PRINTERS ON CAMPUS

01
Xerox VersaLink C9000's
Aka the <u>COLOR printers</u>: used to print color & b/w images

02
HP LaserJet 700 M712
Aka the <u>B/W printers:</u> used primarily for text/documents

03
HP DesignJet T1600dr
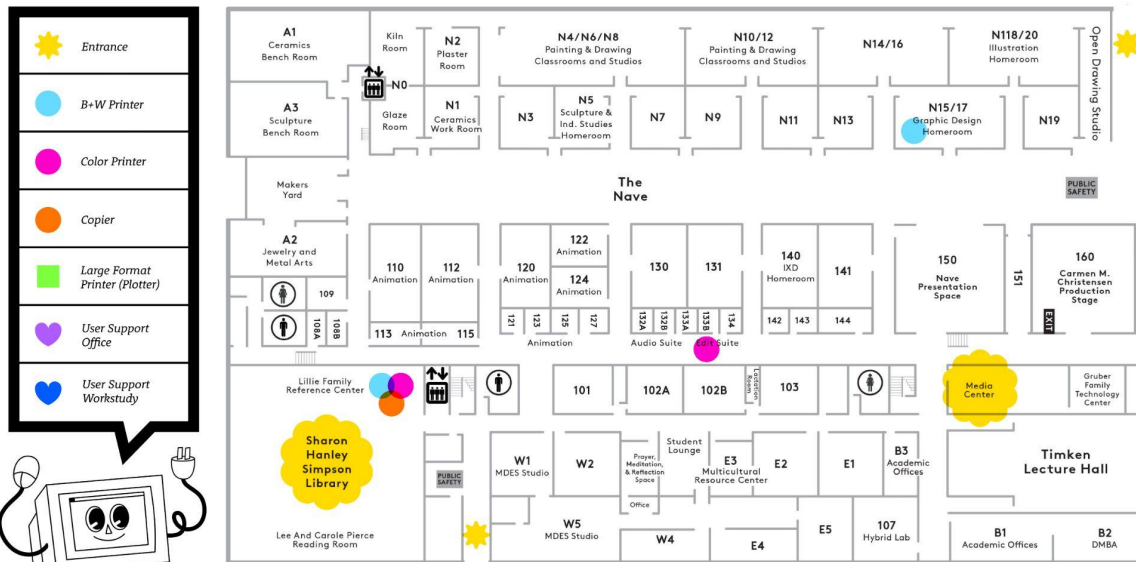Aka the <u>PLOTTERS</u>: used to print up to 36in. wide

04
AltaLink C8045
Aka the <u>COPY MACHINES</u>: used to scan/copy images

PRINTER LOCATIONS
(Main campus - 1st floor)

Map of 1111 8th Street (the Main Building) ✦✦✦✦ *Floor 1*

Legend
- ✦ Entrance
- 🔵 B+W Printer
- 🔴 Color Printer
- 🟠 Copier
- 🟩 Large Format Printer (Plotter)
- 💜 User Support Office
- 💙 User Support Workstudy

Rooms

A1 Ceramics Bench Room
A3 Sculpture Bench Room
A2 Jewelry and Metal Arts

Kiln Room
N2 Plaster Room
Glaze Room
N1 Ceramics Work Room

N4/N6/N8 Painting & Drawing Classrooms and Studios
N5 Sculpture & Ind. Studies Homeroom
N3

N10/12 Painting & Drawing Classrooms and Studios
N7   N9

N14/16
N11   N13

N118/20 Illustration Homeroom
N15/17 Graphic Design Homeroom
N19

Open Drawing Studio

Makers Yard

The Nave

109
108A   108B

110 Animation
112 Animation
113 Animation 115

120 Animation
122 Animation
124 Animation
121 123 125 127
Animation

130   131

132A 132B 133A 133B 134

140 IXD Homeroom
141
142 143 144

150 Nave Presentation Space
151

160 Carmen M. Christensen Production Stage
EXIT

Audio Suite   Edit Suite

Lillie Family Reference Center

Sharon Hanley Simpson Library

Lee And Carole Pierce Reading Room

PUBLIC SAFETY

Location Room

101   102A   102B   103

Media Center

Gruber Family Technology Center

W1 MDES Studio
W2
W5 MDES Studio
W4

Prayer, Meditation, & Reflection Space
Office

Student Lounge
E3 Multicultural Resource Center
E2   E1
E4   E5

B3 Academic Offices

107 Hybrid Lab

Timken Lecture Hall

B1 Academic Offices
B2 DMBA

PUBLIC SAFETY

PRINTER LOCATIONS

(Outside of Main Campus)

HOOPER BUILDING (184 Hooper Street; near Maker's Cafe)
- GC4 (B/W printer)
- GC10 (B/W printer & COLOR printer)
- Both rooms are on the first floor

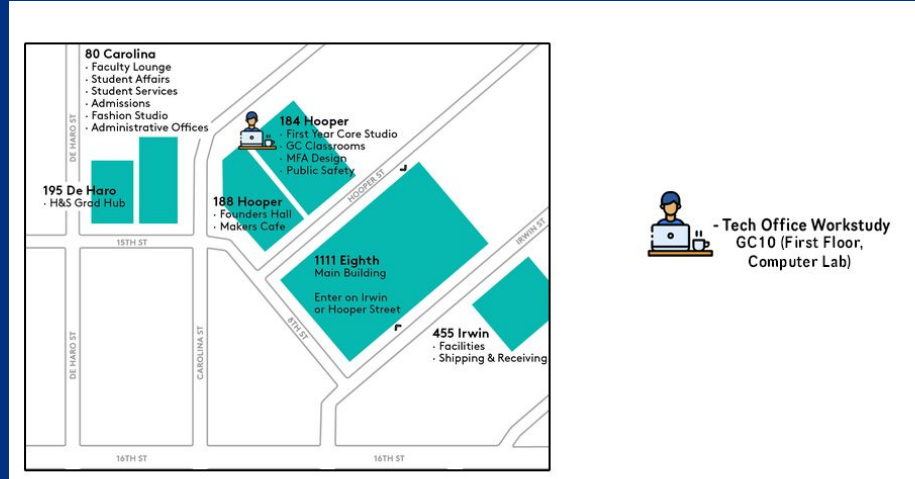GRAD. WRITING BUILDING (95 De Haro)
- B/W printer

FASHION BUILDING (80 Carolina St.)
- Rm. 120 (COLOR printer)

TEXTILES BUILDING (350 Kansas St.)
- COLOR printer

80 Carolina
- Faculty Lounge
- Student Affairs
- Student Services
- Admissions
- Fashion Studio
- Administrative Offices

184 Hooper
- First Year Core Studio
- GC Classrooms
- MFA Design
- Public Safety

195 De Haro
- H&S Grad Hub

188 Hooper
- Founders Hall
- Makers Cafe

1111 Eighth
Main Building
Enter on Irwin
or Hooper Street

455 Irwin
- Facilities
- Shipping & Receiving

- Tech Office Workstudy
GC10 (First Floor, Computer Lab)

TECH OFFICE & WORKSTUDIES

Tech Office:
User Support Specialists

- **YOSEF REED**
  Mon - Fri: 9AM to 5PM
  Email: yreed@cca.edu

- **MARMAR ABRIGO**
  Tue - Fri: 11AM to 7PM &
  Sat: 9AM-5PM
  Email: mabrigo@cca.edu

TECH OFFICE & WORKSTUDIES

Student Lab Monitors

- Workstudies generally available in Lab 240 or in Hooper GC10

- If none, please come by to the Tech Office for any assistance or fill out a helpdesk ticket

02

OUR
Policies!

Let's go over policies for printing!

BASIC POLICIES

01
NO LOADING CUSTOM PAPER
Check out **Flat Lab** for loading custom paper (need orientation)
DO NOT TAKE OUT PAPER EITHER

02
COLOR ACCURACY IS LIMITED
Check out **DFAS** (Digital Fine Arts Studio) for more accurate color matching (need orientation)

03
SIZES ARE LIMITED
Color & B/W printers: only **LETTER** (8.5"x11") or **TABLOID** (11"x17")

04
BE GENTLE W/ PRINTERS
Please don't kick/be rough with the printers! (Yes, it has happened before)

BASIC POLICIES

05
NO FOOD/DRINKS NEAR PRINTERS
You risk spilling your food/drinks on the printers & damaging it

06
DON'T BE RUDE TO WORKSTUDIES
They are your peers and people who are also trying to help you out!

07
REPORT ISSUES
If you notice any problems, please report to workstudies in Lab 240, Tech Office, or fill a Helpdesk Ticket

08
USER ERRORS AREN'T REFUNDED
Your refund requests will not be accepted if reasons are due to user error
(More about this in the next slides)

03

Papercut!

The software we use to manage printing

PAPERCUT
(what is it?)

Balance for cca

ADD CREDIT ↻

$0.00

Details ...
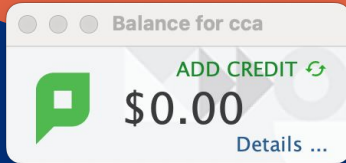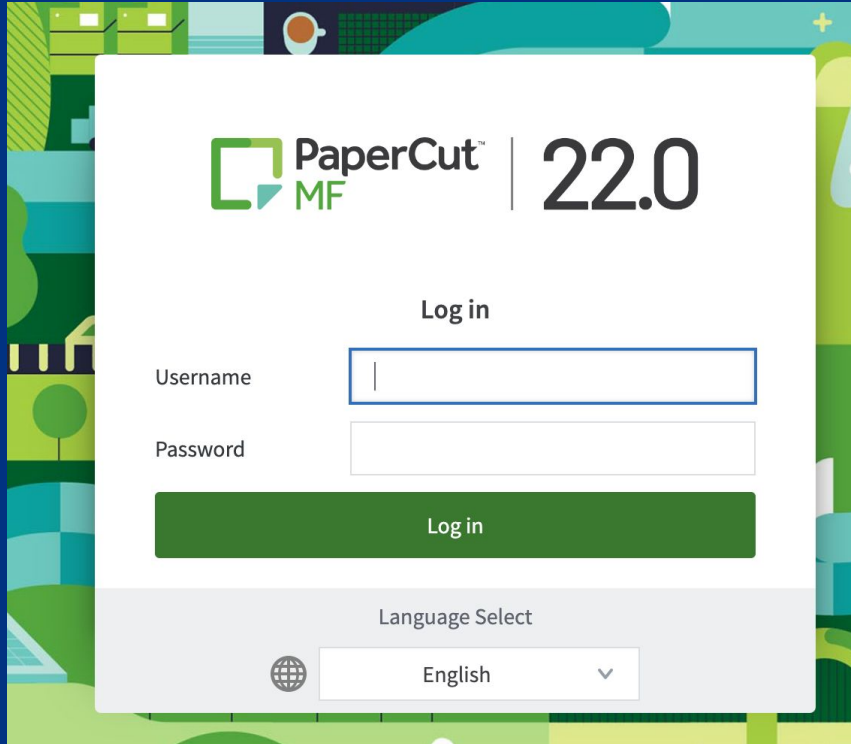
WHAT

- Software to manage printing (processes print jobs and payments)
- Each student / faculty has a PaperCut account (uses same credentials as CCA account)

HOW TO USE

- Papercut client should always be running and seen at the bottom right corner of screen
- When you print, a Papercut window will appear to ask for your login
- Enter credentials and you're good to go! (use CCA user & password)

Submitting Refunds
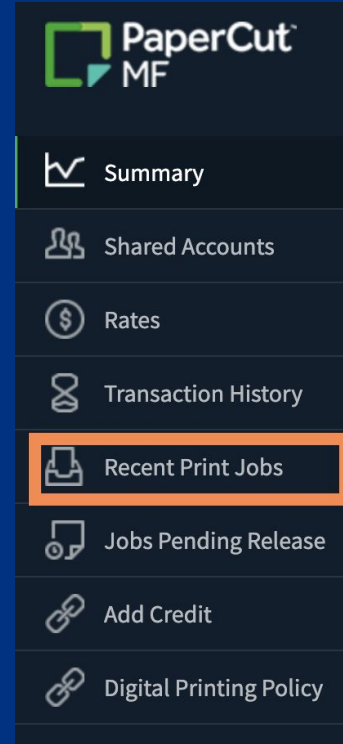
1. Log into papercut by going to print.cca.edu

2. After logging in, look to your left and click "Recent Print Jobs"

Submitting Refunds

PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.		STATUS
vm-papercut-01\2FLRHALLWAYC OLOR	1	$0.60	Untitled	LETTER (ANSI_A)	...	🖨 Printed request refund

3. Locate your print job you want to request a refund for and click "request refund"

Job Details

Time	Jan 17, 2023 4:30:52 PM
Pages	1
Cost	$0.60
Document Name	Untitled
Printer	vm-papercut-01\2FLRHALLWAYCOLOR

Refund Details

Refund Amount
- ● Full amount
- ○ Partial amount:

$0.00

Reason for Request

The printer was out of paper and my file wasn't printed.

Send   Cancel

4. Please provide details for your refund request such as what issues you encountered / what happened during the process that resulted in error

- NOTE: If you are vague, your refund request will not be processed or be prolonged

- You will be asked to fill out a helpdesk ticket if reasons are too vague

REFUND POLICY

WHAT QUALIFIES AS A REFUND? ✅

1. A printer malfunction (e.g. paper jams, streaks, low toner)
2. A malfunction of the print accounting system
3. Print jobs not going through but still charged you

WHAT DOESN'T QUALIFY AS A REFUND? ❌

1. Accidentally sending more than one copy to a printer
2. Accidentally printing the "wrong" file
3. Formatting problems not caused by a bug/malfunction in the system or printer
4. Forgetting to log out and someone else using your print account funds
5. Print jobs that a user fails to pick up from a printer
6. Test prints for a larger print
7. Didn't like the color or paper

04

RECCOMENDED

File Types!

Wondering what file type to export
your image as to print?

JPG & PDF

WHY? → **These file types are a manageable size and can open in photoshop**

(Not to say other file types can't be used but they may result in your files being too large for the printer to read)

Photoshop

Other students have used Illustrator, InDesign, & Acrobat but we recommend Photoshop because it's easier to navigate the print settings

(directions on how to print from these programs are in CCA portal → search "large format plotter printing")

LET'S DO A DEMO!

Now we'll walk you through step by step on how to print!

- General printing to B/W & COLOR
- Plotter Printing

(This slidedeck is available upon searching "Printing at CCA" on CCA Portal)

Printing Tips

1. <u>PLOTTER PRINTING</u>:
    a. Margins are auto-enforced but we recommend still inputting the margin values we suggested to avoid any cropping
        i. Min. margin value: 0.13 inches

    b. Out of all the programs, try to steer away from using Acrobat to print to plotters: open your .pdfs in Photoshop instead

    c. If your largest measurement is less than 36 inches, have that be your width
        i. This allows you to use up most of the paper and not be wasteful

    d. AVOID HORIZONTAL STRIPES: in print settings, click the layout tab to go to "Paper/Quality" & move the slider all the way to the right (search "large format plotter printing" on cca portal for info)

1. <u>GENERAL PRINTING:</u>
    a. <u>B/W PRINTERS</u>
        i. Meant for text based documents; print to color printer if you want to print nicer quality B/W images
    b. <u>COLOR PRINTERS (applies to plotters too)</u>
        i. Like the instructions for printing to plotters, let programs manage color and set color profile to "Adobe RGB 1998"
        ii. Increase IMG saturation & brightness before printing

    c. If file is set as portrait, print on long edge & if file is landscape, print on short edge (setting it incorrectly will cause images to be printed upside down/rotated)

    d. <u>REMINDERS</u>
        i. For closer color accuracy / high quality prints / archival papers → DFAS
        ii. Printing on custom paper/risograph prints → Flat Lab
        iii. (Both require orientation)

DFAS ORIENTATIONs

The Digital Fine Art Studio is a resource for CCA students to get hands-on experience with high quality digital medium–and wide–format printing, as well as high-end scanning.

DFAS Orientations are held in the Digital Fine Art Studio; 2nd Floor Main Building (Next to the Tech office) during the first 10 weeks of the semester.

Please visit their Portal Page for dates and times.
https://portal.cca.edu/learning/shops/dfas/

FLAT LAB ORIENTATIONs

Flat Lab's primary focus is risograph printing and small format digital printing. The Flat Lab provides materials and technology to assist students working in print based media.

Orientations are held in the Flat Lab (240 A) during the first 10 weeks of the semester.

Please visit their Portal Page for dates and times.
https://portal.cca.edu/learning/shops/sf-flatlab/

THANKS

Do you have any questions?

Updated 8/22/23