the BEGINNER'S GUIDE to the SERVICE BUREAU

MCAD
SERVICE BUREAU

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⊙ @mcadservicebureau
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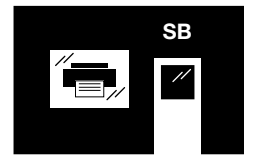
many thanks to alex p perkins '17 for initial design

SB
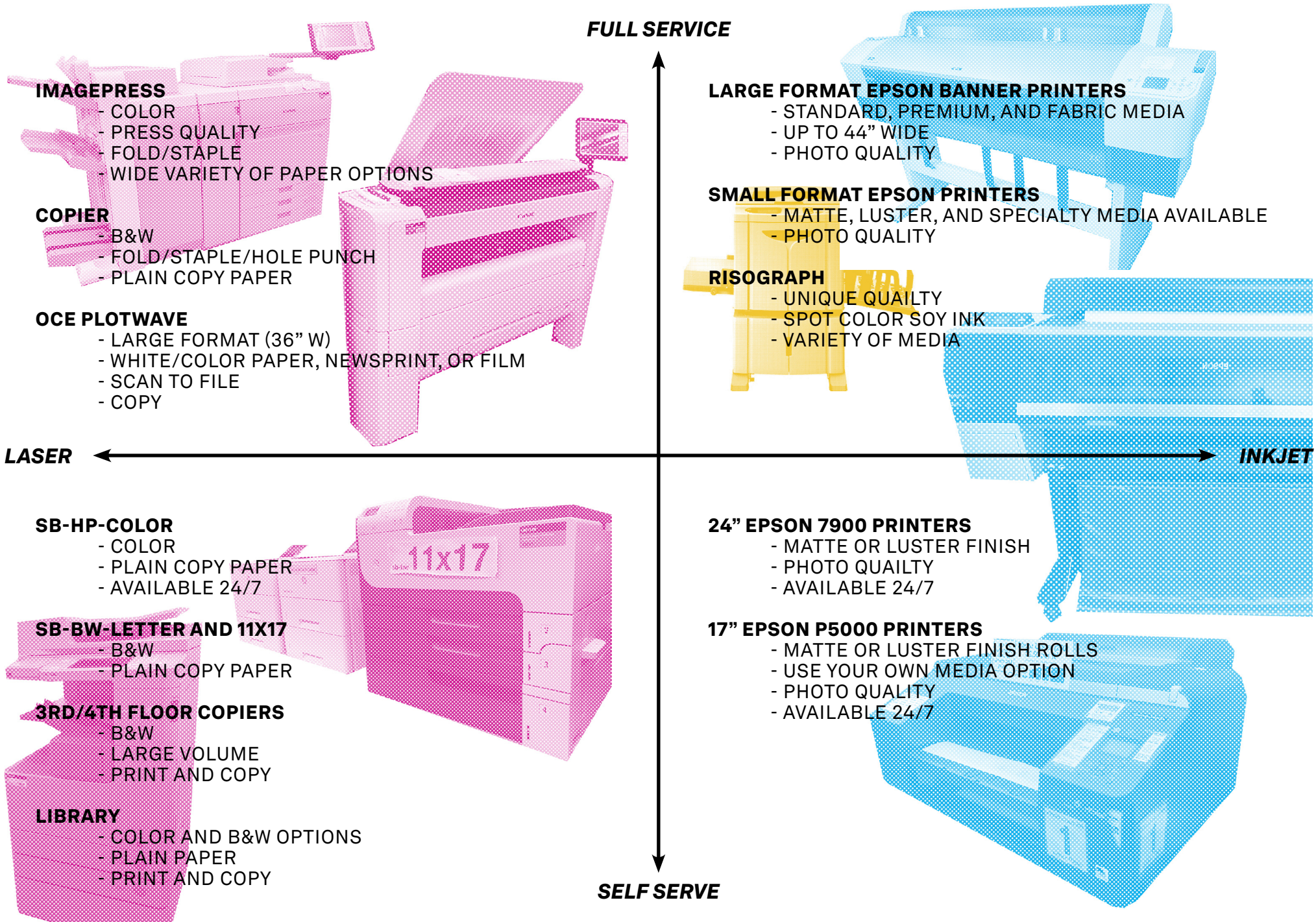
HOW TO PRINT @ MCAD QUICK GUIDE

(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

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

(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

KNOW YOUR PRINTERS

FULL SERVICE

IMAGEPRESS
- COLOR
- PRESS QUALITY
- FOLD/STAPLE
- WIDE VARIETY OF PAPER OPTIONS

COPIER
- B&W
- FOLD/STAPLE/HOLE PUNCH
- PLAIN COPY PAPER

OCE PLOTWAVE
- LARGE FORMAT (36" W)
- WHITE/COLOR PAPER, NEWSPRINT, OR FILM
- SCAN TO FILE
- COPY

LARGE FORMAT EPSON BANNER PRINTERS
- STANDARD, PREMIUM, AND FABRIC MEDIA
- UP TO 44" WIDE
- PHOTO QUALITY

SMALL FORMAT EPSON PRINTERS
- MATTE, LUSTER, AND SPECIALTY MEDIA AVAILABLE
- PHOTO QUALITY

RISOGRAPH
- UNIQUE QUAILTY
- SPOT COLOR SOY INK
- VARIETY OF MEDIA

LASER ← → **INKJET**

SB-HP-COLOR
- COLOR
- PLAIN COPY PAPER
- AVAILABLE 24/7

SB-BW-LETTER AND 11X17
- B&W
- PLAIN COPY PAPER

3RD/4TH FLOOR COPIERS
- B&W
- LARGE VOLUME
- PRINT AND COPY

LIBRARY
- COLOR AND B&W OPTIONS
- PLAIN PAPER
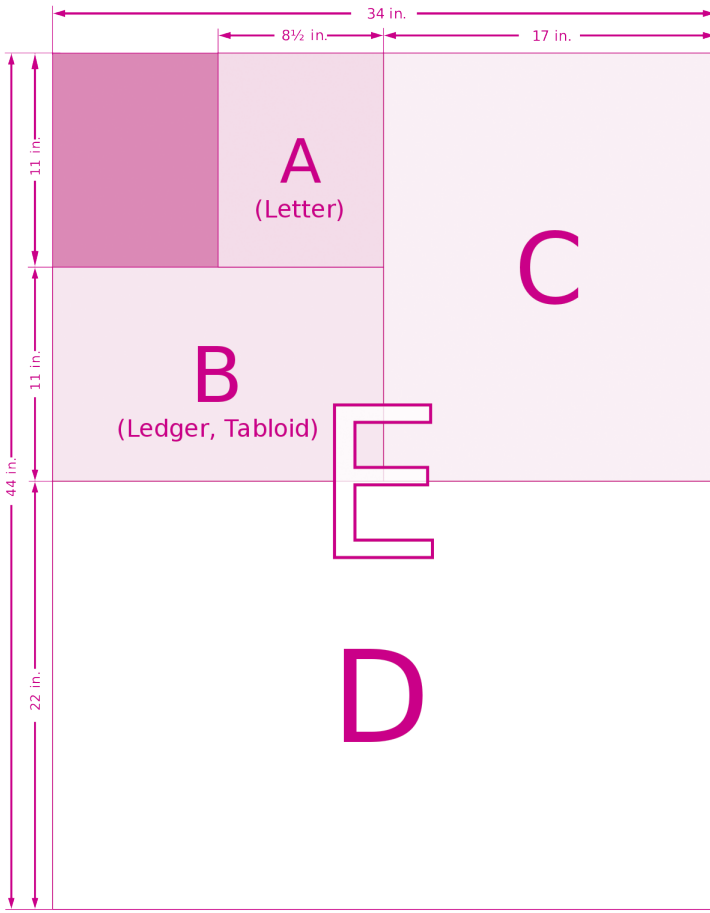- PRINT AND COPY

24" EPSON 7900 PRINTERS
- MATTE OR LUSTER FINISH
- PHOTO QUAILTY
- AVAILABLE 24/7

17" EPSON P5000 PRINTERS
- MATTE OR LUSTER FINISH ROLLS
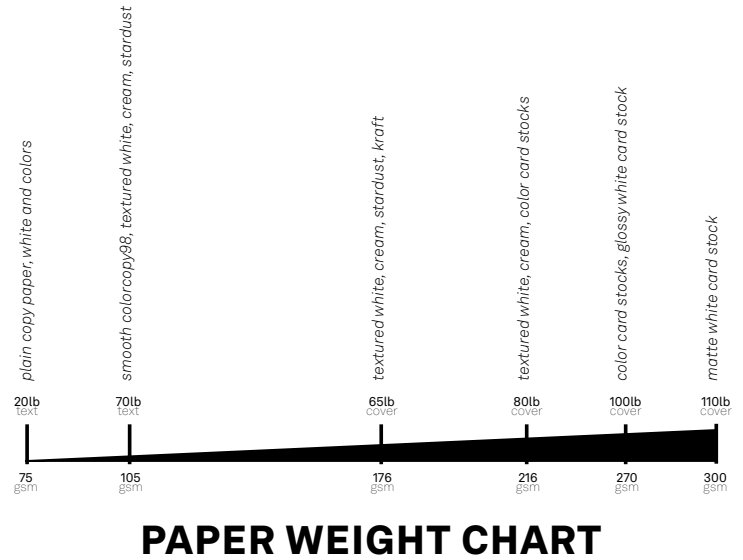- USE YOUR OWN MEDIA OPTION
- PHOTO QUALITY
- AVAILABLE 24/7

SELF SERVE

STANDARD US PAPER SIZES

34 in.

8½ in. — 17 in.

11 in.

A
(Letter)

11 in.

B
(Ledger, Tabloid)

44 in.

C

E

D

22 in.

- **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!

plain copy paper, white and colors

smooth colorcopy98, textured white, cream, stardust

textured white, cream, stardust, kraft

textured white, cream, color card stocks

color card stocks, glossy white card stock

matte white card stock

| 20lb text | 70lb text | 65lb cover | 80lb cover | 100lb cover | 110lb cover |
| 75 gsm | 105 gsm | 176 gsm | 216 gsm | 270 gsm | 300 gsm |

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

M CAD SERVICE BUREAU

5 Days*

Alumni Print Requests
All bulk production requests
-More than 100 copies/prints
-More than 10 booklets
-More than 5 bound books
(Perfect, velo, wire)
-More than 10' of banner prints
-More than 10' or more than 5 total small format Epson prints

*Business days: M-F 9am-5pm

3 Days*

Fully weeded and taped vinyl cutting
Risograph booklet (added to print turnaround time)
Risograph thermography requests (added to print turnaround time)

All binding and finishing services
-Perfect bound books
-Booklets
-Wire/velo bound books
-Bulk trimming/cutting
-Staple bound packets/books

2 Days*

Small Format Epson prints
Banner Prints
-$20 RUSH Fee for under 48 hour turnaround
Vinyl and Paper cutting (no weeding)
1 or 2 Color Risograph Prints (add 24 hours for each additional color)

Same Day*

Simple walk-in copy requests (as time allows)
Self-serve Epson and laser prints
Simple trimming/cutting

1 Day*

ImagePress prints
BW Laser prints and copies
Plotwave prints, copies, + scans
Lamination

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 days (Mon-Fri 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
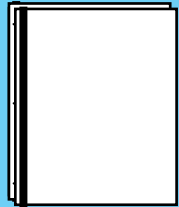- up to 1/2" thick
- opens flat
- black, white, silver
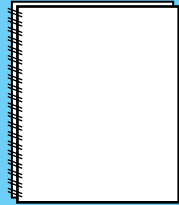
SADDLE-STITCH
- quick and easy
- good for few pages
- opens flat
- DIY for free

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

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
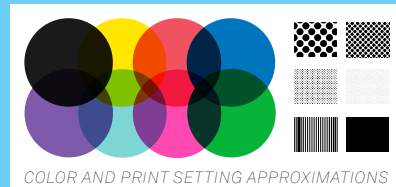
COLOR AND PRINT SETTING APPROXIMATIONS
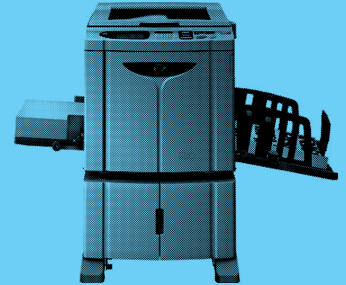
PAPERCUT
papercut.mcad.edu

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

PRINT FROM YOUR PHONE/TABLET!

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

serviceb.mcad.edu

- 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