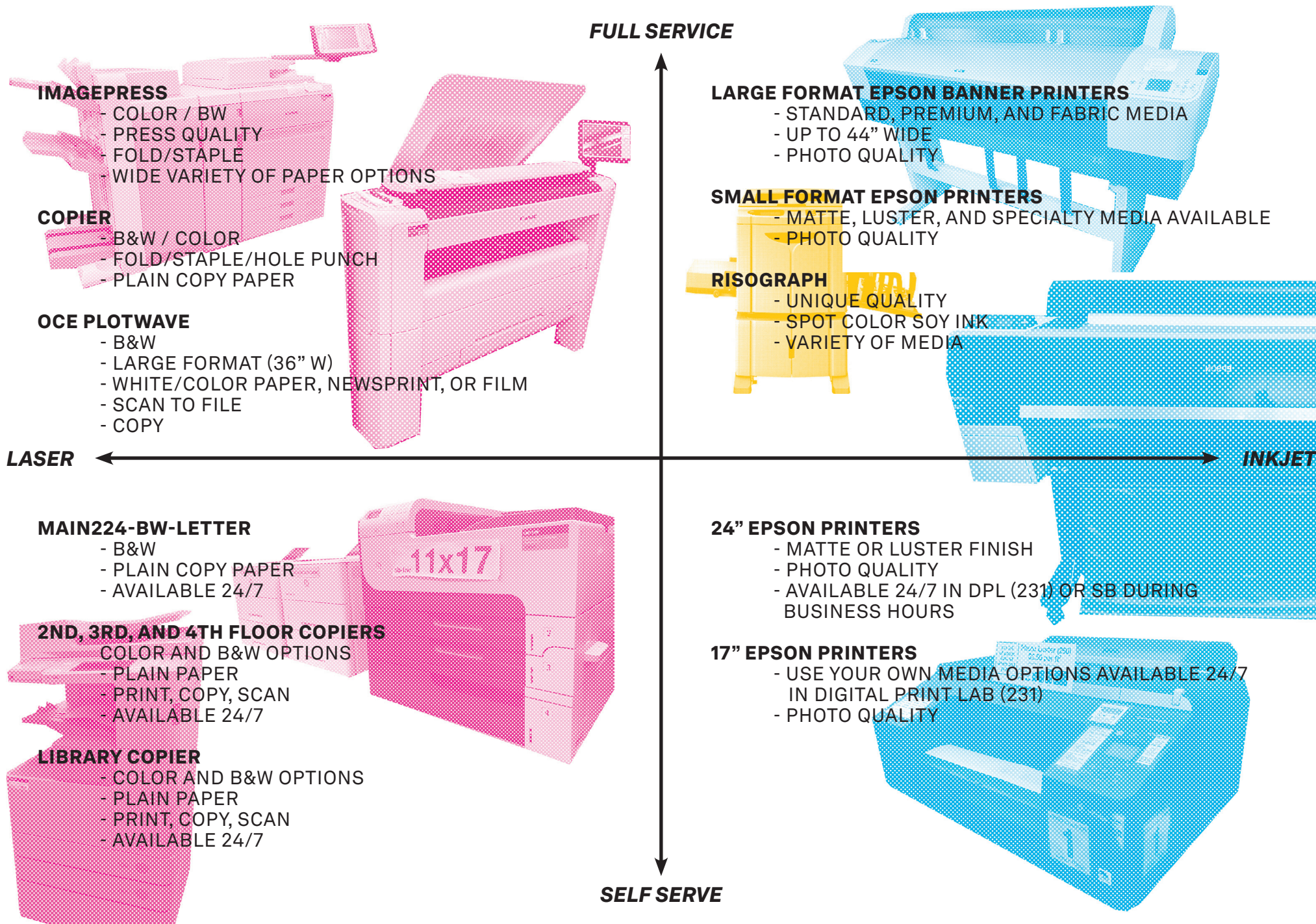
(SELF-SERVE)

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 and arrive in your **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

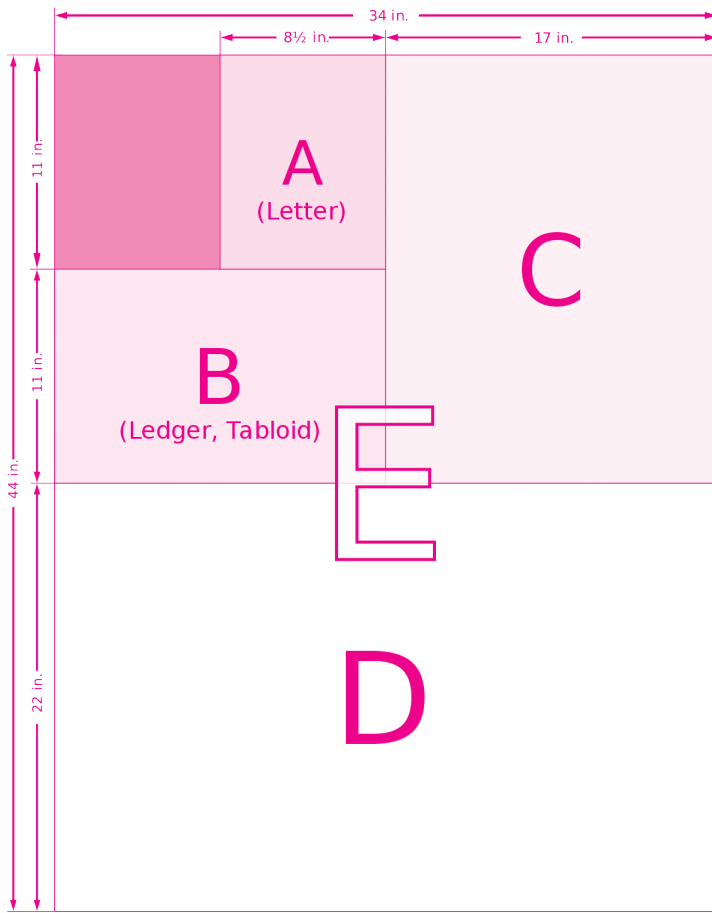


go to serviceb.mcad.edu for order forms, downloads, and more information

KNOW YOUR PRINTERS

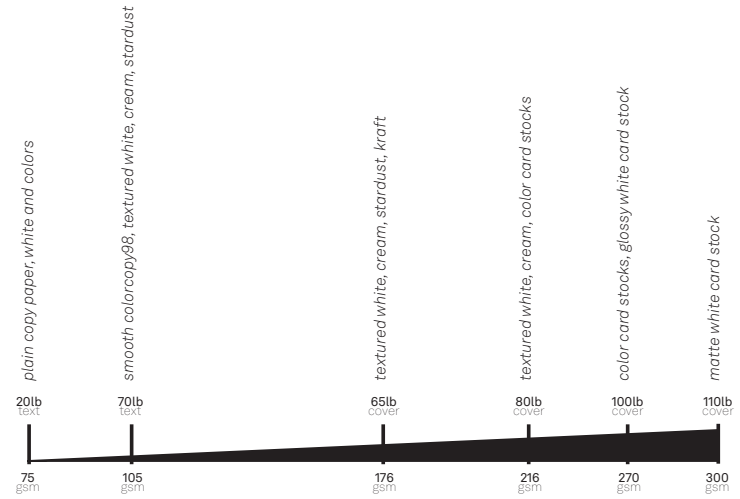


STANDARD US PAPER SIZES



- **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
- **PLOTWAVE** - D (36" roll paper)
- **LARGE FORMAT EPSON** - E (up to 44" roll paper)

We carry a variety of paper stocks in many weights and sizes, and we welcome customer supplied paper in most instances! Consult with us to figure out the best paper for your project!



PAPER WEIGHT CHART

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
- **HOLE PUNCH** - 2/3 hole in printer, or single heavy duty by hand

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

- Self-serve printing
- Simple walk-in copy requests (as time allows)
- Simple stack trimming/cutting

1 BUSINESS DAY

- B&W laser prints

3 BUSINESS DAYS

- ImagePress prints
- B&W laser print, copy
- Simple PDF scans
- Plotwave: print, scan, copy
- Lamination

4 BUSINESS DAYS

- Epson prints
- Banner prints
- 1-2 color Risograph prints (+1 business day for each additional color/layer)
- Book binding (1-4 copies): perfect, wire, coil
- Bulk stack cutting/trimming
- Staple bound packets and booklets

5 BUSINESS DAYS

- All Alumni orders
- Vinyl cutting
- Risograph booklets/double-sided printing
- Thermography on risograph prints
- Faculty personal orders (not for course-related work)

7+ BUSINESS DAYS

- All Bulk production requests
- 100+ total laser print/copies
- 10+ stapled booklets
- 5+ bound books (perfect, wire, etc)
- 10+ feet of length - Banner prints
- 10+ feet or 5+ total files - Small format Epson prints
- 10+ square feet - vinyl cutting
- Non-student orders during rush times (finals, mid-terms, art sale, etc)

Times are subject to change based on current production volumes, and staff and resource availability.

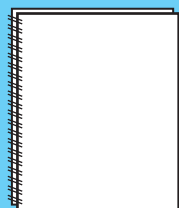
There are no rush orders • Familiarize yourself with our self-serve printers that are available 24/7 • Appointments required for bulk productions • Turnaround times are in Business Days (M-F 9am-5pm) • Some services not available Sat/Sun due to staffing constraints

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



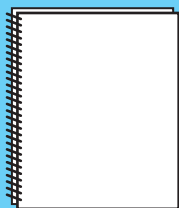
SADDLE-STITCH

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



COIL

- fun and funky
- up to 2" thick
- opens flat
- many colors



PERFECT

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



VINYL CUTTING

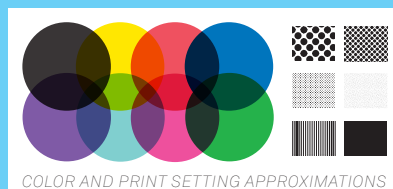
VINYL "DIE-CUT" DECALS

- cut simple or semi-intricate shapes and text
- great for exhibition titles, stencils, and smooth surface applications
- up to 24x60" (max 10' total)
- black or white adhesive vinyl in glossy or matte finish
- customer supplied vinyl welcome
- weeding and taping are self-serve

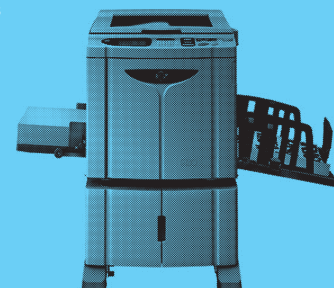


RISOGRAPH

- 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



COLOR AND PRINT SETTING APPROXIMATIONS



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 from the Art Cellar

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 PRINTERS TO YOUR LAPTOP
EASILY! LINK ON INTRANET, MAKE
APPOINTMENT FOR HELP



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

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